Distribution Group User Administration

This document describes the different methods and options to manage distribution groups using Outlook Web App or Microsoft Outlook.

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Using Outlook Web App (OWA) to Administer your Distribution Groups

The vast majority of Distribution Group Administration by group Owners will be done using Outlook Web App (OWA).

- Login to Outlook Web App [https://webmail.ucf.edu](https://webmail.ucf.edu)
- Click Options>See All Options>Groups
- Under “Public Groups I Own”, double click the group to edit options.

To display the details of a group(s) you are owner of, click on the name of the group, and then click “Details” or you can simply double click on the name of the group to open the details. There are 7 items that you can access and change in the details area. The 7 areas are:

- General - This area includes the display name, alias and description of the group. The display name should be “user friendly” so people recognize what it is.
- Ownership – In this area you will see listed the owners of the group. Here you can add or remove owners.
- Membership – Here you can add and remove members of the group. You can add members using the GAL (Global Address Book).
- Membership Approval – You have 3 choices here; open, closed and owner approval.
- Delivery Management – This area is reserved for restricting who can send to the group.
- **Message Approval** – Use this area to set the approval level of sent messages for the group. You also have the option of adding senders “who don’t require message approval”.
- **Email Options** – The email address the group can receive messages from is listed here.
- **MailTip** – You can create a MailTip here to be displayed when people send email from this group.

**General and Ownership Settings**

![Image of General and Ownership Settings with notes]

- General settings are restricted by policy and can only be edited by Messaging Admins.
- To add additional Owners, place a request with the Service Desk.
Membership Approval

- Open: Anyone can join this group without being approved by the group owners.  
  ***** Not a recommended configuration*****
- Closed: Members can be added only by the group owners. All requests to join will be rejected automatically. This is the default setting.
- Owner Approval: (Default Setting) All requests are approved or rejected by the group owners. If you select this setting, the group owner or owners receive an email message from the person who is requesting approval to join the group.
Delivery Management

By default, only senders inside your organization can send messages to this group. To allow someone outside your organization to send to the group, contact your helpdesk. To restrict the senders inside your organization who can send to the group, add users or groups to the list below. If you do this, mail sent by anyone else will be rejected.

- Owners should designate if they need external senders to be able to send to the distribution group. If you place send restrictions on the group, only those senders will be able to send email to the distribution group.

- ***Owners must also be added to the “Allow” list if you decide to restrict who can send to the group.***
Message Approval

UCFDG-CST-EMT

Delivery Management

Message Approval

☑ Messages sent to this group have to be approved by a moderator

Group moderators:

Add... Remove

If you don't select a moderator, the group owner will review and approve messages.

Moderators show here. If no moderators are shown, Owners are the Moderators.

Senders who don't require message approval:

Add... Remove

You can select senders who can send messages to the group without message approval.

Add "Members that Don't Require Approval" here

Select moderation notifications:

- Notify all senders when their messages aren't approved.
- Notify senders in your organization when their messages aren't approved.
- Don't notify anyone when a message isn't approved.

Select "Moderation Notification" here

E-Mail Options

Save Cancel
• By default, the “Messages sent to this group...” check box is unselected. You can turn this on by checking the box and the group owner(s) automatically become the moderator.
• Moderators can approve or reject incoming messages.
• If you want to add another moderator, simply click “Add” and add someone from the GAL.
• If you want to remove a moderator, simply click their name and click “Remove”.
• You can also add/remove senders who don’t require message approval.

You can also select one of the following settings to let message senders know whether their messages were approved:

• **Notify all senders when their messages aren't approved.** This is the default setting. It includes all people and groups in your address book and people who don't have an account in your organization.
• **Notify senders in your organization only when their messages aren't approved.** When you select this option, only people or groups in your shared address book are notified when a message that they sent to the group isn't approved by a moderator.
• Don’t notify anyone when a message isn't approved. When you select this option, notifications aren't sent to people whose messages are not approved by the group moderators.
Email Options and MailTip

The group can receive messages sent to the following addresses:

- UCFDG-CST-EMT@mail.ucf.edu
- UCFDG-CST-EMT@net.ucf.edu
- UCFDG-CST-EMT@root.ucf.edu
- UCFDG-CST-EMT@ucf.edu

Valid Email Addresses for this Distribution Group.

Default Sending Address: @ucf.edu

MailTips appear in the infobar when a group is included on the To line. Up to 175 characters can be displayed in the info bar.

Please allow up to 2 business days for a response.
Distribution Group Administration Using the Outlook Client

Only Group Membership can be edited using the Outlook Client. All other administration must be done using Outlook Web App (OWA).

- Login to the Outlook Client
- Click the Address book button from the Home Tab of the Main Outlook Screen
Update Owners/Sponsors for Distribution Groups

Go to the UCF Portal http://my.ucf.edu -> Staff Applications -> PeopleSoft SA/HR

Click on Main Menu -> Department Self Service -> Exchange eForms Home Page

Click on Update/View Distribution Group Owners

Enter your search criteria for your Distribution Group and click Search.

Click on the desired Distribution Group from the results.
Modify existing owners by entering in a new Empl ID and changing the Office Phone.

To Add an owner, click on the [+] icon next to Office Phone.

When finished, click Save.