1. Open a web browser and go to outlook.office365.com/ecp
2. On the left menu list, click on “Groups.”
3. You will see a list under “Distribution Groups I Own.” These are the distribution lists that you can manage.
4. You can select the list you want to edit. You will be able to manage every aspect of the list just like IT Admins can.

**General** - You can change the display name and Hide or Unhide the group from the shared address book. Do not change the Alias or Email Address without consulting ITD.
**Ownership** – Owners of the list can control everything about the list. Add or remove with + or -

**Membership** – Add and remove list members here with + or -
Membership Approval – Choose whether owner approval is required to join the Group.

Delivery Management – Controls who can send to the group. All others will be rejected. Can include individuals and groups, (including the group name of your group, so that everyone in your group can send to it).
To add allowed senders, click on the + symbol and on the Allowed senders window, choose “Default Global Address List” and type in the name of the person or group you wish to add and click the + next the name. Once you are done adding users, click on “Save”.

Message Approval – Check the box is messages sent to this group have to be approved by a moderator. Add group moderators and Senders who do not require message approval.
Email Options – The email addresses that the group can receive messages. **Do not alter this.**

MailTip – Most people do not need to use this.