



# Creating Public Groups in OWA

OWA has a new feature that lets faculty and staff members create **“Public Groups.”** Public groups are distribution lists which give members the capability of sending e-mail to all group participants. These differ from the contact lists you may be familiar with in Outlook because they establish an actual e-mail address for the group.

## Examples:

- A group named “mathprofs” might be created for Math Professors to communicate with each other and share departmental information.
- A group named “bwcycle” could be established for faculty and staff members who are interested in bicycling to share schedules and events.

## To Locate the Public Groups Feature in OWA:

1. Log in to OWA (<http://owa.bw.edu>) with your user name and password.
2. In the upper right corner, below your name, click on the **“Options”** pull down menu.
3. Click on **“See All Options.”**
4. Choose **“Groups”** from the menu on the left.

The screenshot shows the OWA interface. In the top right corner, the user's name "Stephen Coyne" is displayed next to a "sign out" link and an "Options" pull-down menu. The "Options" menu is highlighted with a red box. In the left sidebar, the "Groups" menu item is highlighted with a red box. The main content area is titled "Public Groups" and contains a description: "A public group is a collection of two or more people in an organization's shared address book. You can create groups, which will appear in the address book for others to use. Group owners can restrict membership. You can also join or leave an existing group." Below this description are two sections: "Public Groups I Belong To" and "Public Groups I Own", both highlighted with red boxes. Each section has a search bar and a table of group details.

Display Name	E-Mail Address
beeclub	beeclub@bw.edu
helpdeskbuzz	helpdeskbuzz@bw.edu
itbuzz	itbuzz@bw.edu

Display Name	E-Mail Address
helpdeskbuzz	helpdeskbuzz@bw.edu

You will see **“Public Groups I Belong To”** and **“Public Groups I Own”** with the display names and e-mail addresses listed for each.

## Public Groups I Belong To:

Shows a list of the groups you already belong to.

- Click on the **“Join”** icon to view a full list of all groups that exist.
  - Highlight a group you are interested in and click **“Details”** to learn more. One of three messages will appear, depending on the group owner’s settings:

- Requests to join are automatically approved
  - Requests to join are automatically rejected
  - Requests to join require approval
- To leave a group you are currently in, highlight the group name and click on the **“Leave”** icon.
- Type a name or key word into the **“Search Groups”** box to find a group you may be looking for. (**Note:** Only groups with open enrollment will be displayed.)

### Public Groups I Own:

Shows a list of groups you have created or for which you share ownership.

- To create a new group, click on the **“New”** icon; choose the members and settings you desire.
  1. Choose a **“Display Name”** for the group. This is the name that will show up in the list of group names. (**Note:** The letters “DL” will show up in front of the group name indicating it is a Distribution List. Ex: DL\_mathprofs.)
  2. Choose an **“Alias”** for the group. This is what will become the actual e-mail address for the group. If you select “mathprofs” as your alias, your e-mail address will become [mathprofs@bw.edu](mailto:mathprofs@bw.edu). (**Note:** No spaces can be included in the alias.)
  3. Add a **“Description”** of what the group is.
  4. Determine **“Ownership”** by adding additional owners, besides yourself. (**Note:** The owners of a group have control over management and settings.)
  5. Establish **“Membership”** by adding the members you desire from the B-W Global Address Book. (**Note:** Membership is limited to B-W faculty & staff.)
  6. Decide on **“Membership Approval”** (open, closed, or owner-approved).
  7. Click on **“Save”** and you’re done!
- Highlight any group in your list and click on the **“Details”** icon to review/modify the settings or members for the group.
- To delete a group you own, highlight the group name and click on the **“X”** icon.

**NOTE:** At this time, the function of creating a Public Group is only available in OWA. However, once a group is established, the e-mail address for that group may be utilized within your Outlook e-mail, as well. For example, you could send an e-mail in Outlook to: [mathprofs@bw.edu](mailto:mathprofs@bw.edu) (the sample group created above) and reach all the members of the group. Mail received from one of your Public Groups is also available via Outlook or OWA.