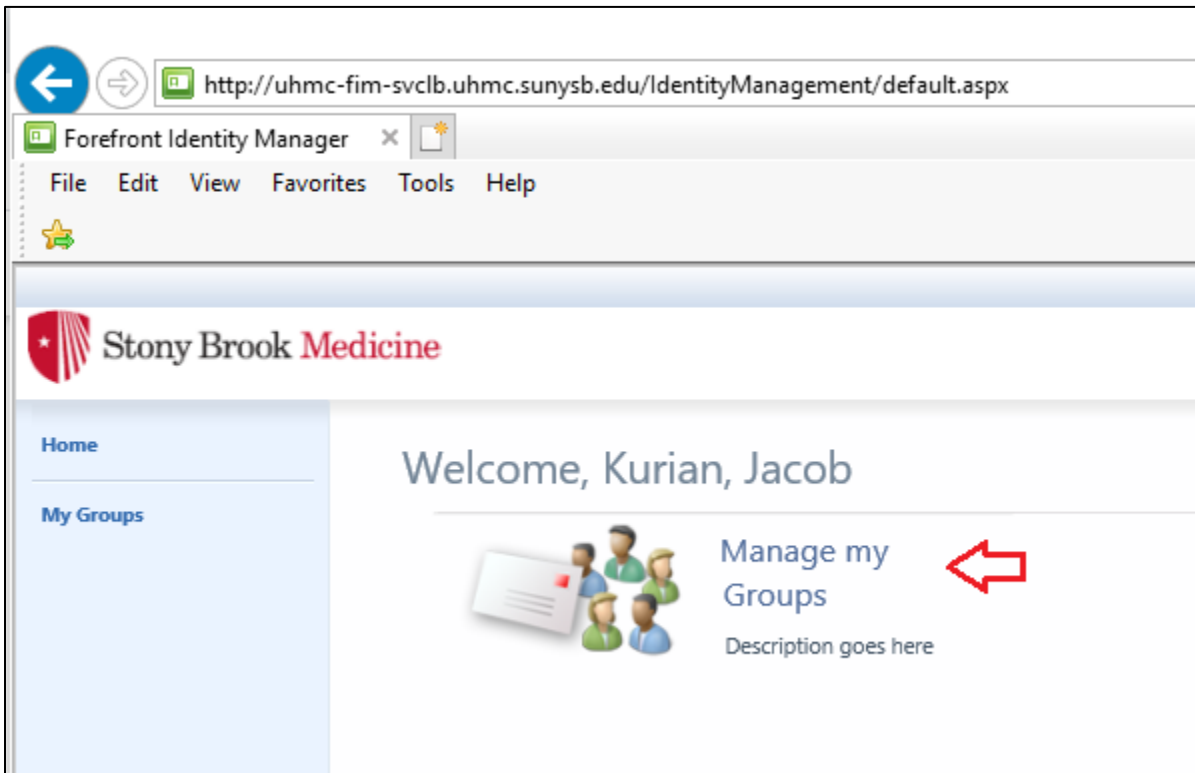


MODIFY OUTLOOK DISTRIBUTION GROUPS VIA FOREFRONT IDENTITY MANAGER PORTAL

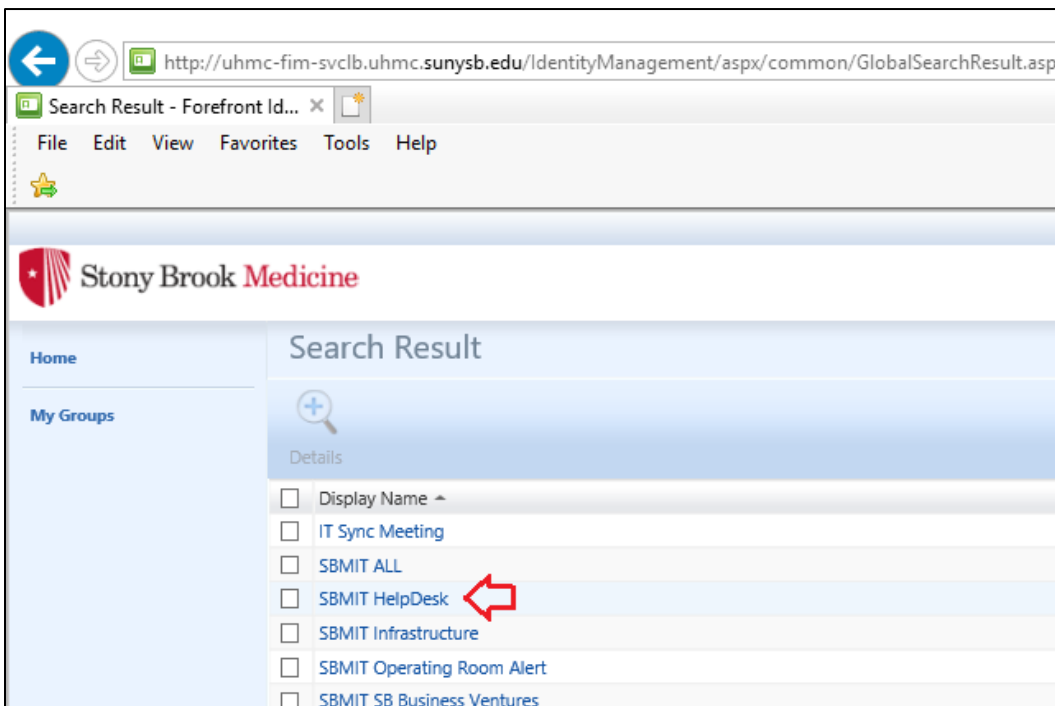
Use the procedure below to add or remove members of Stony Brook Medicine Outlook Email Distribution Groups.

