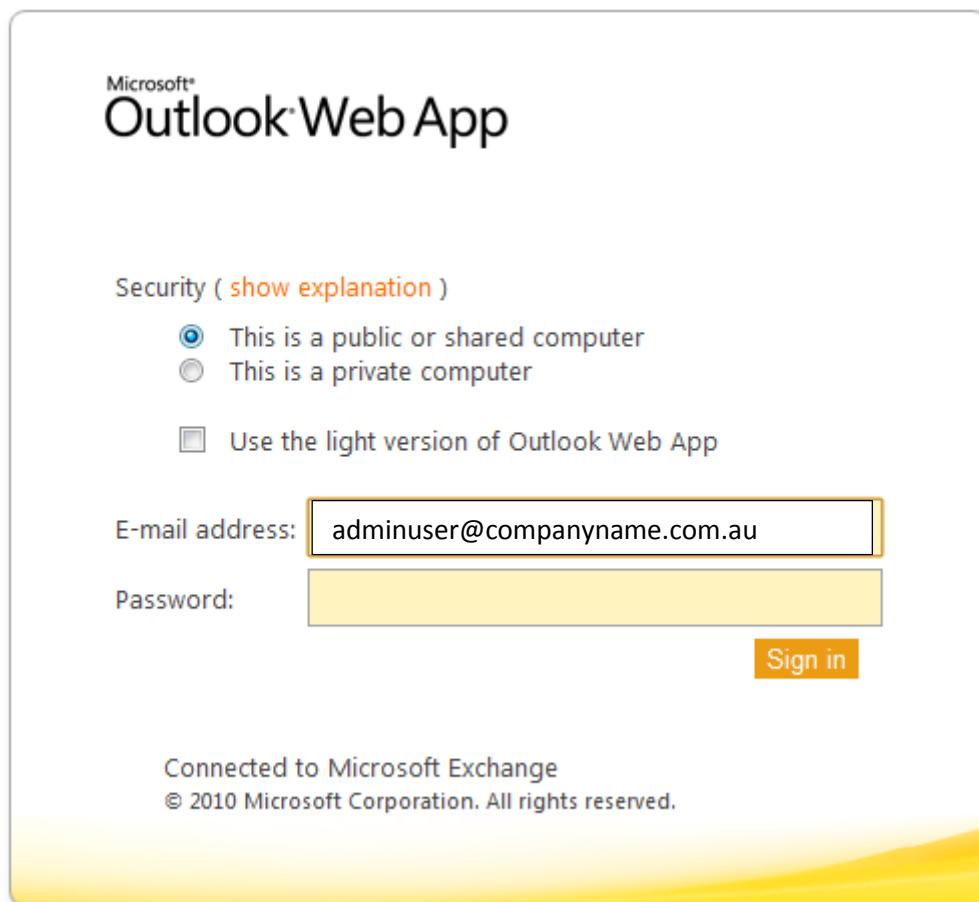


How to Create a Distribution Group

Distribution Groups are a way of being able to send the one email to many user accounts, without the need to add the multiple accounts to the recipient list. They are a fantastic way to save time, and to ensure the correct people receive an email as all too often someone gets left out of the recipient list.

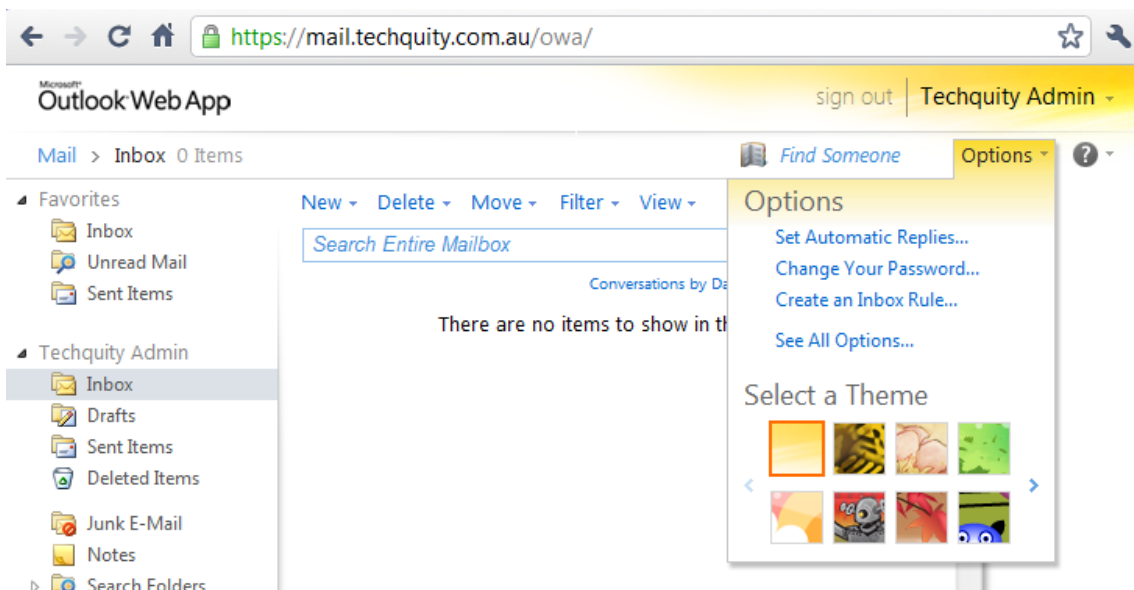
To create a Distribution Group for your organisation:

