How to Add/Remove Users from your Distribution Groups

Using your Webmail
1) Go to this link to access your webmail:  [https://webmail.rhs.msu.edu](https://webmail.rhs.msu.edu)

*This is what the log in screen will look like:*
2) Log in with your **Net ID** and your **computer log in password**

*Once you log in, this is what the screen will look like:*

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Wednesday, October 09, 2013 02:22 AM

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3) Click on the drop down arrow next to “Options”
4) Then select “See All Options”
Once you click on “See All Options” this is what the screen will look like:

5) Click on “Groups”
Once you click on “Groups” this is what the screen will look like:

You can only add or remove users of distribution groups you own. So if you look to the right side of the screen, you’ll see “Public Groups I Own.” This is where you’ll see the groups that you can edit as the owner.

6) So the next step, is to select the group you want to edit. Double click on the “Display Name” of the group you want to edit.
Once you click on the Display Name, this is what will pop up.

7) Click the drop down arrow next to “Ownership” and next to “Membership”
Once you click the drop down arrows, this is what the screen will look like:

For reference: Your name will appear under “Ownership.” Under “Membership,” you’ll see all of the members of the group. From here you can add or remove the members.
To add users from your distribution group:

8) To add users, click on “Add”
This is the screen that will pop up when you click on Add:

9) To find the user you want to add, type in the name of the user in the search bar at the top and click on the magnifying glass.
Once you click on the magnifying glass to find the person, their name will appear along with their e-mail address.

10) Once their name comes up, **click on their name to highlight**
11) Then click on “**Add**” at the bottom of the screen
12) After they’ve been added, click on “**OK**”
Once you’ve clicked ok, the screen where you added the user, will disappear and you’ll see the name added to the members group.

13) At this point, the user has been added and all you have to do is click on “Save” and you’re DONE! *This screen will disappear and will take you back to the Group’s page.*
To delete users from your distribution group:

See steps 1-7

Once you’re at this screen:
Go to the Membership section and find the person that you’re going to remove from the distribution list.

8) Click on the users name to highlight and

9) Then click on “Remove”
You’ll notice that once you click on remove, the users name will be gone from the membership section.

10) Once you’ve removed the selected members, click on “Save.” After this, you’re done!
Once you hit save, this screen will disappear and will take you back to the group's page: