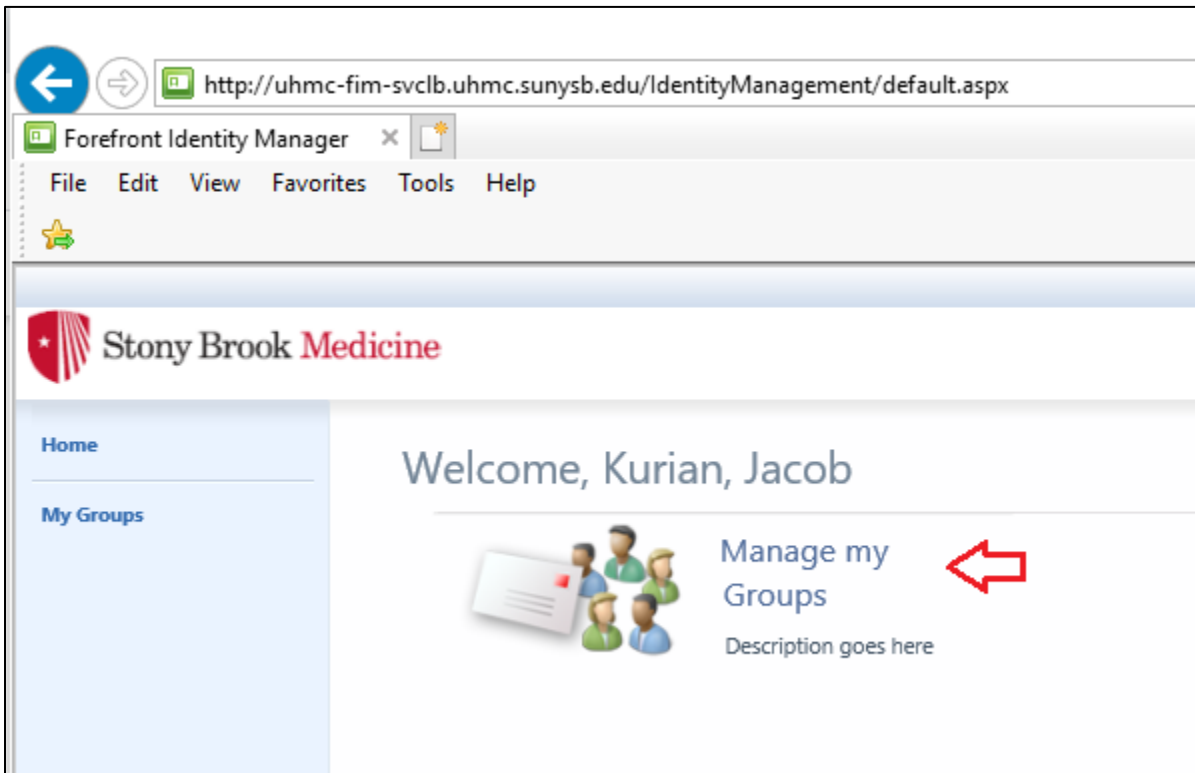# MODIFY OUTLOOK DISTRIBUTION GROUPS VIA FOREFRONT IDENTITY MANAGER PORTAL
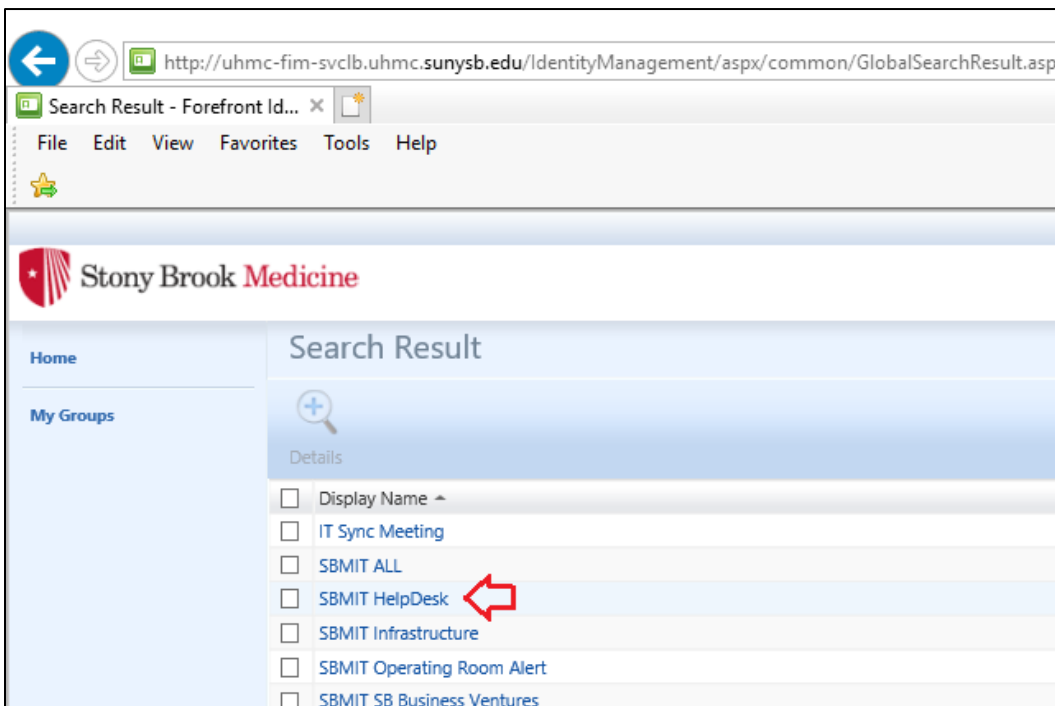
Use the procedure below to add or remove members of Stony Brook Medicine Outlook Email Distribution Groups.

