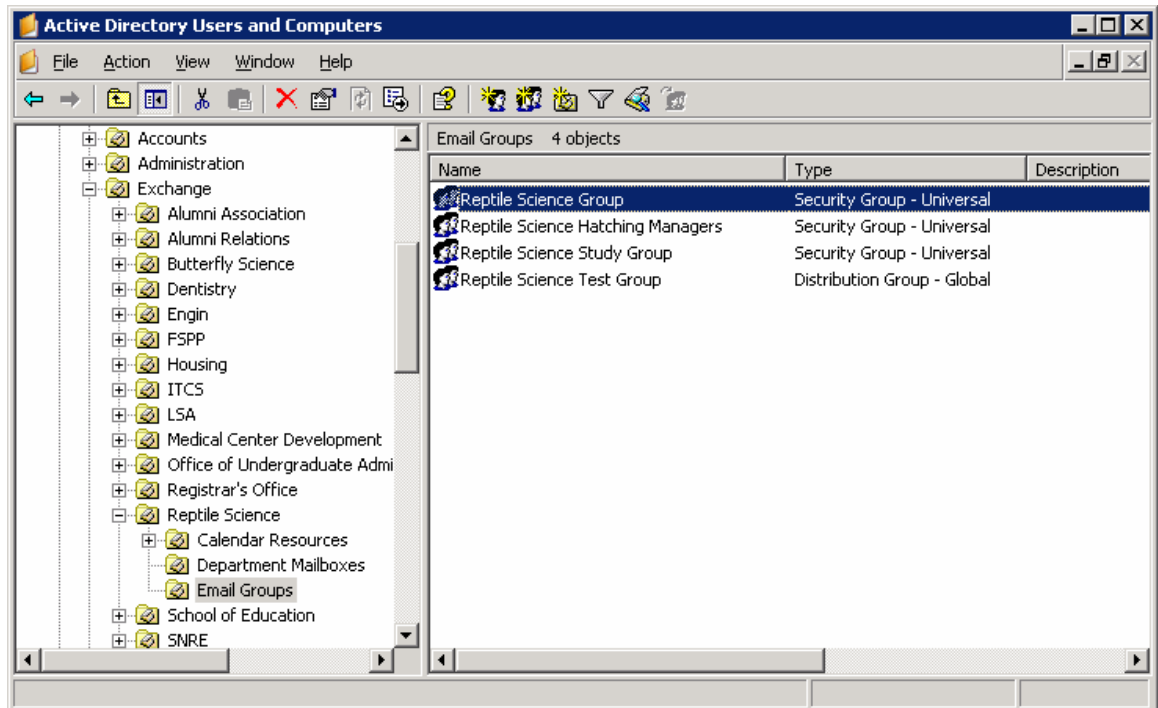


Creating an Email Group that can be managed through Outlook

This document explains how to create an email group where the membership can be managed by a department admin through Outlook. Unfortunately, this admin can only be a single user and can't be a group. :(

1. Create a Distribution Group in the Exchange Email Groups OU as listed in the Exchange Administration Essentials.




Creating an Email Group that can be managed through Outlook

2. Open the properties of the group you want to delegate management to.

Reptile Science Group Properties [?] [X]

Exchange General | E-mail Addresses | Exchange Advanced

General | Members | Member Of | Managed By | Object | Security

 Reptile Science Group

Group name (pre-Windows 2000):

Description:

E-mail:

Group scope

- Domain local
- Global
- Universal

Group type

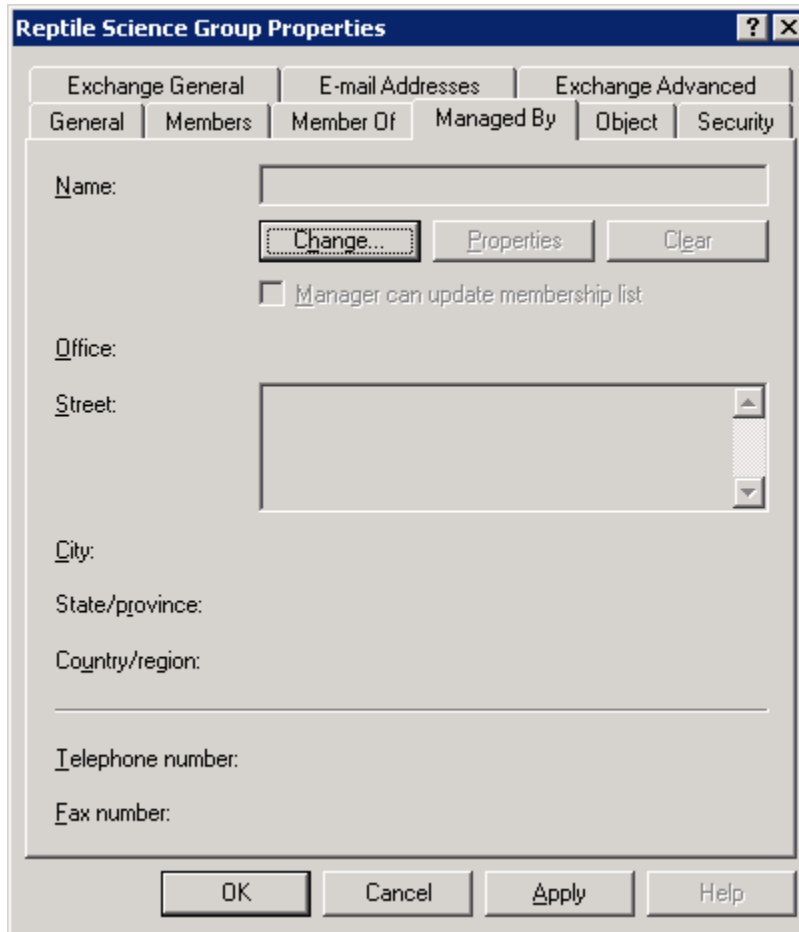
- Security
- Distribution

Notes:

OK Cancel Apply Help

Creating an Email Group that can be managed through Outlook

3. Change to the **Managed By** tab.

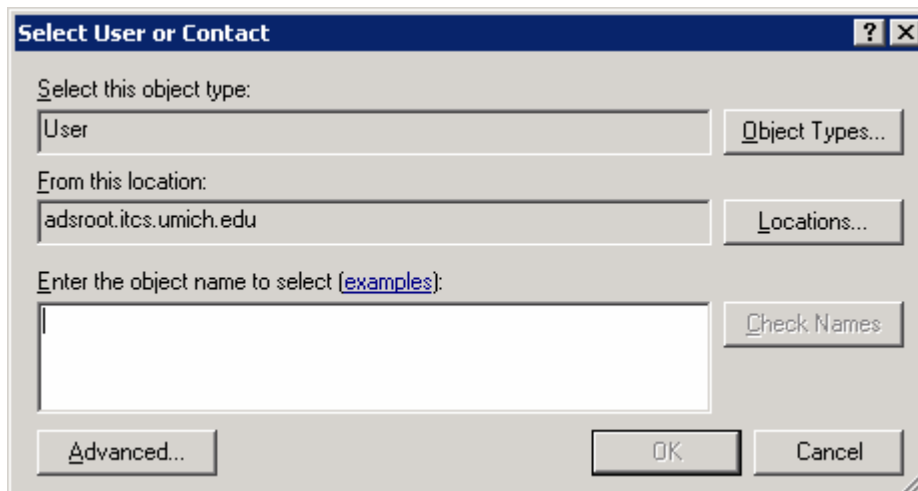


The screenshot shows the 'Reptile Science Group Properties' dialog box with the 'Managed By' tab selected. The dialog has a title bar with a question mark and a close button. Below the title bar are three tabs: 'Exchange General', 'E-mail Addresses', and 'Exchange Advanced'. Under 'Exchange General', there are sub-tabs: 'General', 'Members', 'Member Of', 'Managed By', 'Object', and 'Security'. The 'Managed By' sub-tab is active. The main area contains the following fields and controls:

- Name:** A text input field with a 'Change...' button to its left, a 'Properties' button to its right, and a 'Clear' button to its right.
- Manager can update membership list**
- Office:** A text input field.
- Street:** A large text input field with a vertical scrollbar on the right.
- City:** A text input field.
- State/province:** A text input field.
- Country/region:** A text input field.
- Telephone number:** A text input field.
- Fax number:** A text input field.

At the bottom of the dialog are four buttons: 'OK', 'Cancel', 'Apply', and 'Help'.