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:

Forefront Identity Manager -- Webpage Dialog
http://uhmc-fim-svclb.uhmc.sunysb.edu/identitymanagement/asp/commo/popup.aspx

SBMIT HelpDesk

General Members

Current Membership
A read-only view of who is presently in this group.

Display Name	Resource Type
Ciaravino, Santo	User
Davis-Bailey, Brendon S.	User
Enzinger, Adam Jan	User
Friedman, Steven	User
Hadizadeh, Ben	User
Horvat, Christopher D	User
Jenkins, Edward	User

16 items total Page

Members To Remove
Choose who to remove from the current members.

Members To Add
Choose new additions to the group.

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

Forefront Identity Manager -- Webpage Dialog
http://uhmc-fim-svclb.uhmc.sunysb.edu/identitymanagement/asp/commo/popup.aspx

SBMIT HelpDesk

General Members

Current Membership
A read-only view of who is presently in this group.

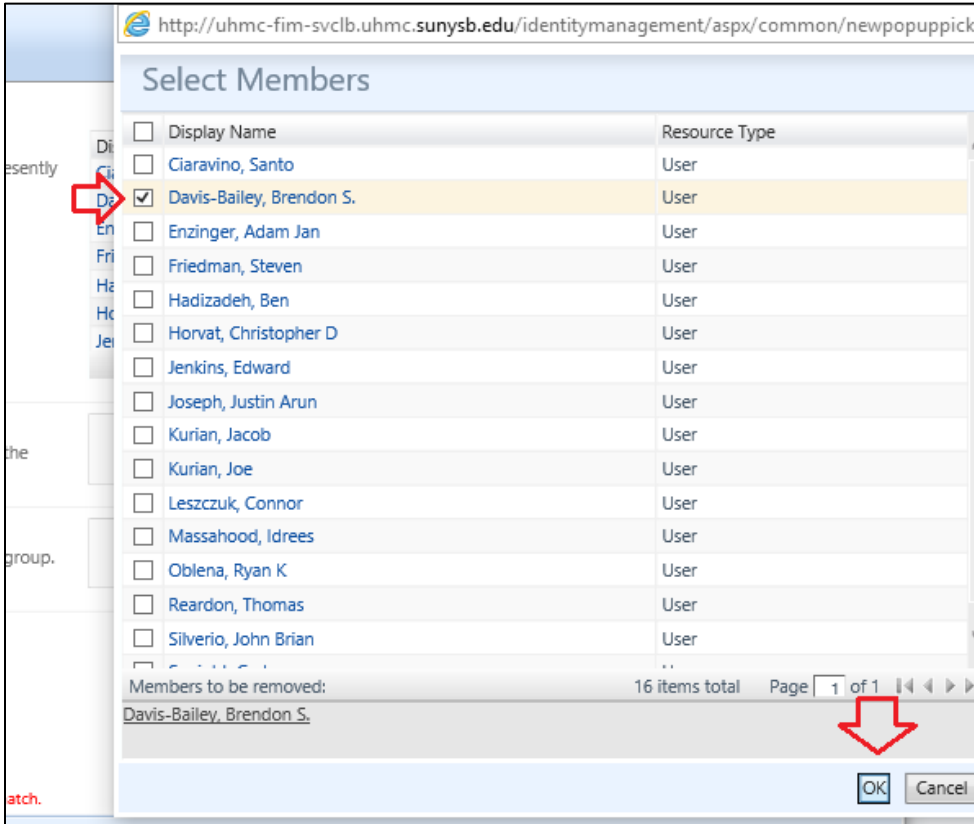
Display Name	Resource Type
Ciaravino, Santo	User
Davis-Bailey, Brendon S.	User
Enzinger, Adam Jan	User
Friedman, Steven	User
Hadizadeh, Ben	User
Horvat, Christopher D	User
Jenkins, Edward	User

