

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>
- Click Options>See All Options>Groups
- Under “Public Groups I Own”, double click the group to edit options.

Microsoft Outlook Web App sign out | exchumtest2

Mail > Options My Mail ?

Account

Organize E-Mail

Groups

Settings

Phone

Block or Allow

Public Groups

A public group is a collection of two or more people in an organization's shared address book. You can create groups, which will appear in the address book for others to use. Group owners can restrict membership. You can also join or leave an existing group.

Public Groups I Belong To

Join... Leave Details

Search groups

Display Name	E-Mail Address
CST DL Test	CSTDLT@ucf.edu

0 selected of 1 total

Public Groups I Own

Details

Search groups

Display Name	E-Mail Address
CST DL Test	CSTDLT@ucf.edu
UCFDG-CST-EMT	UCFDG-CST-EMT@ucf.edu
UCFDG-SDES-IT-Infrastruct...	UCFDG-SDES-IT-Infrastructure@ucf.edu

1 selected of 3 total

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

UCFDG-CST-EMT

*Required fields

General

* Display name:
UCFDG-CST-EMT

* Alias:
UCFDG-CST-EMT

Description:

Hide this group from the shared address book

Ownership

* Owners:

- exchumtest2
- Lisa Isham

Save Cancel

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

UCFDG-CST-TrainingTest ?

*Required fields

General ▾

Ownership ▾

Membership ▾

Membership Approval ⌆

Choose whether owner approval is required to join the group.

Open: Anyone can join this group without being approved by the group owners.

Closed: Members can be added only by the group owners. All requests to join will be rejected automatically.

Owner Approval: All requests are approved or rejected by the group owners.

Delivery Management ▾

Message Approval ▾

E-Mail Options ▾

MailTip ▾

✓ Save | ✗ Cancel

Default Setting is "Closed"

- 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

UCFDG-CST-EMT

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.

+ Add... - Remove

All senders can send messages to this group.

By default all internal senders can email the distribution group. Adding senders to this area will restrict who can send to the group.

Message Approval

✓ Save ✗ Cancel

- 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 Notificataion" 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

UCFDG-CST-EMT

Delivery Management

Message Approval

E-Mail Options

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

MailTip

You can create a MailTip to be displayed when people send e-mail to this group.

Please allow up to 2 business days for a response.

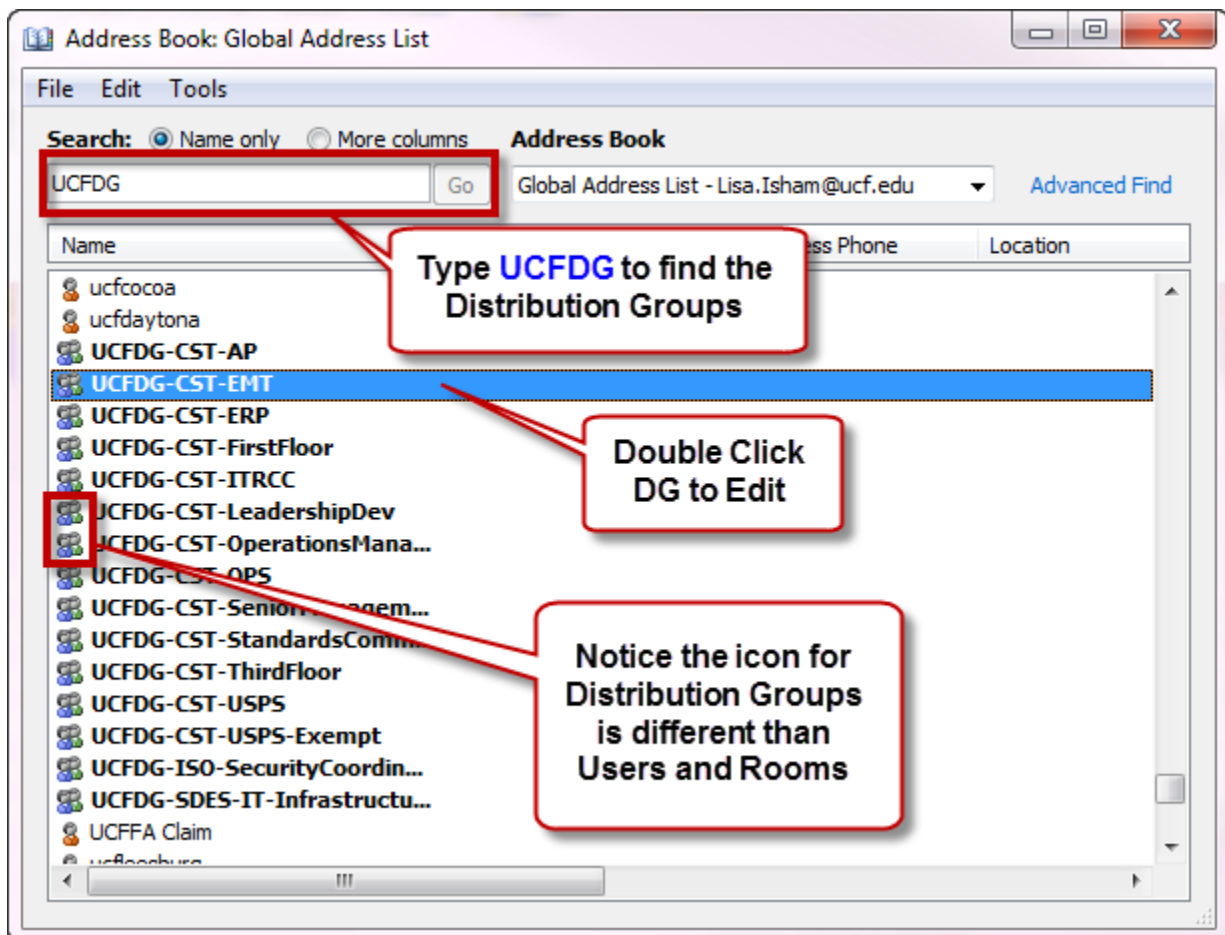
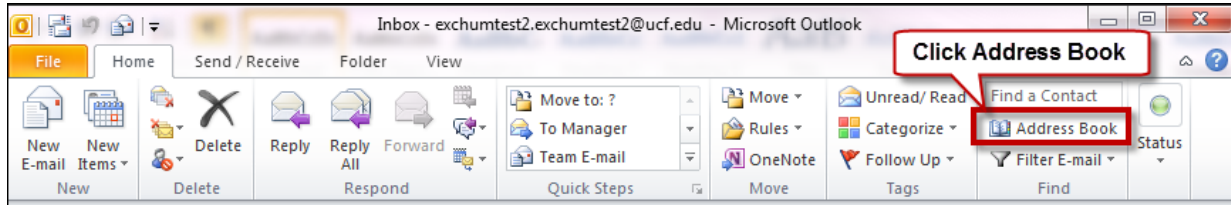
MailTips appear in the info bar when a group is included on the To line. Up to 175 characters can be displayed in the info bar.

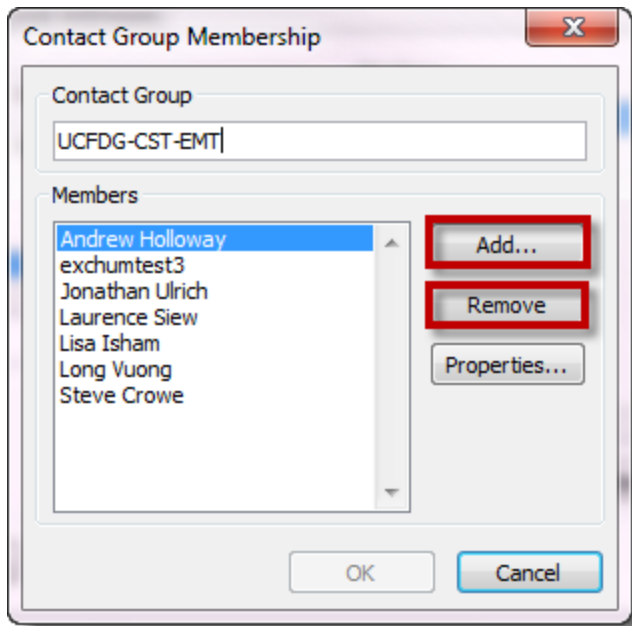
✓ Save | ✗ Cancel

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**

Distribution Groups (DG):



Add Distribution Group eForm



View Distribution Group eForm



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.

Find an Existing Value

Search Criteria

Account ID: begins with ucfdg-cst-emt

Case Sensitive

Limit the number of results to (up to 300): 300

Search
Clear
[Basic Search](#)
[Save Search Criteria](#)

Search Results

View All First ◀ 1-2 of 2 ▶ Last

Account ID
UCFDG-CST-EMT@ucf.edu
UCFDG-CST-FMTTestDG@ucf.edu

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**.

Exchange Distribution Group Updates

Distribution Group: UCFDG-CST-EMTTestDG@ucf.edu

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

*Empl ID:	<input type="text" value="1234567"/>	Isham,Lisa L	*Office Phone:	<input type="text" value="407-823-0000"/>	<input type="button" value="+"/> <input type="button" value="-"/>
*Empl ID:	<input type="text" value="1234567"/>	Ulrich,Jonathan Gregory	*Office Phone:	<input type="text" value="407-823-0001"/>	<input type="button" value="+"/> <input type="button" value="-"/>