4. Click **Change**



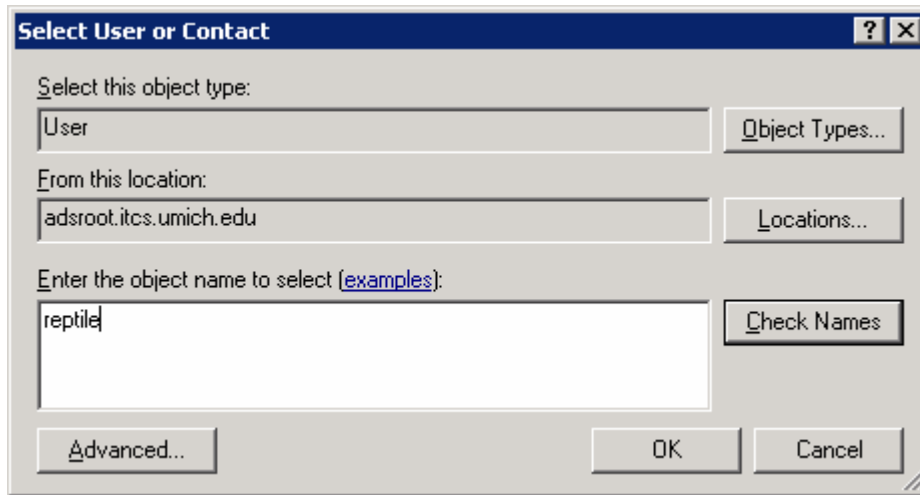
The screenshot shows the 'Select User or Contact' dialog box. It has a title bar with a question mark and a close button. The main area contains the following fields and controls:

- Select this object type:** A dropdown menu showing 'User' and an 'Object Types...' button to its right.
- From this location:** A text input field showing 'adsroot.itcs.umich.edu' and a 'Locations...' button to its right.
- Enter the object name to select (examples):** A large text input field with a 'Check Names' button to its right.

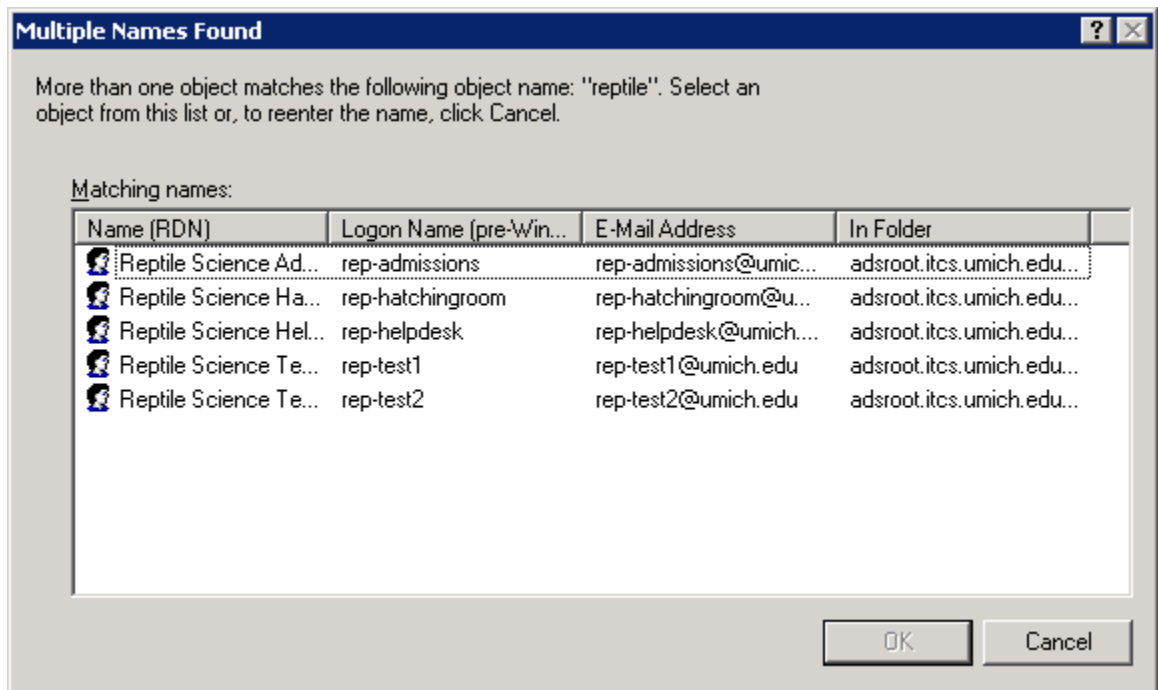
At the bottom of the dialog are three buttons: 'Advanced...', 'OK', and 'Cancel'.

