

# Joining and leaving distribution groups



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# Joining distribution groups



- open the **Link**

[https://admin.cloud.microsoft/exchange?page=groups&form=owa\\_groups#/](https://admin.cloud.microsoft/exchange?page=groups&form=owa_groups#/)

- log in with your university credentials

## Groups

Instead of a distribution group, consider using a new Microsoft 365 Group to collaborate by sharing conversations, documents, and a calendar. [Learn more](#)

Groups I belong to

Groups I own

 Join  Refresh

5 items

<input type="radio"/>	Name ↑	Email address
<input type="radio"/>	name_jpn	name_jpn@university.de
<input type="radio"/>	name_jpn	name_jpn@university.de
<input type="radio"/>	name_jpn	name_jpn@university.de
<input type="radio"/>	name_jpn	name_jpn@university.de
<input type="radio"/>	name_jpn	name_jpn@university.de
<input type="radio"/>	name_jpn	name_jpn@university.de

- choose **Join**

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<input type="radio"/>	name_jpn	name_jpn@university.de
<input type="radio"/>	name_jpn	name_jpn@university.de
<input type="radio"/>	name_jpn	name_jpn@university.de

# Joining distribution groups



- search for the distribution group

## All groups

Refresh

120 items

Search

<input type="radio"/>	Name ↑	Email address
<input type="radio"/>	hg_testid1	test.fuer.verteilergruppen@hof-university.de
<input type="radio"/>	testhofdg1	test.hofdg01@hof-university.de
<input type="radio"/>	testhofdg2	test.hofdg02@hof-university.de
<input type="radio"/>	testhofdg3	test.hofdg03@hof-university.de
<input type="radio"/>	testidm	test.idm2@hof-university.de
<input type="radio"/>	testsven	sven.test@hof-university.de
<input type="radio"/>	Testkennung fuer Bewerberbe	dosvbewerber@hof-university.de

- select **desired group**
- click on **Join**

<input type="radio"/>	Name ↑	Email address
<input checked="" type="radio"/>	sem_test_test	test.fuer.verteilergruppen@hof-university.de
<input type="radio"/>	testhofdg02	test.hofdg02@hof-university.de
<input type="radio"/>	testhofdg03	test.hofdg03@hof-university.de
<input type="radio"/>	dg_testidm2	test.idm2@hof-university.de
<input type="radio"/>	zz_testgruppe01	Testgruppe01@hof-university.de
<input type="radio"/>	testidm	testidm@hof-university.de
<input type="radio"/>	testsven	sven.test@hof-university.de
<input type="radio"/>	Testkennung fuer Bewerberbe	dosvbewerber@hof-university.de

Join

You will receive information that you have joined the group or that a membership request has been sent to the group owner.

✔ Your changes have successfully been saved.

# Leaving distribution groups



- open the **Link**  
[https://admin.cloud.microsoft/exchange?page=groups&form=owa\\_groups#/](https://admin.cloud.microsoft/exchange?page=groups&form=owa_groups#/)
- log in with your university credentials

## Groups

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Groups I belong to   Groups I own

Join   Refresh

5 items  

<input type="radio"/>	Name ↑	Email address
<input type="radio"/>	...	...
<input type="radio"/>	...	...
<input type="radio"/>	...	...
<input type="radio"/>	...	...
<input type="radio"/>	...	...
<input type="radio"/>	...	...

- select the group you want to leave
- select **Leave**

## Groups

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Groups I belong to   Groups I own

Leave   Refresh

5 items  

<input type="radio"/>	Name ↑	Email address
<input type="radio"/>	...	...
<input type="radio"/>	...	...
<input type="radio"/>	...	...
<input type="radio"/>	...	...
<input checked="" type="radio"/>	...	...

# Leaving distribution groups



- **Confirm** the decision

## Leave groups

Are you sure you want to leave the group?

**Confirm**

You will be informed that you have left the group.

## Leave groups

✓ You have successfully left the selected groups

# Error message while leaving a group



If you see this error message, you are not authorized to leave the group.

Some distribution groups are mandatory.



## Leave groups

⊗ Leaving group failed

Error:

```
{ "statusCode": 500, "error": { "code": "InternalServerError", "message": "Error
```

```
 { "message": "Error executing cmdlet", "type":  
 "Microsoft.Exchange.Admin.OData.Core.ODataServiceException", "stacktrace": "",  
 "internalexception": { "message": "Exception of type  
 'Microsoft.Exchange.Management.PSDirectInvoke.DirectInvokeCmdletExecutionExcepti  
 on' was thrown.", "type":  
 "Microsoft.Exchange.Management.PSDirectInvoke.DirectInvokeCmdletExecutionExcepti  
 on", "stacktrace": "" } }, "adminapi.warnings@odata.type": "#Collection(String)",  
 "@adminapi.warnings": [] } }
```