Create an E-mail Group

Important Information

⚠️ This document explains how to create an e-mail group to be managed by a single department administrator through Outlook.

Active Directory Users and Computers

1. Create a distribution group in the Exchange e-mail groups Organizational Unit (OU). Refer to the Exchange 2010 Self-Service Administration Guide.

Group Properties

2. Open the Properties of the group and click the Managed By tab.
3. Click Change.
4. Type the **name** of the user who will manage the group.

   **Note.** This can be a uniqname.

5. Click **Check Names** to verify the account.

6. Click **OK**.

7. Select the **Manager can update membership list** check box.

8. Click **OK**.