1. Navigate your way to mail.companyname.com.au
2. Log in to your Exchange Control Panel using the administrator email account and password.

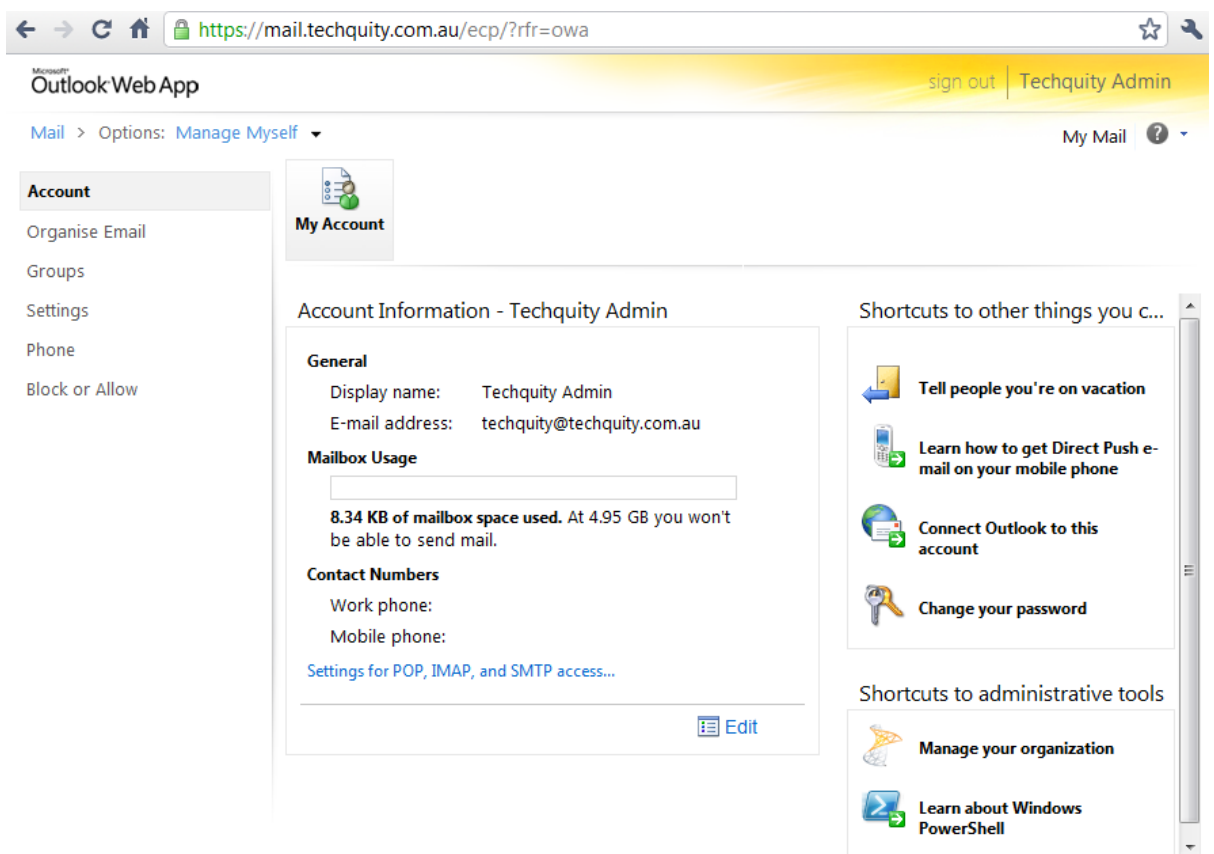


The screenshot shows the Microsoft Outlook Web App login interface. At the top left, it says "Microsoft® Outlook® Web App". Below this, there is a "Security" section with a link "(show explanation)". There are three radio buttons: "This is a public or shared computer" (selected), "This is a private computer", and "Use the light version of Outlook Web App" (unchecked). Below the radio buttons are two input fields: "E-mail address:" containing "adminuser@companyname.com.au" and "Password:". To the right of the password field is a "Sign in" button. At the bottom, it says "Connected to Microsoft Exchange" and "© 2010 Microsoft Corporation. All rights reserved."

