

Public Groups I Own

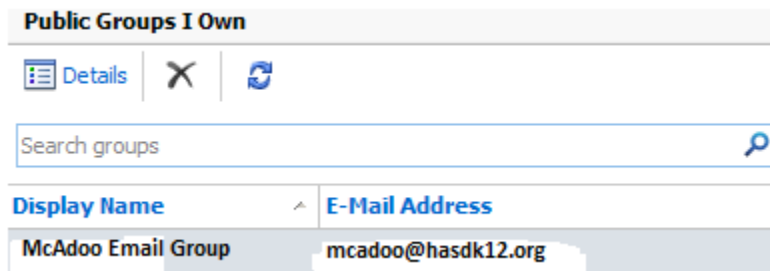
In Outlook Web App, you can send emails to a number of people at once by using a distribution list, known as a public group. Individuals can choose to join and leave these groups as long as the settings allow them to do so. When you own a group, you can add and remove owners and members, make decisions about who can send messages to the group, and change other settings. This document covers the settings that can be changed by group owners.

To create a group, contact the Help Desk via [email](#), or call **459-3111 x4357**. Once a group has been created it will appear under *Public Groups I Own*.



Accessing the Group Settings


1. [Log on to Outlook Web App](#)
2. In the upper right corner, click **OPTIONS**
A account menu appears.
3. On the left hand side **ACCOUNT OPTIONS**
Your options appear.
4. Click **GROUPS**
The *Public Groups* information appears.
5. In the *Public Groups I Own* section, select the group you wish to modify
HINT: A groups is selected when it is highlighted in pale blue.



6. Click **DETAILS**
The *Group* dialog box appears, with the *General* section expanded.



General

General 




* Display name:

* Alias:


Description:

Group owners can add and remove members from a group.

Adding a Member

1. [Access the *Group* dialog box](#)
2. Click **MEMBERSHIP**
The *Membership* section expands.
3. To add a member, click **ADD...**  **Add...**
The *Select Members* dialog box appears.
4. In the search box, type a name or email address » click 
The search results appear.
5. Select the desired individual
6. Click **ADD**
The name appears in the *Add* text box
7. To add more members, repeat steps 4 through 7
8. When finished, click **OK**  **OK**
The *Select Member* dialog box closes.
In the *Group* dialog box, the new members appear in the *Membership* section.

Removing a Member

1. To remove a member, select the desired member
HINT: A member is selected when the name is highlighted in pale blue.
2. Click **REMOVE**
The member's name is removed from the list of members.
3. Click **SAVE**  **Save** **(Must Save for any changes to apply)**
Your changes are saved; the *Group* dialog box closes.