
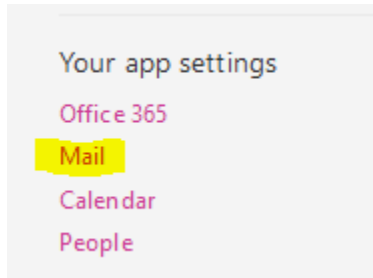


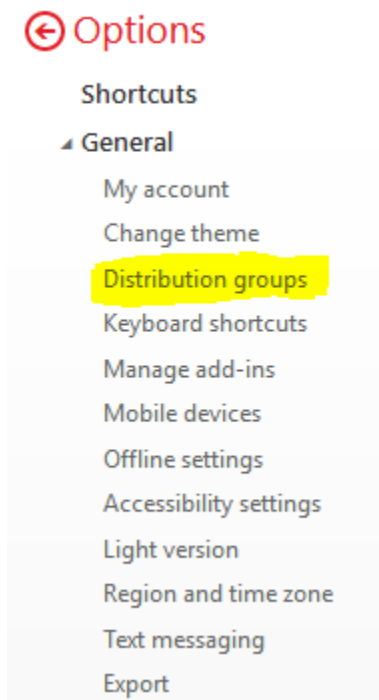
Office 365 (Outlook on the Web) – Editing Distribution Groups

To edit the properties of a distribution group, you must be an owner of the group.

1. From the Outlook on the Web application, click the gear  icon in the top right hand corner of the screen. Under **Your app settings** select **Mail**.



2. In the menu on the left hand side of the screen, under **General** select **Distribution groups**.








3. Select an existing group and click the pencil icon to change its properties.

Distribution groups

Instead of a distribution group, consider using a new Office 365 Group to collaborate by sharing conversations, documents, and a calendar. [Learn more](#) or [create an Office 365 Group](#).





Distribution groups I belong to


   

Type the name of the list you're looking for 

Display name	Email address
Central Office East Users	CentralOfficeEastUsers@jackson.k12.ms.us
Network Analyst Support	NetworkAnalystSupportLevell@jackson.k1...

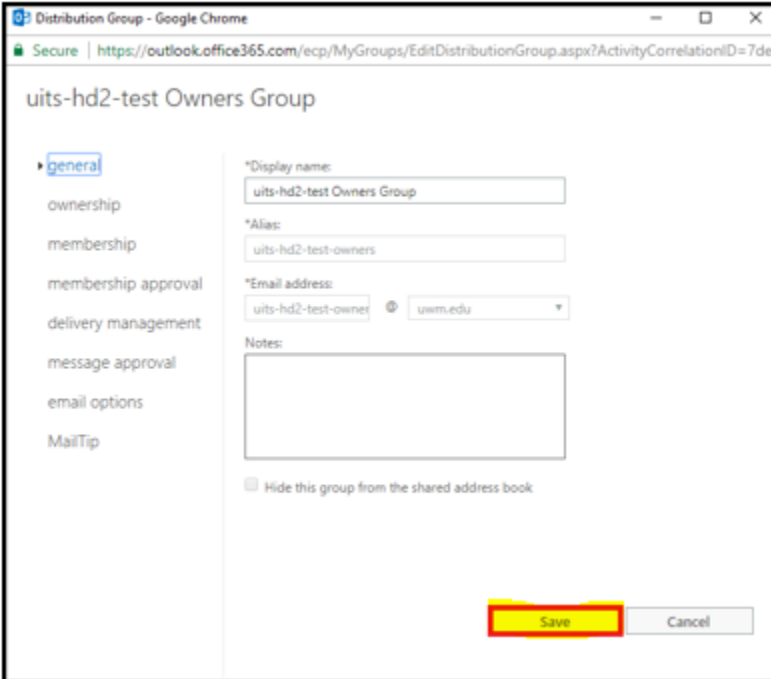
Distribution groups I own

Type the name of the list you're looking for 

Display name	Email address
There are no items to show in this view.	

4. Edit the group as needed in the Distribution Group window:



Distribution Group - Google Chrome

Secure | <https://outlook.office365.com/ecp/MyGroups/EditDistributionGroup.aspx?ActivityCorrelationID=7de>

uits-hd2-test Owners Group

- general
- ownership
- membership
- membership approval
- delivery management
- message approval
- email options
- MailTip

*Display name: uits-hd2-test Owners Group

*Alias: uits-hd2-test-owners

*Email address: uits-hd2-test-owner @ uwvm.edu

Notes:

Hide this group from the shared address book

Save Cancel

Below are the options and their descriptions.

Options	Description
general	Change basic properties about the group (NEVER check "Hide this group..." or the group will be inaccessible)
ownership	Change who owns the group (as covered above)
membership	Change who belongs to the group (as covered above)
membership approval	Change how people join the group
delivery management	Change who can send to the group
message approval	Change how messages sent to the group are moderated
email options	Change which addresses send to the group
MailTip	Informative messages displayed to users while they're composing a message

5. Click **save** to keep any changes and the group should now appear in the list of groups you own.