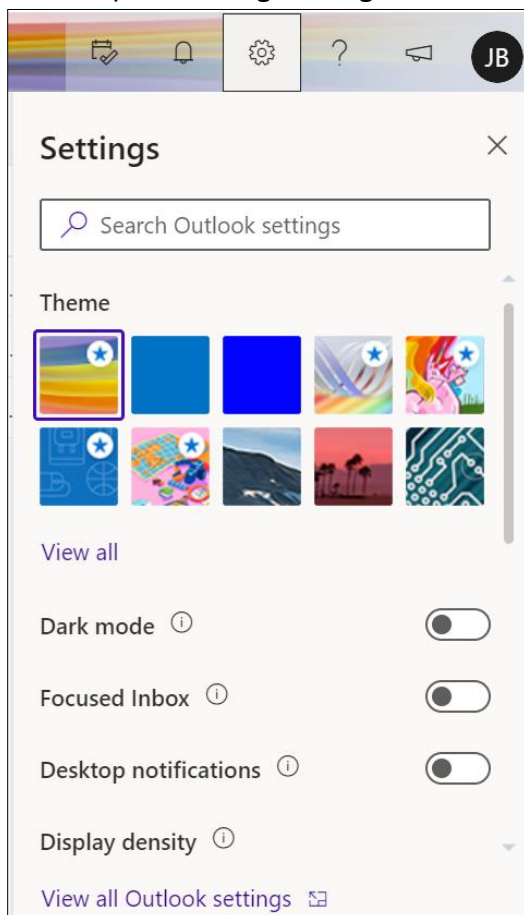


# Microsoft 365: Changing Membership of Distribution Groups (Staff Folders)

Note: Each school office needs to manage the membership of the school's distribution group in order to give permissions for viewing their school shared mailbox (to replace school staff folders previously on First Class). For example, Blackburn Elementary office needs to manage the membership of BBEemail\_mboxMgr (Distribution group) so their staff can access messages.

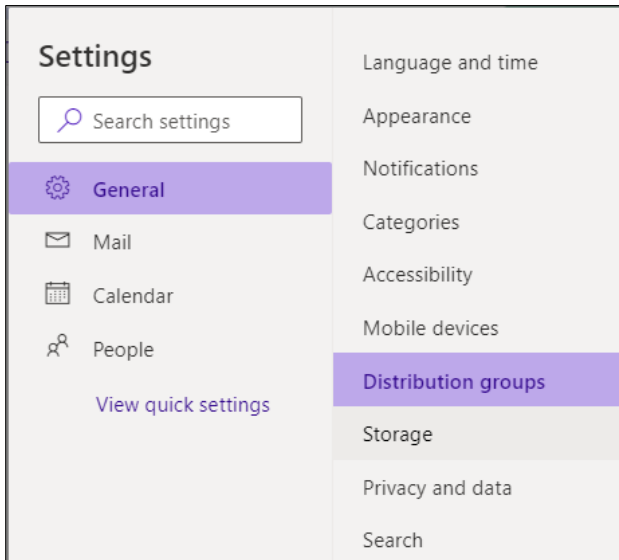
## Outlook: Managing Distribution Groups

