

Requesting an Enterprise Distribution Group (DG)

This guide will detail the process for requesting a distribution group from the Enterprise Messaging Team. In email applications, a distribution group is a group of mail recipients that is addressed as a single recipient.

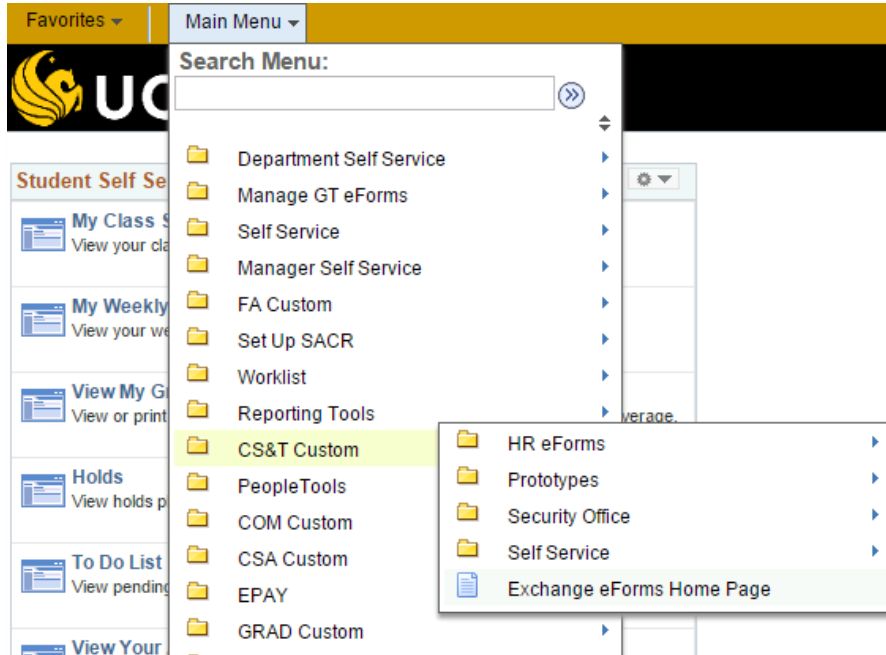
Contents

Location of Distribution Group Request eForm.....	2
Request to Add Enterprise Distribution Group.....	3
Step 1 of 2: Enter Distribution Group Details	3
Select the Department.....	3
Specify Service Area and Functional Unit	4
Select the Domain.....	4
Preview the DG address:.....	4
Enter managing members:.....	5
Step 2 of 2 Form Submitted	6

Location of Distribution Group Request eForm

The **Add Distribution Group eForm** is located in:

Main Menu → CS&T Custom → Exchange eForms Home Page



Click **Add Distribution Group eForm**.

Distribution Groups (DG):



[Add Distribution Group eForm](#)

Request to Add Enterprise Distribution Group

New Account Information

eForm ID: 230320

Account ID Requested: UCFDG- *Department: CST - Optional 1: EMT - Optional 2: KnightsEmailAdmin *Domain: @ucf.edu

Distribution Group: UCFDG-CST-EMT-KnightsEmailAdmin@ucf.edu

Distribution Group Information

User(s) Responsible for Distribution Group:
Authorized user(s) for resets and changes

*Empl ID: 1734877 Ulrich,Jonathan Gregory *Office Phone: 407-823-5143 + -

*Department Name: CST

*Department Phone: 407-823-5117

Submit

Step 1 of 2: Enter Distribution Group Details

All distribution groups will start with UCFDG, followed by College/Division/Department. Optionally, you can add a service area and functional unit. Example: **UCFDG-CST-EMT-KnightsEmailAdmin**

Select the Department

Enter the intended department for the DG by selecting from the Department dropdown box. *

New Account Information

Account ID Requested: UCFDG- *Department: CST

Distribution Group: UCFDG-CST-E

CAH

CBA

CECS

COHPA

COM

CON

COS

CREOL

CST

EDUC

GRAD

HONOR

ISO

ROSEN

SDES

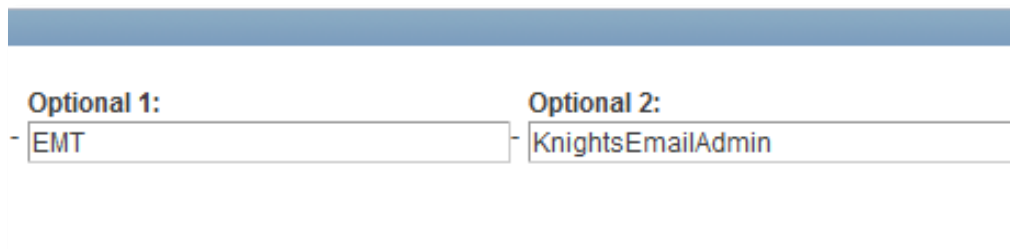
SMCA

Note*: If your desired department is not listed, contact the Service Desk to open a ticket with EMT to have your department abbreviation added to the list.

Specify Service Area and Functional Unit

Type the intended **Service Area** into the **Optional 1** box.

Type the intended **Functional Unit** into the **Option 2** box.

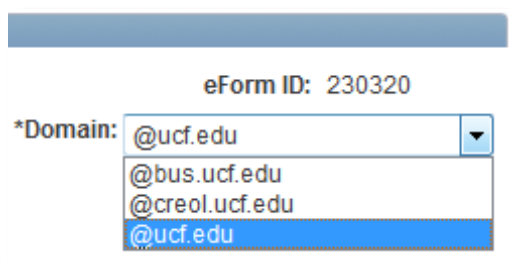


Optional 1: EMT

Optional 2: KnightsEmailAdmin

Select the Domain

Select the intended **Domain** from the drop down box.



eForm ID: 230320

*Domain: @ucf.edu

- @bus.ucf.edu
- @creol.ucf.edu
- @ucf.edu

Preview the DG address:

Distribution Group: UCFDG-CST-EMT-KnightsEmailAdmin@ucf.edu

Enter managing members:

Enter the managing employee's **Empl ID** and **Office Phone**.

Enter the managing **Department Name** and **Phone Number**.

A minimum of 2 employees is required in order to request a DG. Additional managing employees may be added by clicking the [+] button.

Click **Submit**.

Distribution Group Information

User(s) Responsible for Distribution Group:
Authorized user(s) for resets and changes

*Empl ID:	<input type="text" value="1234567"/>	Ulrich,Jonathan Gregory	*Office Phone:	<input type="text" value="407-823-5143"/>	<input type="button" value="+"/> <input type="button" value="-"/>
*Empl ID:	<input type="text" value="9876543"/>	Siew,Laurence	*Office Phone:	<input type="text" value="407-823-5143"/>	<input type="button" value="+"/> <input type="button" value="-"/>

*Department Name:

*Department Phone:

A confirmation message will appear, click **Yes**

Message

Submit this form? (20002,27)

The form will be directed to the next approver, if any.

Step 2 of 2 Form Submitted

You will receive see a confirmation of your submission.

Thank you for completing the Enterprise Distribution Group Request eForm. New accounts take approximately 1 - 2 business days to complete. An email will be sent to you shortly with further details.

Form Status

eForm ID: 230320

You have just SUBMITTED this form. This action passed the form to GT Enterprise Email Approver for further processing.

[Go To Worklist](#)

[View This Form](#)