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.

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Location of Distribution Group Request eForm

The Add Distribution Group eForm is located in:
Main Menu → Department Self Service → Exchange eForms Home Page

Click Add Distribution Group eForm.

Distribution Groups (DG):
Request to Add Enterprise Distribution Group

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. *

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.

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

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**.

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