

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

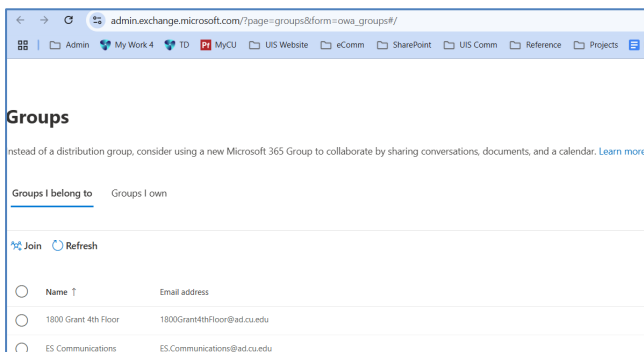
**PURPOSE:** We currently have two types of email groups: on-premises groups that must be updated through the UIS Service Desk and cloud-based distribution groups that owners can update by following these instructions.

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

#### HOW TO ADD TO YOUR EMAIL GROUP

Step 1. Navigate directly to the URL

[https://admin.exchange.microsoft.com/?page=groups&form=owa\\_groups](https://admin.exchange.microsoft.com/?page=groups&form=owa_groups)



Or, option B, navigate there from the Outlook Web application

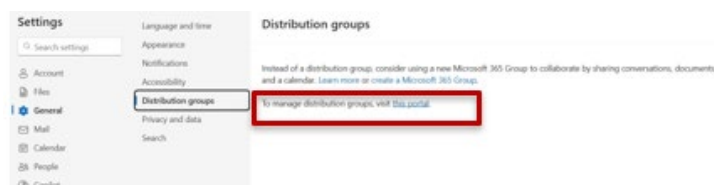
<https://outlook.office.com/mail/>

Then, click the **Settings** gear.

Click **General**.

Click **Distribution groups**.

Click **To manage distribution groups, visit this portal.**



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# UIS SERVICE DESK

## EMAIL & CALENDARS

2. Select <b>Groups I own</b> .	<div><h3>Groups</h3><p>Instead of a distribution group, consider using a new Microsoft 365 Group to collaborate by sharing conversations, documents, and a calendar.</p><p>Groups I belong to</p><div><div>Groups I own</div></div><p>+ Add new group Refresh</p></div>
3. Click the distribution group you wish to manage.	<div><div></div><div>Name ↑</div><div>Email address</div><div><div>✓</div><div>1800 Grant 4th Floor</div><div>1800Grant4thFloor@ad.cu.edu</div></div></div>
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.	<div><div><div>×</div><div>Close</div></div><div><div><div>T</div><div><b>TS-TEST-TS</b><div>Distribution list group</div><div>Delete group</div></div></div><div><div>General</div><div>Members</div><div>Settings</div></div><div><div><b>Name</b><div>TS-TEST-TS</div></div><div><b>Email address</b><div>TS-TEST-TS@cu.edu</div></div><div><b>Alias</b><div>TS-TEST-TS</div></div><div><b>Notes</b></div><div><b>Hide from global address list (GAL)</b><div>No</div><div>Edit general settings</div></div></div></div></div>
5. Click either <b>View all and manage owners</b> or <b>View all and manage members</b> , depending on the role you wish to adjust.	<div><div><div>General</div><div>Members</div><div>Settings</div></div><div><div><b>Owners</b><div><div>Empty Group Owners</div><div>Unknown Member</div><div>Existing Member</div><div>View all and manage owners</div></div></div><div><b>Members</b><div>View all and manage members</div></div></div></div>



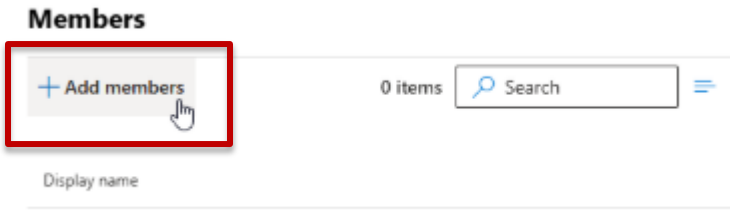
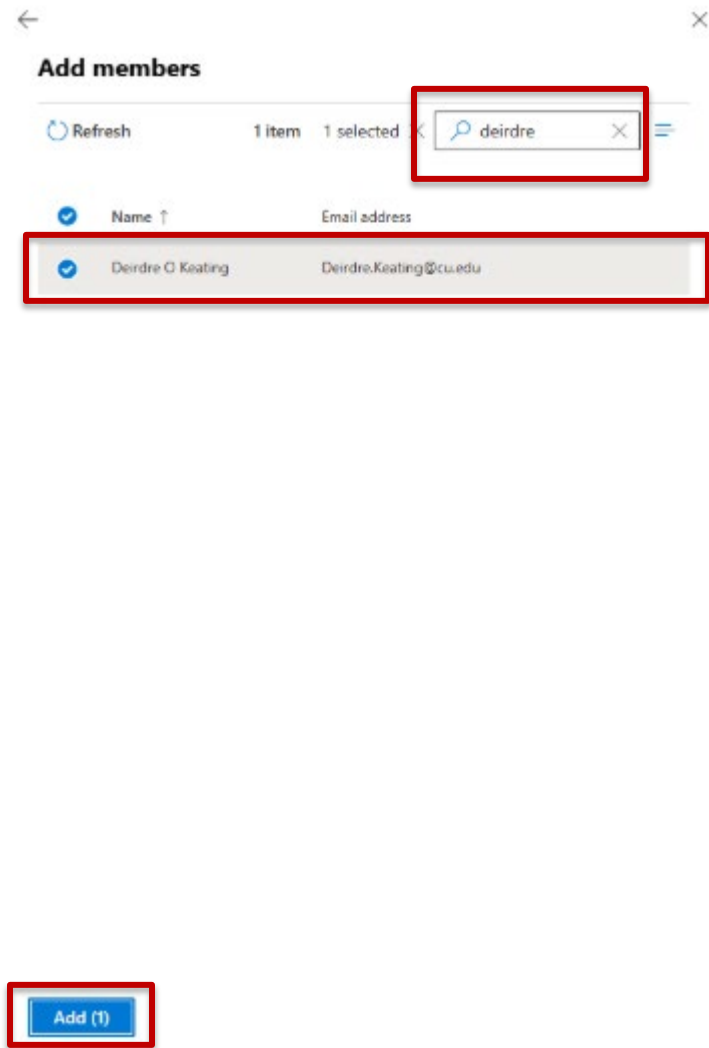
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## EMAIL & CALENDARS