16 items total Page 1

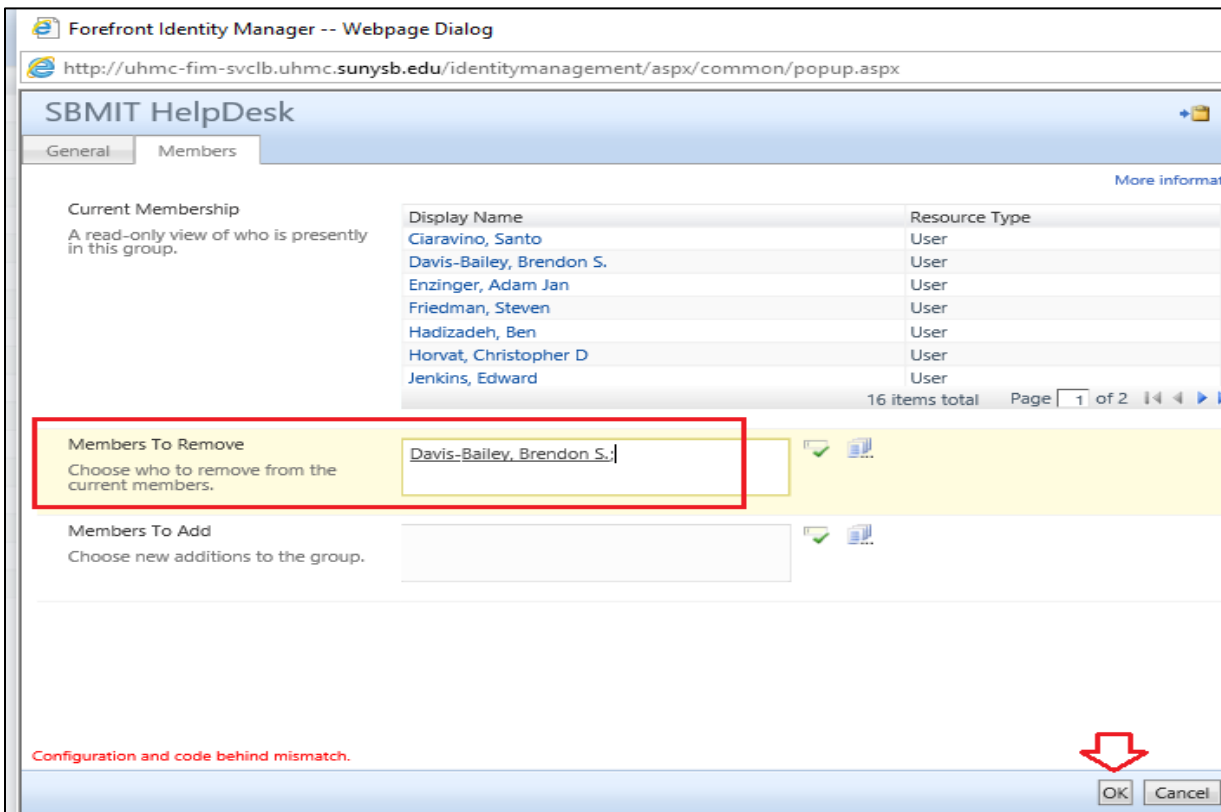
Members To Remove
Choose who to remove from the current members.

Members To Add
Choose new additions to the group.

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:

Forefront Identity Manager -- Webpage Dialog

http://uhmc-fim-svclb.uhmc.sunysb.edu/identitymanagement/asp/commo/popup.aspx

SBMIT HelpDesk

General Members

Current Membership
A read-only view of who is presently in this group.

Display Name	Resource Type
Ciaravino, Santo	User
Davis-Bailey, Brendon S.	User
Enzinger, Adam Jan	User
Friedman, Steven	User
Hadizadeh, Ben	User
Horvat, Christopher D	User
Jenkins, Edward	User

16 items total Page

Members To Remove
Choose who to remove from the current members.

Members To Add
Choose new additions to the group.

