

# Requesting and editing distribution groups

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## Keywords

Exchange Distribution Group E-Mail

## Solution (public)

Short info: In addition to the classic function of an e-mail distribution list, the distribution group can also be used to assign rights to shared calendars, distributed mailboxes, etc.  
 A distribution group consists exclusively of Exchange users at TU Dresden. Members are managed in the group administration[1]<https://selfservice.tu-dresden.de/groups/> in the self-service portal.  
 Configuration changes can be made by the group administrator specified in the application via the [2]OWA web interface.  
 Once set up, the group is visible in the Exchange global address list.

### Requesting distribution groups

Only employees of TU Dresden are allowed to apply for distribution group.

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In order to apply for a distribution group you must first log in to the TU Dresden Self Service Portal at: [3]<https://selfservice.tu-dresden.de/> with your personal "ZIH login".

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Now click on the tile "Room, resource and distributed mailboxes, mailing lists" under the tab "Communication and collaboration".

Screenshot self-service portal: homepage

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On the page "Service description" you will now see some more information about the additional Exchange services offered by the TU Dresden. To apply, click on the tab "Distribution groups".

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On the next page you will see an overview of your existing Exchange add-on services. To apply for a distribution group, now click on the "Request new Distribution group".

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Now enter the required data in the application form.  
 Select the appropriate IDM group or create a new IDM group using the "create a new group" link. It will take approx. 30 minutes until this new IDM group can be selected for use in the distribution group.  
 The desired display name is set under "E-mail address for the group", and under "Allowed senders" you can specify whether the list may only be contacted by members of the TUD or also by external parties.  
 Now confirm your entries with the "Request distribution group" button at the bottom left.

After your request has been processed, you will receive an e-mail from the Service Desk with the message "Your distribution group has been created". At the same time, you can see the current status of the distribution group in the self-service portal in the application overview ("Application processing completed").

The following image shows a few examples of support information.

Screenshot self-service portal: new group

Using distribution groups Edit the distribution group - members Authorised persons can use the Self-Service-Portal to manage members:  
 [4]<https://selfservice.tu-dresden.de/services/group-management/>  
 Edit the distribution group - settings

Users with "admin access" to the distribution group can change settings:

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To do this, log in to your personal mailbox via the Outlook Web App (OWA) at "msx.tu-dresden.de". Use your normal "ZIH login" as your user name and your corresponding ZIH password.

Screenshot Outlook Web App: login interface

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Now click on the "settings wheel" in the upper right corner.

Screenshot Outlook Web App: start interface

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In the context menu, click on the item "Options".

Screenshot Outlook Web App: settings menu

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Now click on the item "General" in the options menu.

Screenshot Outlook Web App: options menu

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Next, select the item "Distribution groups".

Screenshot Outlook Web App: option menu "General"

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You will now see the distribution groups you belong to on the left and the ones you own on the right. Select one of your distribution groups in the right-hand window and then click on the "pencil icon" to edit this group.

Screenshot Outlook Web App: distribution group overview

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You can now edit the settings for your distribution group in the following menu.

Screenshot self-service-portal: edit

Deleting distribution groups It is currently not possible for users to delete a distribution group. Users can only delete the IDM group via the self-service portal, whereby all assignments are lost. If a distribution group is to be deleted, a request can be sent [5] by e-mail to the Service Desk for processing by the mail administrator.

[1] <https://selfservice.tu-dresden.de/groups/>

[2] <https://msx.tu-dresden.de/owa>

[3] <https://selfservice.tu-dresden.de/>

[4] <https://selfservice.tu-dresden.de/services/group-management/>

[5] <mailto:servicedesk@tu-dresden.de>