1. Sign in to your Office365 account and open Outlook.
2. Open Settings: the gear icon on the top right.

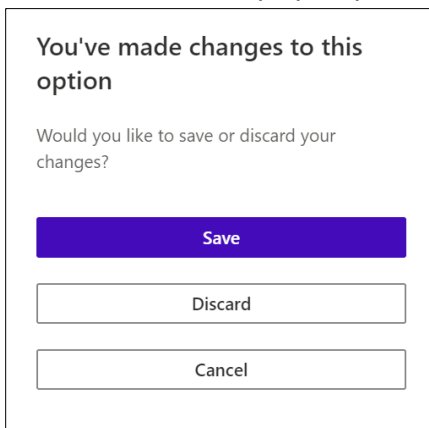


3. Click **View all Outlook settings**.
4. Click **General**.

5. On the list beside it, click **Distribution groups**.

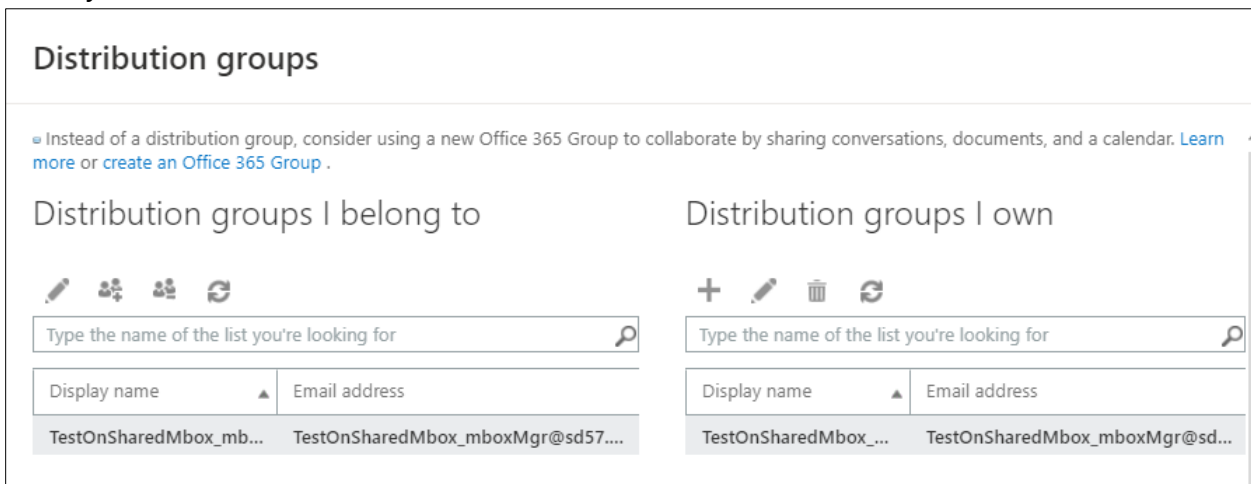


6. If a window pops up asking you if you want to save changes, click **Discard**.

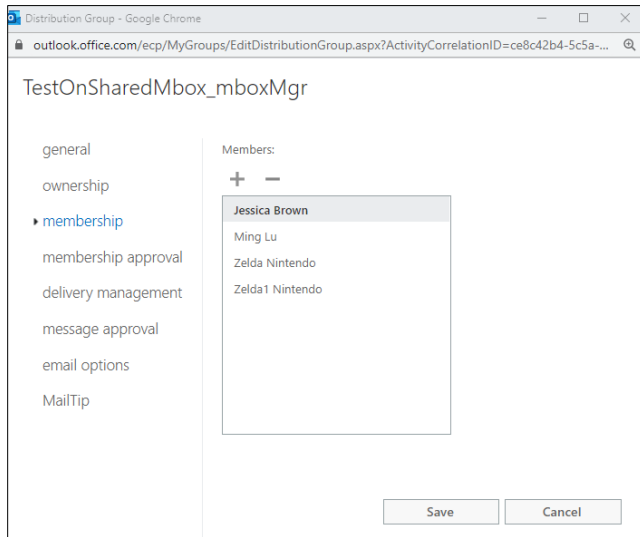


7. It takes time to show the list of distribution groups. Wait for a few minutes.

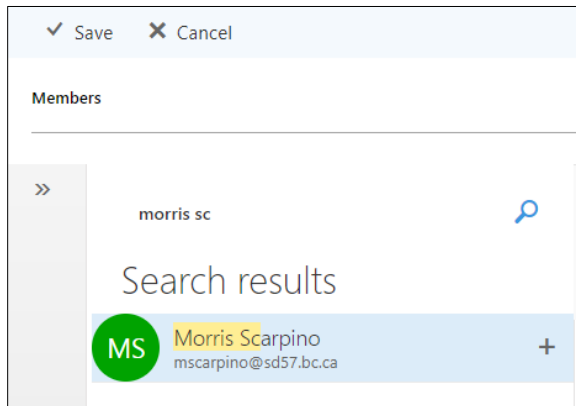
8. When the lists display, look at **Distribution groups I own**. Double click the group you want to edit.



9. A pop up window will appear. Click **membership**.



10. To add members: Click the big + under Members. A pop up window will appear. Type the name of the person you wish to add. Click the magnifying glass to search the directory.



11. Click the + next to their name. This will add their name to a selected list under Members at the top.

12. When you have all the people you wish to add selected, click **Save**.

13. To remove members: from the original membership window, select the person you wish to remove. Click the big – under Members. If you remove someone by mistake, you can easily add them again by following steps 10-12.

For more step-by-step guides on how to use shared mailboxes and other Office 365 features, please go to: <https://www.sd57curriculumhub.com/office-365>

Version History

Version	Date	Description
4.0	July 2020	New documentation for Microsoft 365