Creating an Email Group that can be managed through Outlook

- Type in the name of a **user**. This can be a uniqname user or any other user. Unfortunately, this must be a single user and can't be a group. ;(

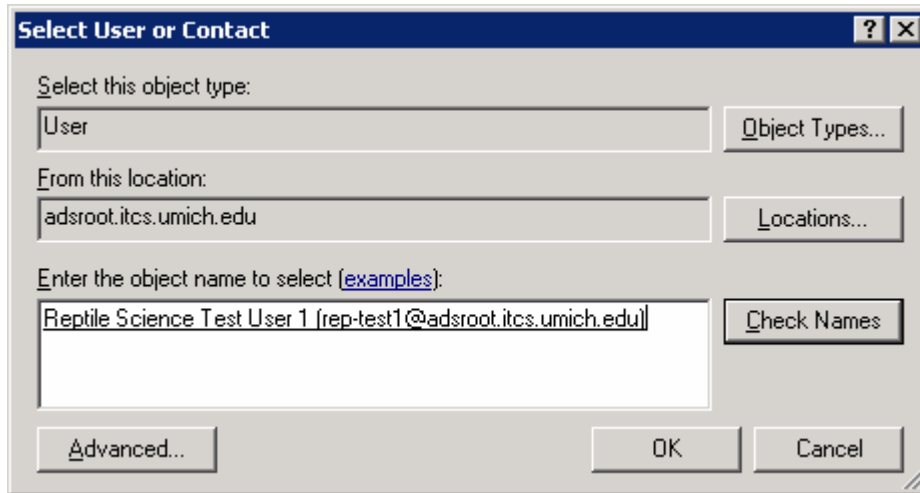


- Click **Check Names** and verify it is the account you wanted and click **OK**.

