

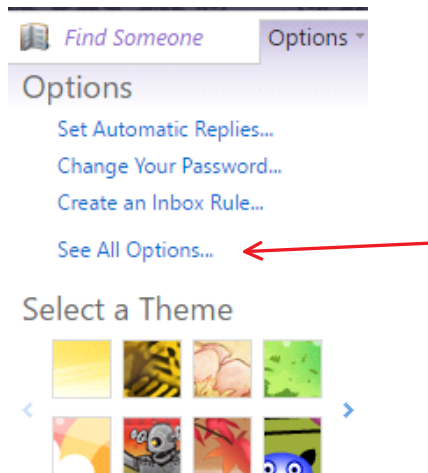
# Outlook Group Creation

Wednesday, March 15, 2017 11:23 AM

Click "Options" in the upper right corner of Outlook Web App

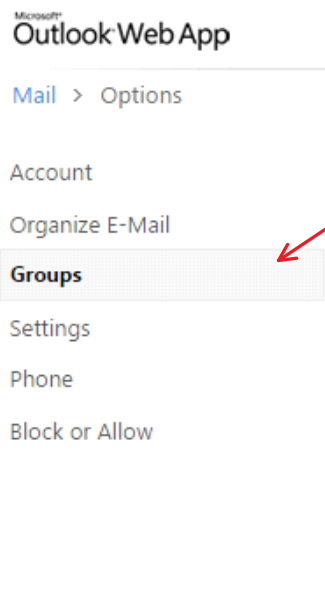


Click "See All Options"






Screen clipping taken: 4/16/2017 12:19 PM


Click "Groups" on the left side



Under "Public Groups I Own," click "New..."  
(on the right side, not the left side, which says "Public Groups I Belong To")

## Public Groups I Own

 New...  Details 



### Complete the information for your new mailing list.

- Display name: this is the name of your group, which will show up in the header of emails sent using this list
- Alias: this is the actual email address you will be sending to; it must not have any spaces or crazy characters. Your mailing list address will be in this format: [whatever you type in for "alias"]@swemail.swmed.edu
- Description: whatever you like

### New Group

\*Required fields

#### General

\* Display name:

Your Organization Name

\* Alias:

YourEmailListAddress

Description:

Example


Make this group a security group

(Optional) Add Owners, which are other people with permission to manage this list and add/remove members.


#### Ownership

\* Owners:

 Add...  Remove



 Kevin Nguyen

Add Members.

**Membership** 

Members:

Add group owners as members

 Add...	 Remove

Keep the "Membership Approval" setting on "Open", unless you have some kind of bougie VIP invite-only organization that you want to keep exclusive.

**Membership Approval** 

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.

Click "Save" and celebrate