3. To begin using the administrator panel, click “Options” and then “See All Options...”

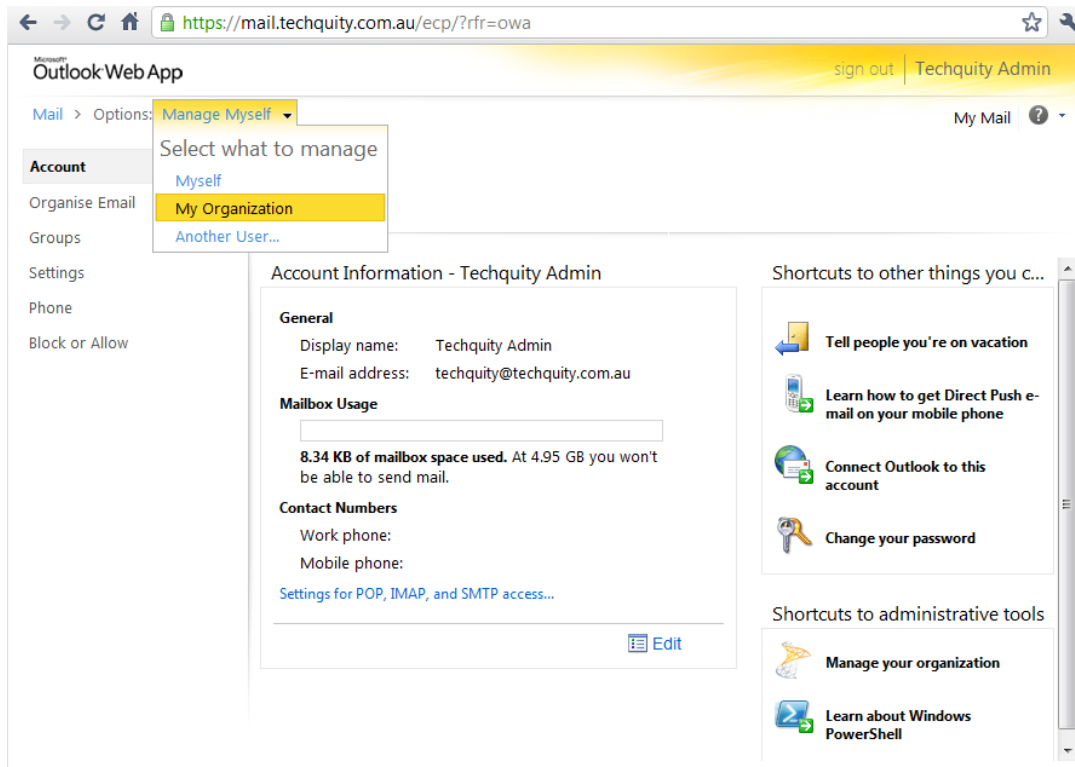


4. This will then display this window:

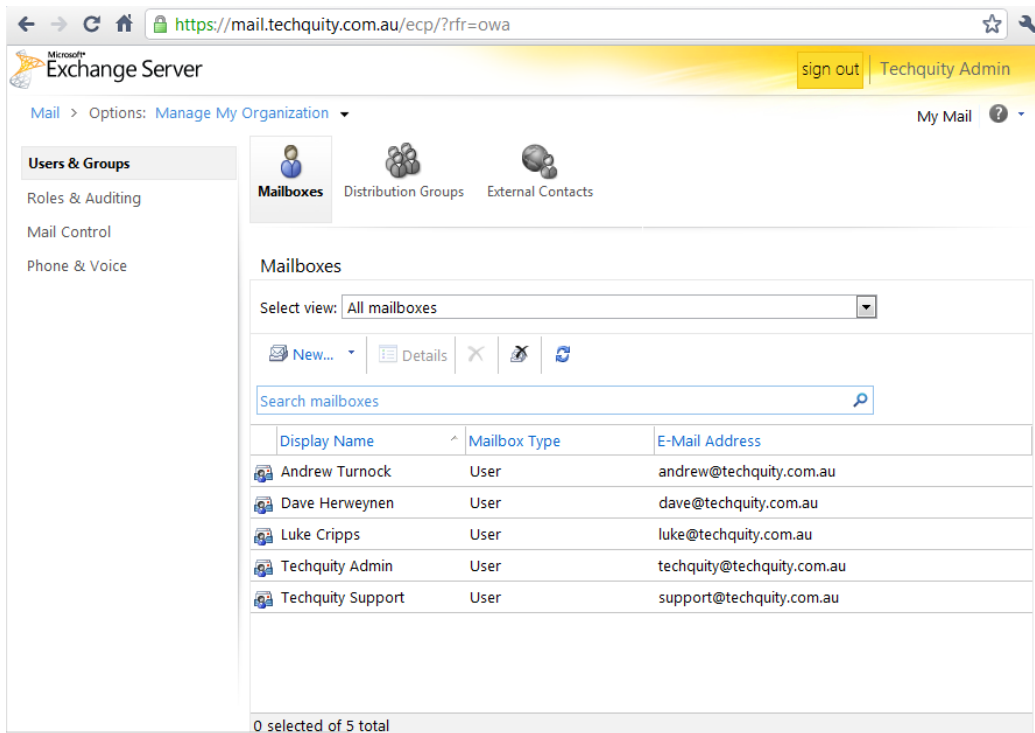


This is the same as other Outlook Web Access