PART A:

After accessing the FIM portal using your @stonybrookmedicine.edu logon, click Manage My Groups:

Click the Group you would like to Modify:

A new window will appear. Click on the Members Tab:

To remove an existing Member, click on the icon indicated by the red arrow: **(Adding Members – See PART B)**

A new window will appear. Click the checkbox next to the Member you would like to remove, and then click OK at the bottom:
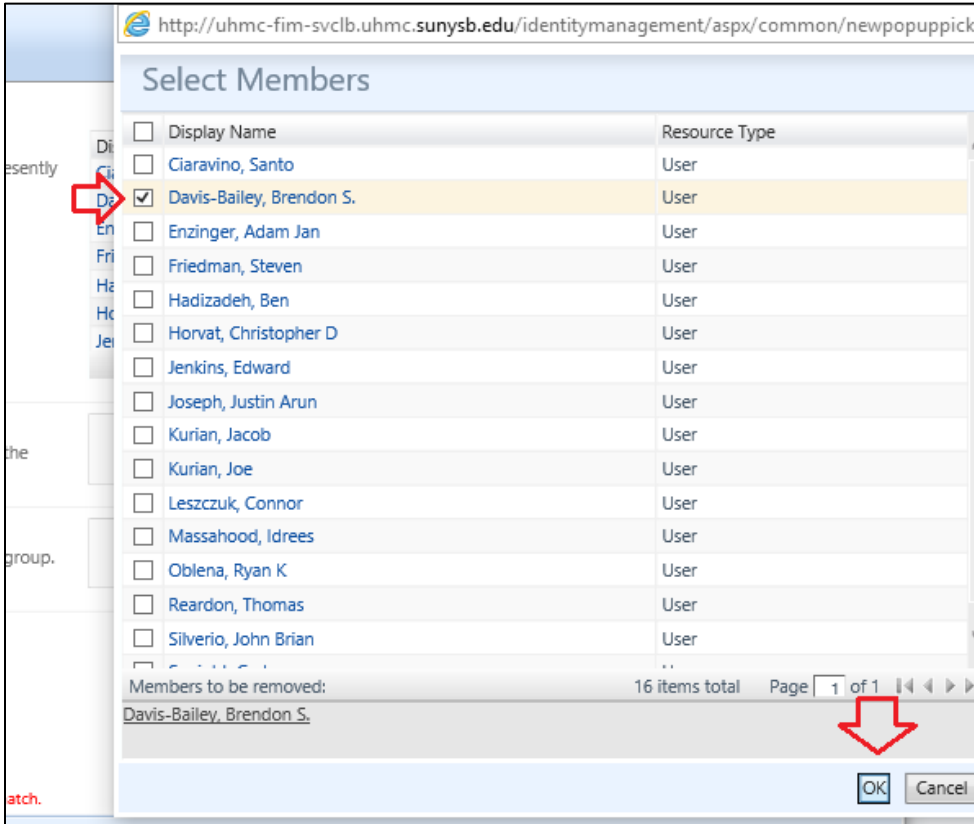
You will be returned to the previous window and the name of the member you want to remove will be in the Members to Remove box. Click OK at the bottom to confirm removal.
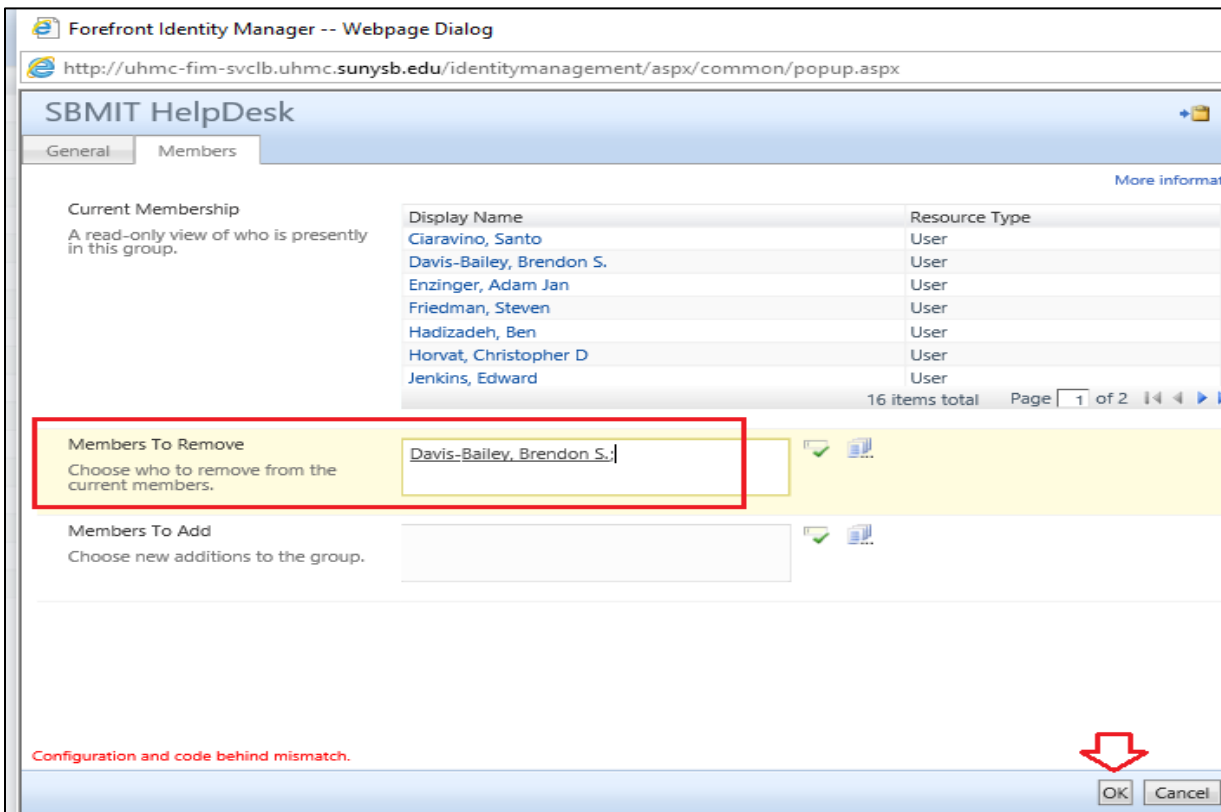
PART B: To add new Members, click the icon indicated by the Red Arrow below:

Type the last name of the individual you would like to add in the Search For field and hit Enter:

