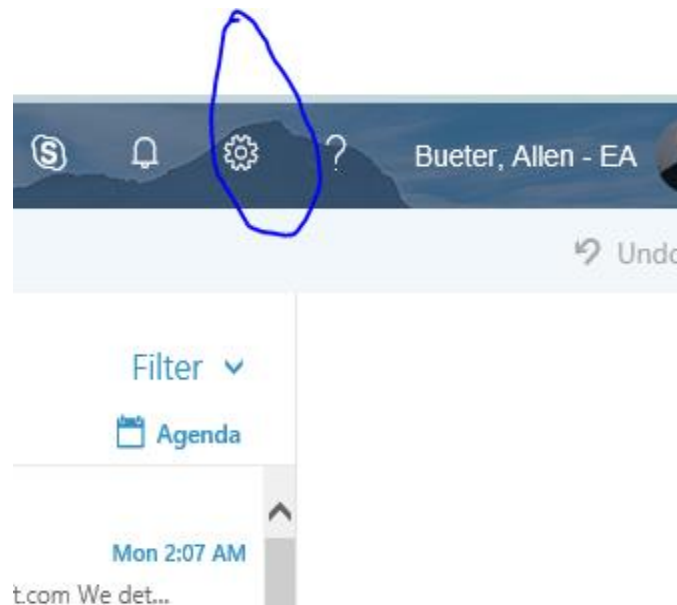


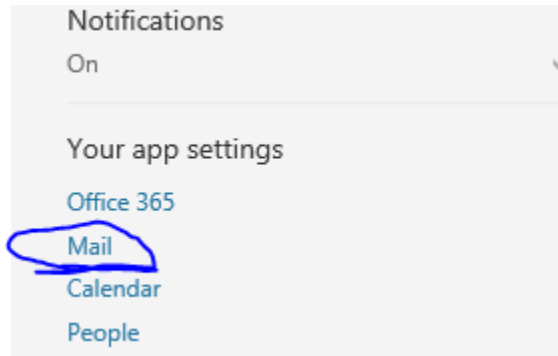


1. To manage your Distribution groups, go to webmail at: <http://myemail.ucdenver.edu>. There you would log in with your email address and password. Once webmail is opened, look up at the upper right of the screen for the gear icon.

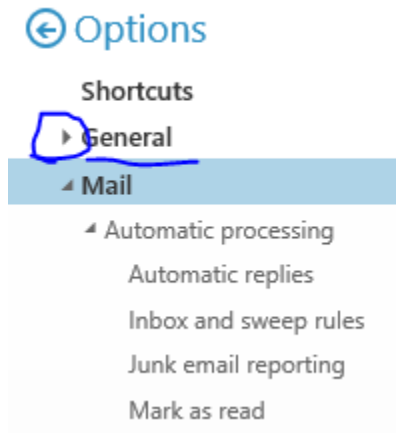
Click on the upper right "gear" icon as shown in the screen shot below.



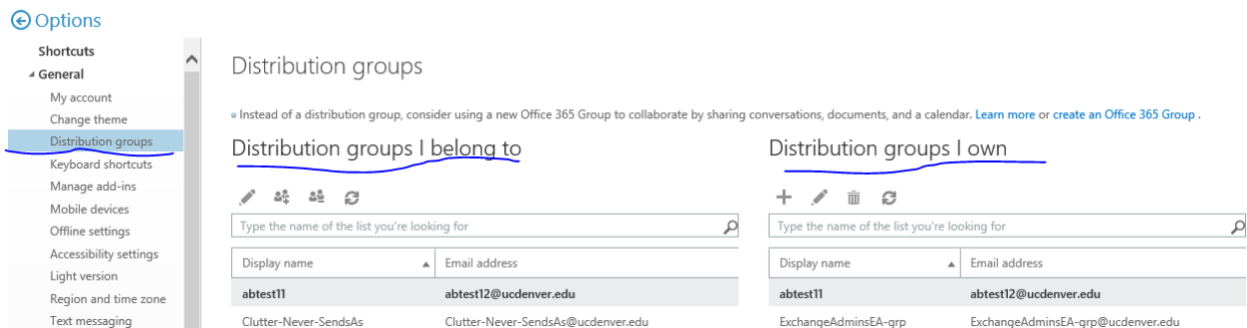
2. On the lower right of the window, click on the “Mail” link as shown in the below screen shot.



3. Now in the upper-left of the window, click on the arrow to open “General” under Options as shown in the below screen shot.



4. Once the “General” tab is opened, you’ll see a listing to open up “**Distribution Groups**”. Click on that and then the window for “Distribution groups I belong to” and “Distribution Groups I own” both appear, as seen in the below screen shot. The right pane of “Distribution groups you own” can be managed by clicking on the “Edit” (pencil) icon and from there in the “Membership” heading you can add or remove members by clicking on the “+” or “-” icon. You can also modify the properties of how this group functions with the “delivery management” or “message approval feature as shown in the screen-shot on the next page.



5. Owners are only those people that can manage the group as seen below. Owners are not necessarily “members” of the group, unless they are specifically added to the “Members” listing. All Owners can do is manage the features and functions/members of the group. Members are those that are given the access to what the group is designed to manage, such as a resource mailbox, for instance.

abtest11

general

ownership

► membership

membership approval

delivery management

message approval

email options

MailTip

Members:

+ -

Bueter, Allen - EA

ExchangeAdminsEA-grp