

Check mail group members via Outlook for Mac

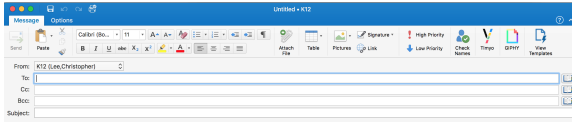
Overview

Following steps walk through how to expand and confirm members of district managed mail groups.

Step-by-step Guide

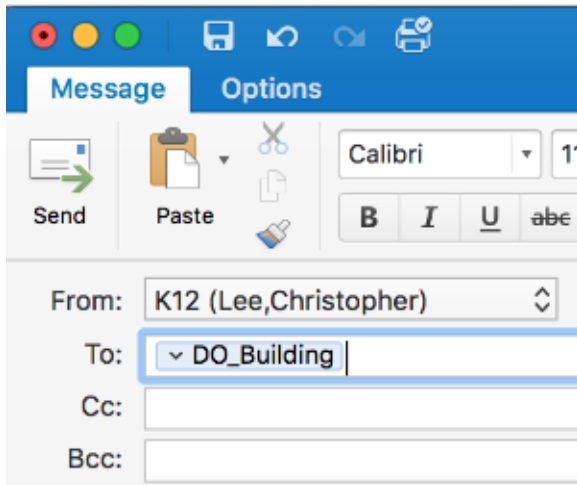
1


Open new email in outlook.




2

Add desired mail groups to address field.




 The little down arrow to left of the name.

3

Click the down arrow ( DO_Building) next to group name to expand.



 Some groups are collections of groups and will require multiple expansions to view all users.

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