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

ger -- Webpage Dialog

uhmc.sunysb.edu Forefront Identity Manager -- Webpage Dialog

http://uhmc-fim-svclb.uhmc.sunysb.edu/identitymanagement/asp/commo/newpopupp

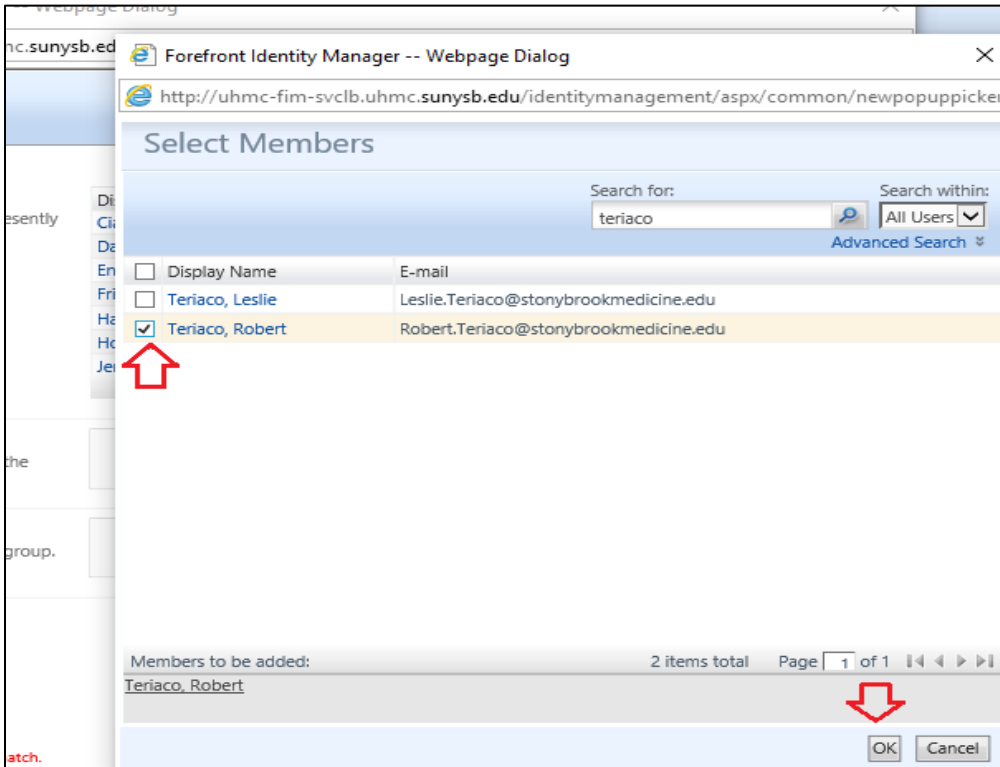
Select Members

Search for: Search with:

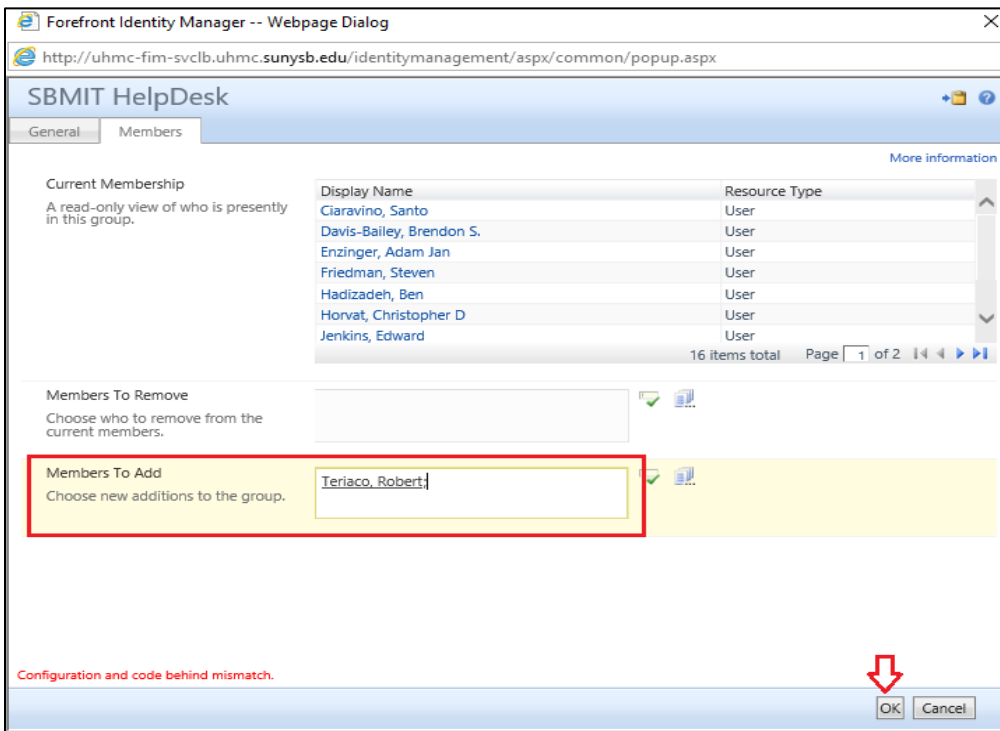
Find the members you want using the Search above.

E-mail

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.