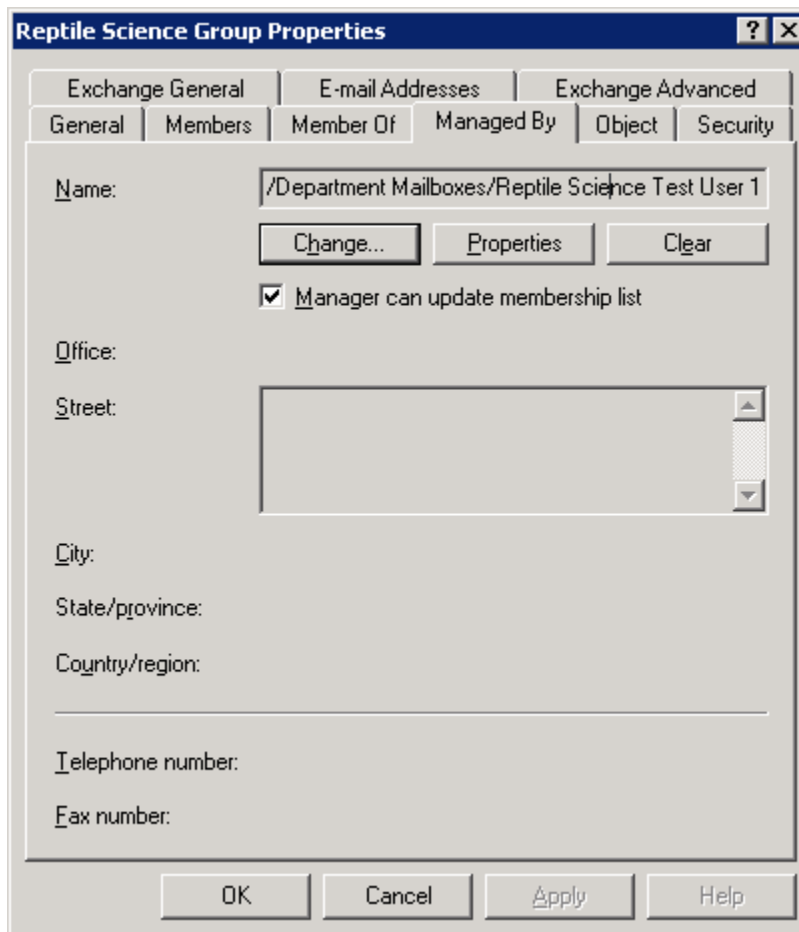


Creating an Email Group that can be managed through Outlook

7. Choose the user you want to manage the group.



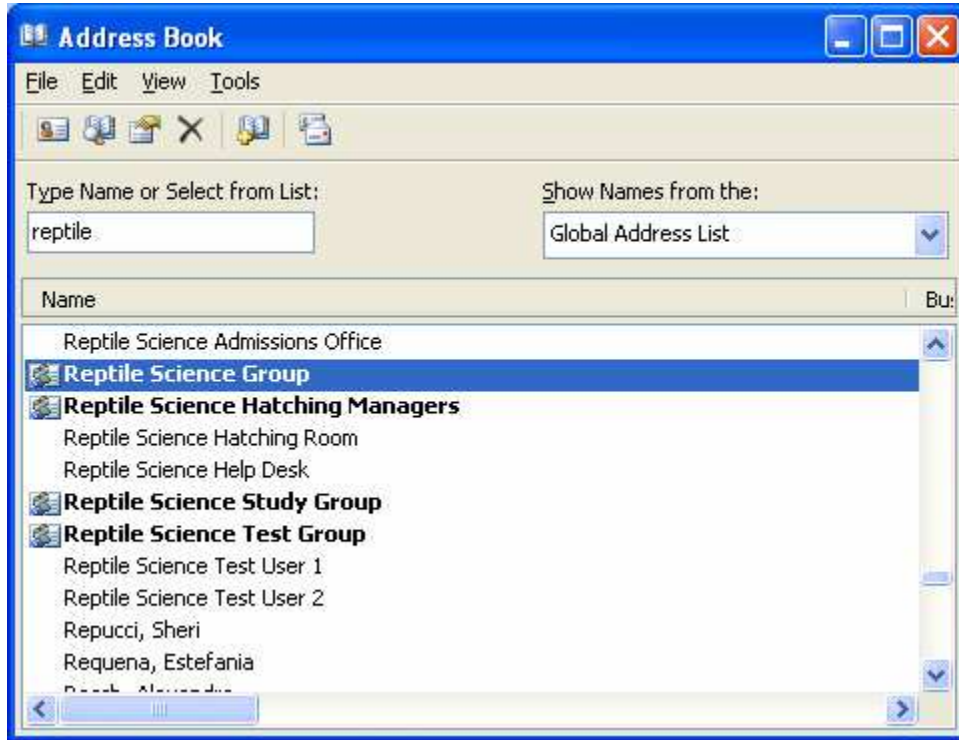
8. Check the **Manager can update membership list** checkbox is checked. Click **OK** and you are done.



