# EMAIL & CALENDARS

#### How to manage membership for cloud-based email groups

**PURPOSE:** We currently have two types of email groups: on-premises groups that must be updated through the UIS Service Desk and cloud-based distribution groups that owners can update by following these instructions.

- How to add a new member
- How to remove a member

#### HOW TO ADD TO YOUR EMAIL GROUP

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# EMAIL & CALENDARS

2. Select Groups I own.	Groups
	Instead of a distribution group, consider using a new Microsoft 365 Group to collaborate by sharing conversations, documents, and a calendar.
	Groups I belong to Groups I own
	+ Add new group 🕐 Refresh
3. Click the distribution group you wish to manage.	O Name ↑ Email address
	✓ 1800 Grant 4th Floor 1800Grant4thFloor@ad.cu.edu
4. A small pop-up screen will display the group and three-tab options. Click the <b>Members</b> tab to manage Owners and/or Members.	TS-TEST-TS       Distribution list group         Delete group       Delete group         General       Members         Settings       Settings         Name       Email address         TS-TEST-TS       TS-TEST-TS@cu.edu         Alias       Notes         TS-TEST-TS         Hide from global address list (GAL)         No         Edit general settings
5. Click either View all and manage owners or View all and manage members, depending on the role you wish to adjust.	General Members Settings Owners Employed and manage owners View all and manage members View all and manage members



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## EMAIL & CALENDARS

6. Click Add members or Add owners, depending on the role you selected.	Members + Add members Display name
7. Enter the new member's name in the search box. Then, select the correct result and click <b>Add</b> .	Add members     Refresh     Item     Item



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# EMAIL & CALENDARS

#### HOW TO REMOVE A MEMBER FROM THE GROUP YOU MANAGE

<ol> <li>Follow the first five steps above and click View and manage members.</li> </ol>	Members Roxann Elliott Cooper Baldwin View all and manage members
<ol> <li>Select the member to be removed and click</li> <li>Delete at the top.</li> </ol>	Members       Delete (1)     2 items     1 selected ×     > Search       Display name       RE       CB     Cooper Baldwin
3. A pop-up message will ask you to confirm whether you want to remove this group member. Click <b>Yes</b> .	Are you sure you want to × remove this group member? Yes No
<ol> <li>Your changes are saved and will appear within 5 minutes.</li> </ol>	Members  The changes are saved and will appear within 5 minutes



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