account, and allows you to change your own account settings (passwords, groups, signatures, etc)

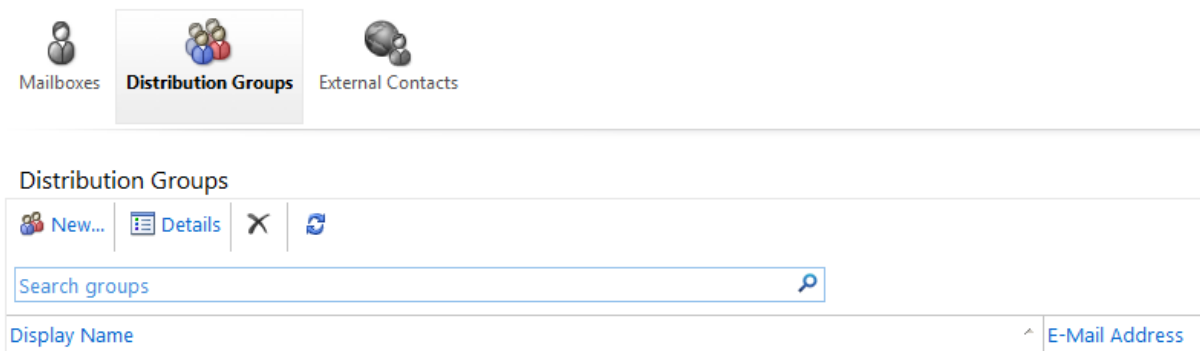
- To see the administration options for the entire organisation, click “Manage Myself” and then “My Organization”



