How do I join or leave a distribution group?

(Please note that many groups have their membership restricted and only the group owner can add / remove members.)

From Outlook

1. There is currently no method available to join or leave a group from the Outlook client.

From OWA

1. Sign-in with your domain username and password

2. Click the Options drop down from the far right and click See All Options…

3. Choose the Groups option on the left Frame.
4. To join a group click on the Join button and then search for the group you’d like to join. When you’ve found the appropriate group click the Join button in that window.

5. You should receive a prompt telling you that you’ve successfully joined the group. Click the Close button and then close the Join Group window.

6. To leave a group, simply select the group from the list of groups you belong to and click the Leave button.
7. You should receive a prompt confirming that you want to leave the selected group. Click the Yes button.