

Distribution Groups

The Office 365 system caps individual email recipients at 500, regardless of user. This is an Office 365 limitation and not a UCCS limitation. However, with the new Office 365 email system, you can create your own lists - termed 'distribution groups' in Office365, which allows you to add more than 500 recipients to an email.

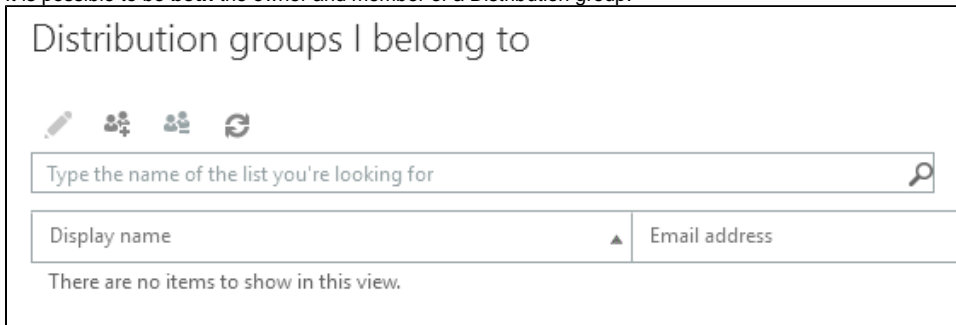
The list of users must be provided and updated by the manager. OIT will not provide a list that is specific to a department, group, major, etc.

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Groups I Belong To vs Groups I Own

- If you are a **member** of a distribution group it will appear under **Distribution groups I belong to**.
- If you are an **owner** of the group the list will appear under **Distribution groups I own**.
- It is possible to be **both** the owner and member of a Distribution group.



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

Step 1: Click Settings Icon

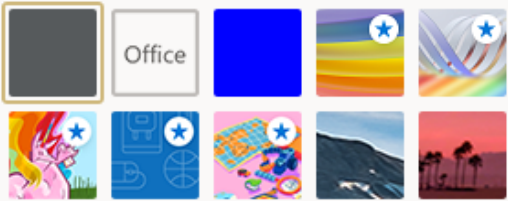
After logging in, click the **Settings** gear icon in the upper-right corner of the page, then click on **View all Outlook Settings**.

Settings



Search Outlook settings

Theme



View all

Dark mode

Focused Inbox

Desktop notifications

Display density



Full

Medium

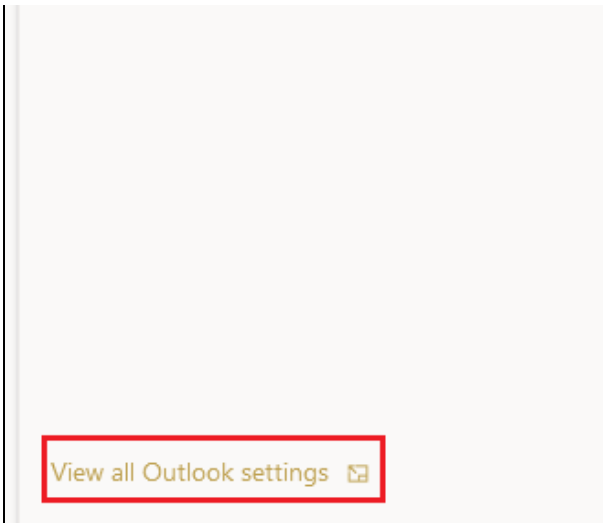
Compact

Conversation view

- Newest messages on top
- Newest messages on bottom
- Off

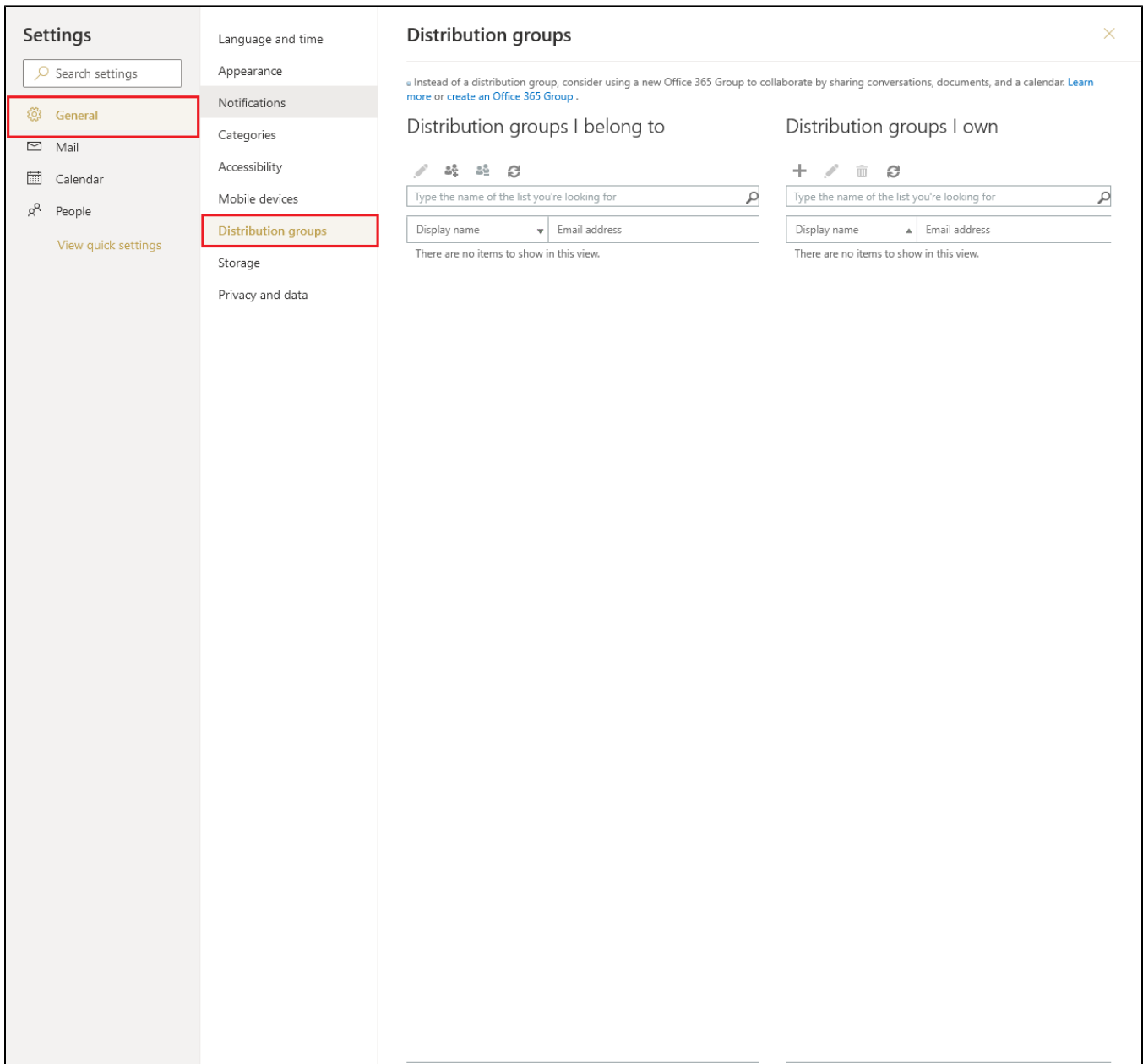
Reading pane

- Show on the right
- Show on the bottom
- Hide



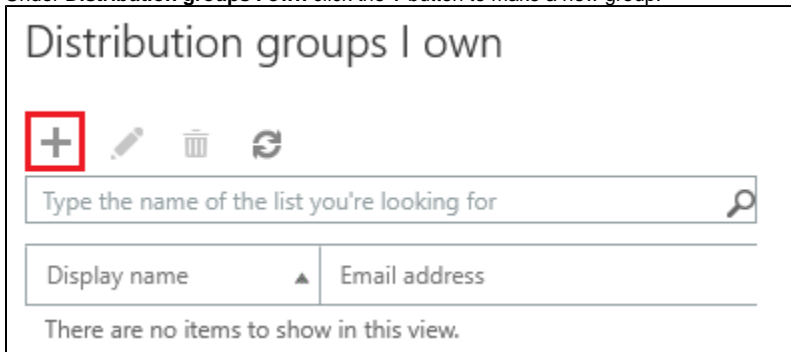
Step 3: Select The Settings Group

Navigate to **General > Distribution Groups** in the window that pops up.



Step 3: Create Distribution Group

Under **Distribution groups I own** click the **+** button to make a new group.



Step 4: Add Users

The following window will allow you to name the group, add owners, and add members.

- Any item with an **asterisk *** by it is required to be filled out before you can save the Distribution Group.
- **Note:** Ensure sure the **@uccs.edu** email address is selected.

New Distribution Group - Mozilla Firefox

https://outlook.office365.com/ecp/MyGroups/NewDistributionGroup.aspx?Acti

new distribution group

*Display name:

*Alias:

*Email address:
 @ **uccs.edu** ▼

Notes:

Make this group a security group

*Owners:
+ -

Jackson (st-it02)

Members:
 Add group owners as members
+ -

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.

Save Cancel