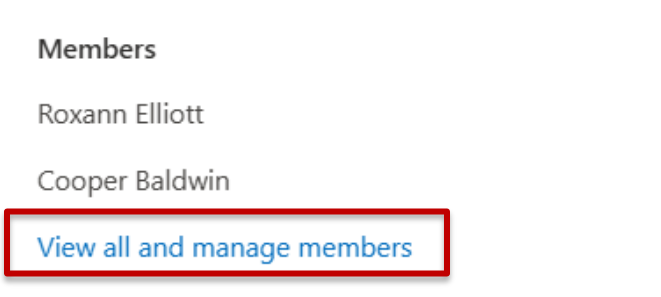
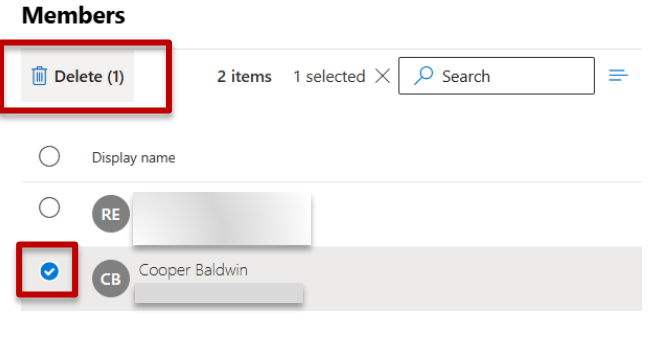
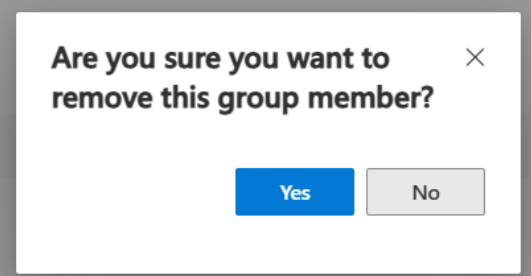
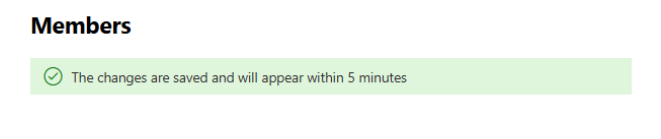
<p>6. Click <b>Add members</b> or <b>Add owners</b>, depending on the role you selected.</p>	 <p>Members</p> <p>+ Add members 0 items Search</p> <p>Display name</p>				
<p>7. Enter the new member's name in the search box. Then, select the correct result and click <b>Add</b>.</p>	 <p>Add members</p> <p>Refresh 1 item 1 selected deirdre</p> <table><thead><tr><th>Name ↑</th><th>Email address</th></tr></thead><tbody><tr><td>Deirdre O Keating</td><td>Deirdre.Keating@cu.edu</td></tr></tbody></table> <p>Add (1)</p>	Name ↑	Email address	Deirdre O Keating	Deirdre.Keating@cu.edu
Name ↑	Email address				
Deirdre O Keating	Deirdre.Keating@cu.edu				



# UIS SERVICE DESK

## EMAIL & CALENDARS

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

1. Follow the first five steps above and click <b>View and manage members</b> .	 <p>Members</p> <p>Roxann Elliott</p> <p>Cooper Baldwin</p> <p><a href="#">View all and manage members</a></p>
2. Select the member to be removed and click <b>Delete</b> at the top.	 <p>Members</p> <p>Delete (1) 2 items 1 selected X Search</p> <p><input type="radio"/> Display name</p> <p><input type="radio"/> RE [REDACTED]</p> <p><input checked="" type="radio"/> CB Cooper Baldwin</p>
3. A pop-up message will ask you to confirm whether you want to remove this group member. Click <b>Yes</b> .	 <p>Are you sure you want to remove this group member?</p> <p>Yes No</p>
4. Your changes are saved and will appear within 5 minutes.	 <p>Members</p> <p>✓ The changes are saved and will appear within 5 minutes</p>



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