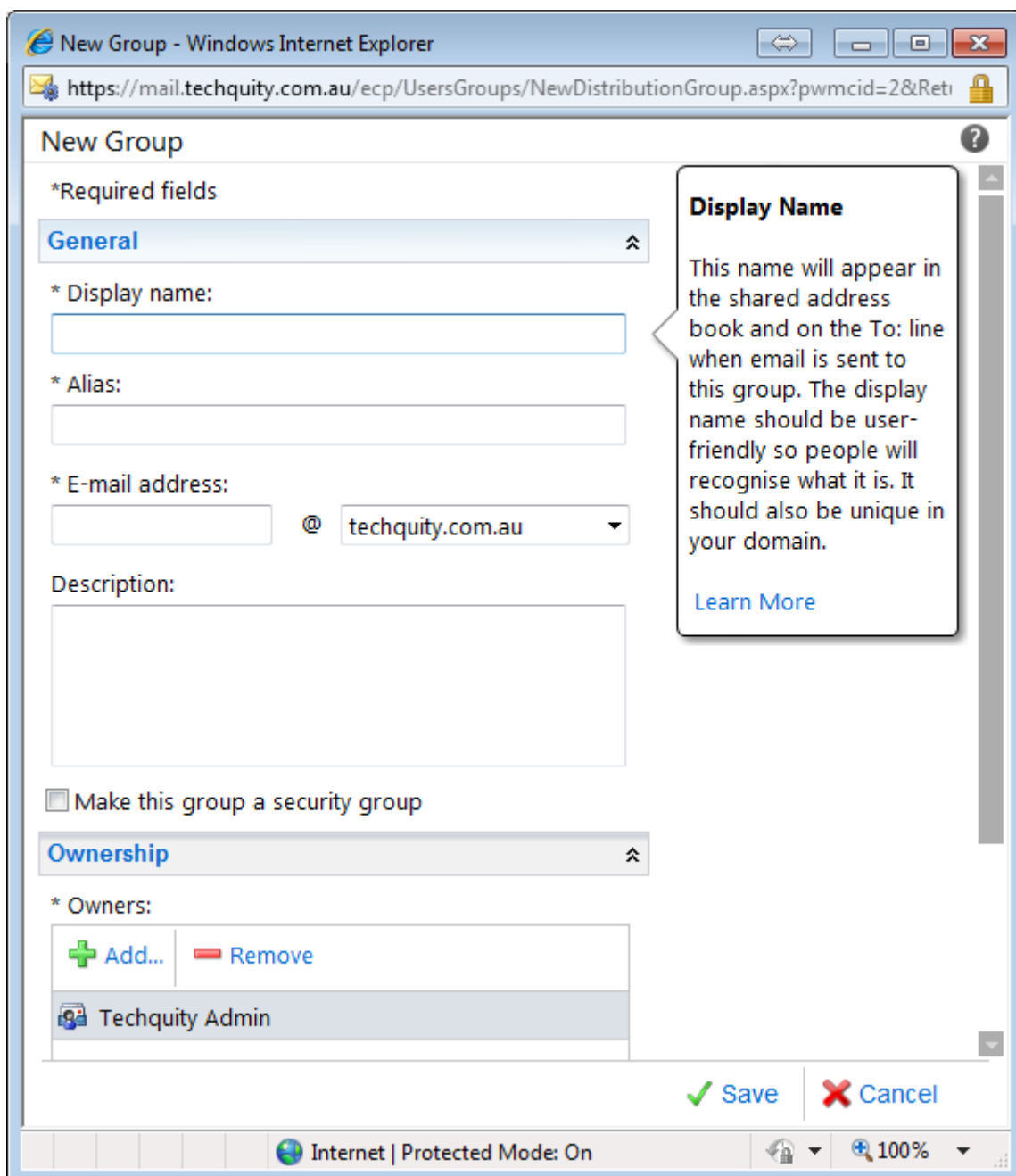
This will open a different display as below:



6. Click on the "Distribution Groups" tab, which will display the below :

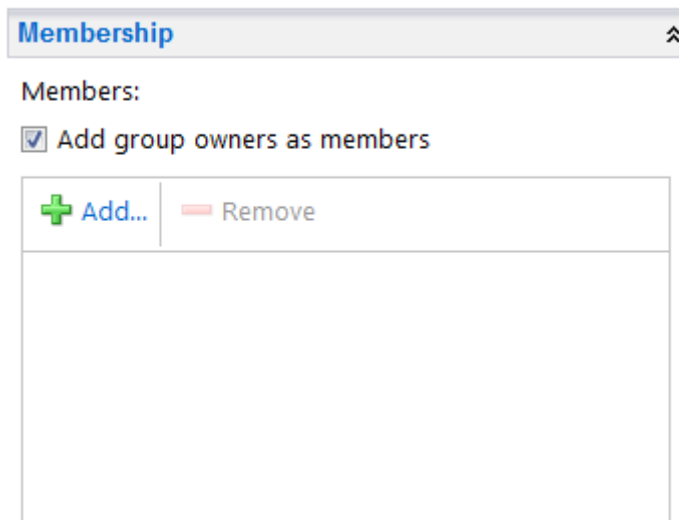


7. Click "New". This will open a new window:



To create the group, fill in the required fields, most importantly are:

- E-mail address: This is the address that you add as a recipient instead of all the user emails. For example salesteam@companyname.com.au
- Ownership: Generally it is best to leave ownership privileges to the admin account, however if there are members of the group (such as a manager) that you wish to have control over the group settings, this is where to add their details.
- Membership: This is where you place all the desired users.



+ Add...	- Remove

To add users, click “Add”. Another window will open which will allow you to select the desired users.

- Membership Approval: finally set the desired level of Membership Approval



Choose whether owner approval is required to join the group.

- Open: Anyone can join this group without being approved by the group owners.
- Closed: Members can be added only by the group owners. All requests to join will be rejected automatically.
- Owner Approval: All requests are approved or rejected by the group owners.

Choose whether the group is open to leave.

- Open: Anyone can leave this group without being approved by the group owners.
- Closed: Members can be removed only by the group owners. All requests to leave will be rejected automatically.

8. Click “Save”. Your Distribution Group will be ready for use.