Creating an Email Group that can be managed through Outlook

How to manage the group from Outlook

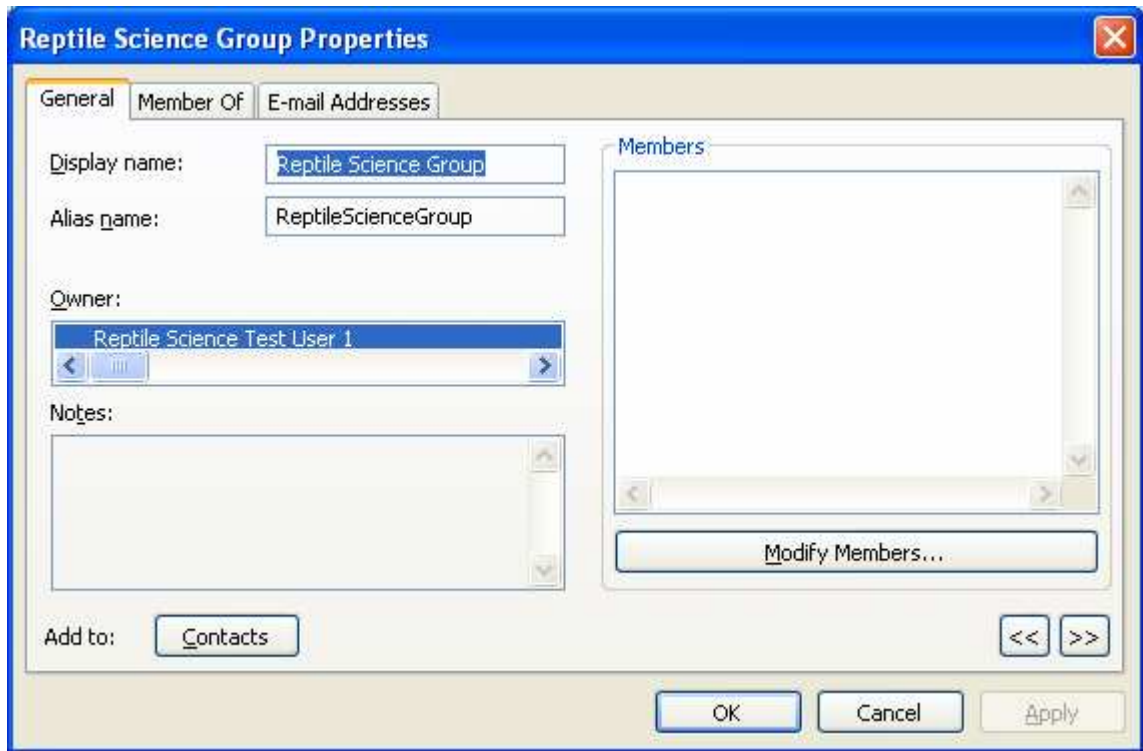
1. In Outlook, open the Address Book and search for the group you want to manage:



Creating an Email Group that can be managed through Outlook

2. Double click the group you want to manage to open the properties.

Notice that “Reptile Science Test User 1” is listed as an Owner. (This will be the case also if you forget to check the “Manager can update list” checkbox”)



