Distribution E-mail Groups and Security E-mail Groups

Overview
This document outlines the steps to creating Distribution Email Groups and Security Email Groups.

Distribution Email Groups:
Distribution groups are mail-enabled Active Directory group objects that are created to expedite the mass sending of e-mail messages and other information within an Exchange organization.

There are two types of distribution groups:
- Mail-enabled universal distribution groups can be used only to distribute messages.
- Mail-enabled universal security groups can be used to distribute messages as well as to grant access permissions to resources in Active Directory.

Note: It's important to note the terminology differences between Active Directory and Exchange 2010. In Active Directory, a distribution group refers to any group that doesn't have a security context, whether it's mail-enabled or not. In contrast, in Exchange 2010, all mail-enabled groups are referred to as distribution groups, whether they have a security context or not.

Security Groups:
Security groups are used to grant access permissions to resources in Active Directory. Security groups can be used to allow its members to have access to another mailbox in the Exchange environment that is not a User's mailbox. The Security Group is applied as having Full Access to the Departmental or Calendar Resource, thus giving its members access to the Departmental or Calendar Resource.

For instance: If I am a member of Security group "its-ta" and Security group its-ta has Full Access to Calendar Resource "its-ta-CR-Room" then I have access to Calendar resource "its-ta-CR-Room". Whatever rights the Security Group has set, then because I am a member of the Security Group I have those rights.

uniqname>Its-ta>its-ta-CR-Room

If you mail-enable the security group, you can send e-mail to all members of that group. For example, if you create a security group that gives members access to the computers in a specific server lab, you may want to send mail to that group to notify them of a power outage in the lab.

Managers of an Email Group Adding and Removing users

Creating a Distribution

Converting a Distribution Group to Security Email

Adding a Security Group as having Full Access to a Calendar Resource or Departmental Mailbox
In the ITS Exchange environment both the Email Groups types; Security and Distribution are created as Distribution Email Groups. To make a mailbox a Security Email groups you will need to update the mailbox to Security/Universal within ADUC.
Creating a Distribution Email Group

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Create the Distribution Email group in Exchange Management Console (EMC)

1. Open EMC and click **New Distribution Group**.

2. Accept the default **New Group** and click **Next**.
3. Accept the default **Distribution**.

4. Select **Specify an Org** and then click **Browse**

5. Navigate to the Departments Organizational Unit (OU) and select the **Email Groups** OU.
6. Type in the following values:
   - Name: The name is the Display name
   - Alias: The Alias must start with the Department’s registered acronym. For example, The ITS department will start with its-name
   - Click Next.

7. Review and click New.
   **Note:** A Green checkmark should display next to the group name. If not, then the name could already be in use or it may be too long. Create the mailbox using a different name.

8. Click Finish
Add Members to the Email Distribution Group.

1. Go to the Distribution Groups Properties > Members tab.
2. Click Add.

3. Find and select the user
4. Click OK.

5. Repeat the above step until all members are added.
6. Once all members have been added, click **OK**.

![Distribution Group Properties](image)

**Note:** Each Distribution group has at least one user to manage the mailbox. To add the Managing users to the group, click the **Distribution Emails Properties > Group Information tab**.

7. Click **Add**

![Distribution Group Properties](image)
8. Find and select the user.
9. Click OK.

10. Repeat the above step to add additional Managers to a group.
11. Click OK.
Managers of an E-mail Group Adding and Removing members

**Note:** Managers can Add or Remove members from the Distribution group using Outlook.

1. While in Outlook, click **Address book**.
2. Find the e-mail group in the Address list.

**Note:** If you are unable to find the new group in the Address List, uncheck cache mode by doing the following:
3. While in Outlook click **Tools**, and then select **Account Settings**.
4. Double click.
5. De-select **Use Cached Exchange mode**.
6. Click **Next** and then click **Finish**.
7. Close and re-open Outlook.

**Note:** This refreshes the Global Address list (GAL).
Adding Members to the E-mail Group using GAL

1. Double click the e-mail group.

   ![Address Book: Global Address List](image)

   **Note:** Only the Owners can add or remove members to the group.

2. To Add or Remove users click **Modify Members**
3. Click **Add**.

   ![Distribution List Membership](image)
4. Find and select the new Member.

5. Click **OK**.

![Image](image1.png)

6. Click **OK** again.

![Image](image2.png)

7. Click **OK**.

![Image](image3.png)
Removing a Member From a Group

1. Select the member and then click **Modify Members**.

2. Click **Remove**.

3. Click **OK**.
Converting a Distribution group to a Security Group

1. Log into ADUC.
2. Find the Distribution group.
3. Go to properties > General.
5. Under the Group type, select Security.
6. Click OK.

Adding a Security Group as having Full Access to a Calendar Resource or Departmental Mailbox

As stated earlier Security groups are used to grant access permissions to resources in Active Directory. Security groups can be used to allow its members to have access to another mailbox in the Exchange environment that is not a User’s mailbox. The Security Group is applied as having Full Access to the Departmental or Calendar Resource, thus giving its members access to the Departmental or Calendar Resource.

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When a Department requests a Calendar resource or Departmental Mailbox and wishes to have a Security Group added as having Full Access then you will add these permissions at the EM Shell or command line using the following command:

```
Add-MailboxPermission -Identity Calendar Resource or Departmental mailbox Alias -User Security Group Name -AccessRights Fullaccess -InheritanceType all
```

Example:

```
Add-MailboxPermission -Identity its-ta-CR-Room -User its-ta-dist-grp -AccessRights Fullaccess -InheritanceType all
```

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