A new window will appear. Click the checkbox next to the individual you would like to add, and then click OK at the bottom:
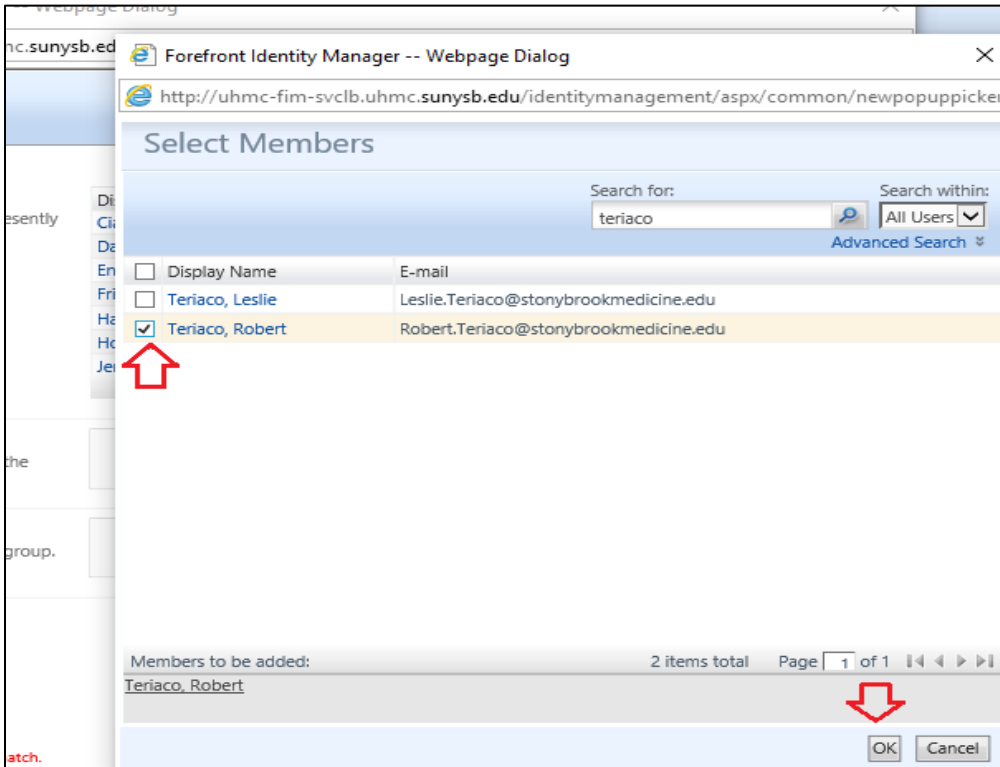
You will be returned to the previous window and the name of the member you want to add will be in the Members to Add box. Click OK at the bottom to confirm addition:
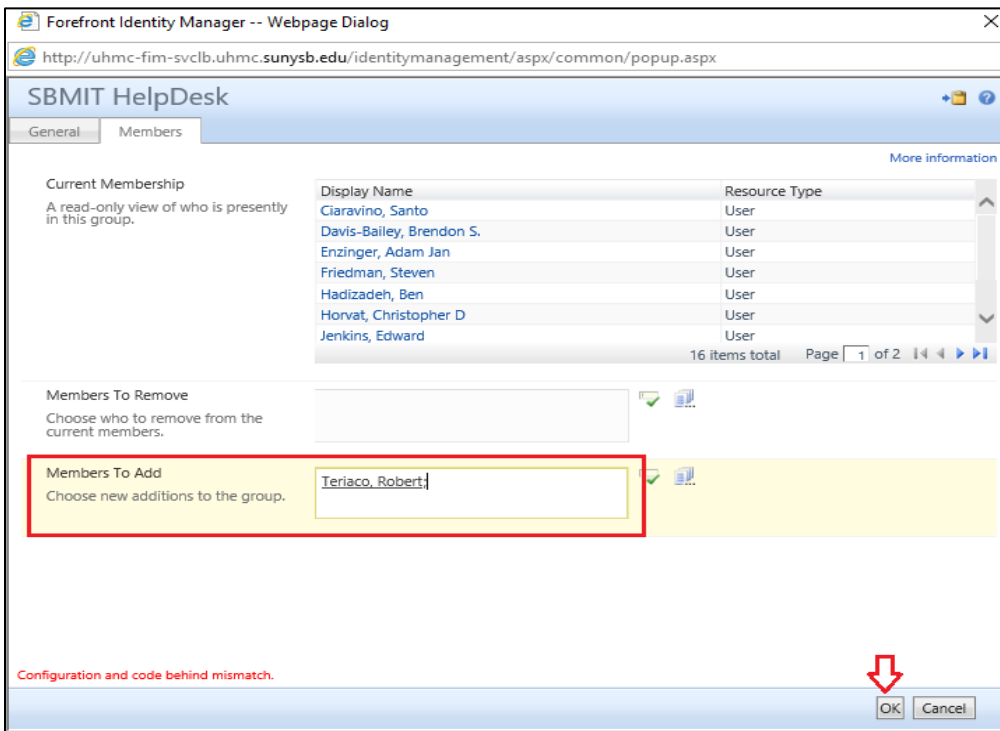
CHANGES MADE TO DISTRIBUTION GROUPS VIA THE FOREFRONT PORTAL WILL TAKE 15-30 MINUTES TO APPEAR IN THE OUTLOOK ADDRESS BOOK.