Creating an Email Group that can be managed through Outlook

3. Click on **Modify Members**

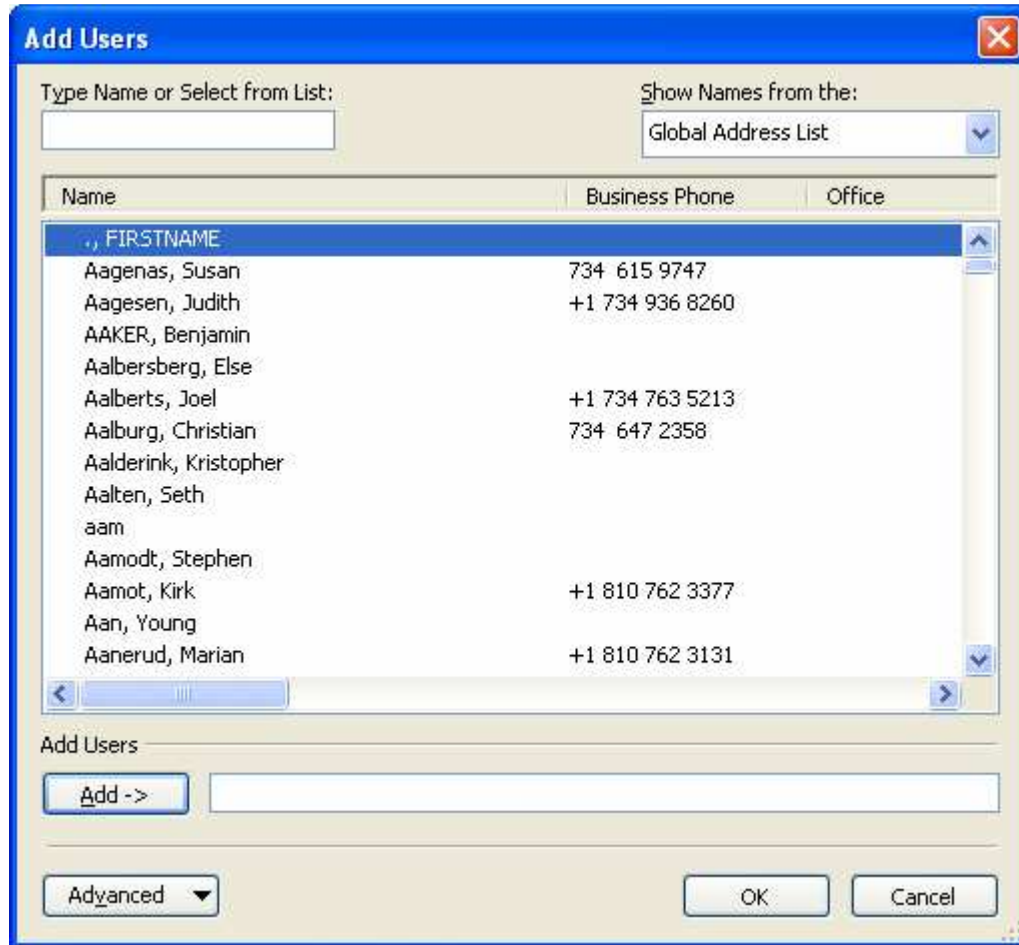


4. Click **Add**



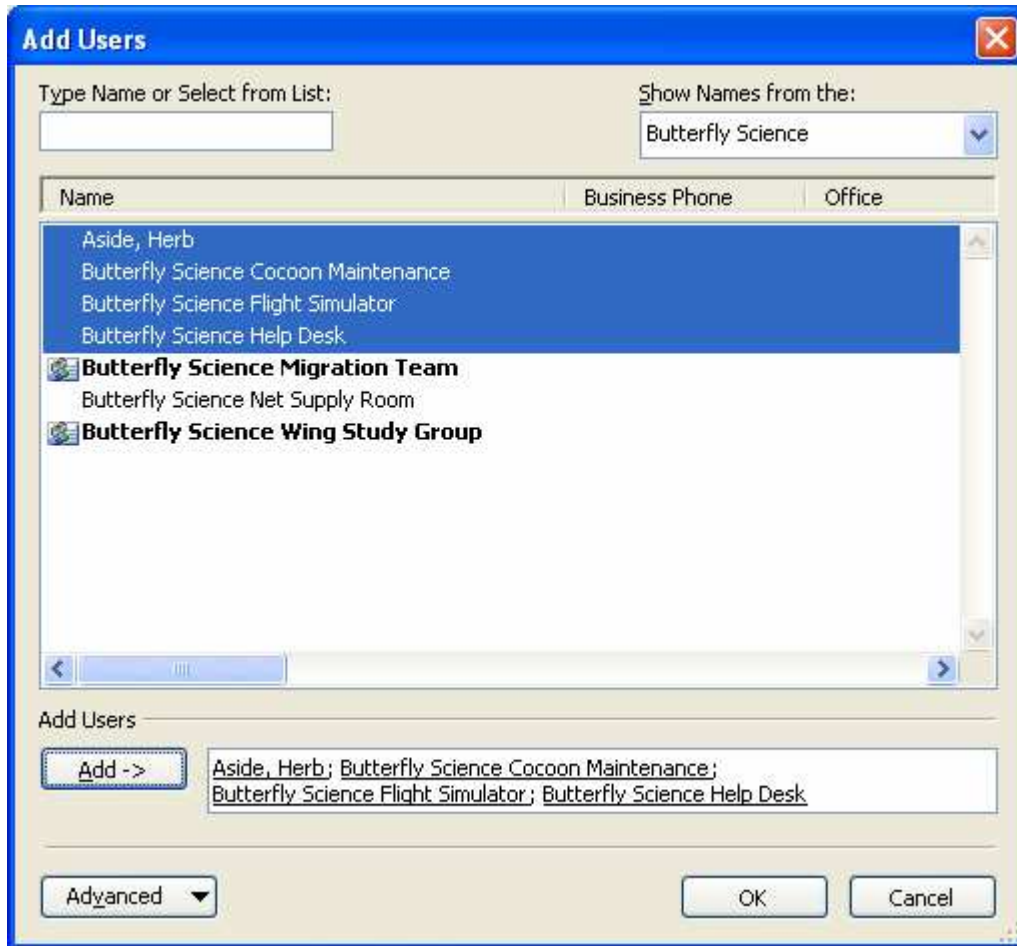
Creating an Email Group that can be managed through Outlook

5. The Address Book will open and you can select members to add.



Creating an Email Group that can be managed through Outlook

6. You can choose individual members from the **Global Address List** or any of the **Department Address Lists** one at a time or select several at once.



Creating an Email Group that can be managed through Outlook

7. Click **OK**



8. Click **OK** twice and you're done.