

## Exchange Email Distribution Groups

This document describes how to use the Exchange Email Distribution Groups. A spreadsheet containing the names and descriptions of the email distribution groups is found at [http://www.mn.nrcs.usda.gov/intranet/ITS/it\\_help.html](http://www.mn.nrcs.usda.gov/intranet/ITS/it_help.html). The spreadsheet is named Exchange\_Email\_Distribution\_Group\_Names.xls. The spreadsheet contains separate tabs for the email groups for FSA, NRCS and RD.

The spreadsheet has a column labeled “Group name in Outlook”. To send to one of these groups, type the name of the group in the To: line of the Outlook email message, or in the Web version of Outlook.

The spreadsheet also lists a column for “Group name from outside USDA”. This is the address that would be used to send to the group from an email system that is not part of the USDA email system, such as a home or business email system. This name can also be used with the USDA Outlook. It works both internally and externally.

Do the following to see a listing of the members of an email group:

- 1) Start a new Outlook email message.
- 2) Enter the group name on the To: line in Outlook.
- 3) Click on Tools, then Check Names. A plus sign will be placed in front of the group name, and the group name will be displayed in Bold.
- 4) Right click on the Group name and pick properties from the list. The list of the email member addresses will be displayed.

Email group name can also be searched in Outlook, by doing the following:

- 1) Start a new Outlook email message.
- 2) Click on the To: button of the new message.
- 3) In the Select Names window, make sure the “Show Names from the:” in the upper right corner says “Global Address List” or “All Groups”.
- 4) In the “Type Name or Select from list:” box, start typing in part of the group name to narrow down the list. All email groups start with “ug-“ in Outlook. So, type “ug-“ in that box. You can look down through the groups to find the one you want. Most FSA MN email groups start with ug-mn-fsa. Most NRCS MN email groups start with ug-mn-nrcs. Most RD MN email groups start with ug-mn-rd.
- 5) If you are not sure it is the correct group, you can check the members of the group using the instructions above.

There are standard groups defined for each office. They are in the format “ug-mn<city>-<group>”. Where “<city>” is the name of the city (truncated to 8 characters), and “<group>” is one of:

- 1) fsa - for all FSA staff at that site
- 2) nracs - for all NRCS staff at that site
- 3) rd - for all Rural Development staff at that site
- 4) rcd - for all RC&D staff at that site
- 5) cd - for all Conservation District staff at that site
- 6) allfac - for all USDA (FSA, NRCS and RD) staff at that site
- 7) users - for all staff at that site (both USDA and partner agencies)

Some examples:

- 1) To send to all of the FSA staff in the State Office, you would use:  
ug-mnstpaul-fsa
- 2) To send to all users in the Douglas county (Alexandria) office use (the city name is truncated):  
ug-mnalexandr-users

There are equivalent groups for state-wide email. The formats for these are almost the same, except the city name is dropped. Examples:

- 1) To send to all of the FSA staff statewide, use:  
ug-mn-fsa
- 2) All users state wide would be:  
ug-mn-users

If you see a persons name missing from a group, or needs correcting, please notify your IT Specialist.

## **Creating Groups**

Personal email groups can be created in your Contacts in Outlook as well as global groups in Exchange Outlook. If you would like a group created, first decide if you are going to be the primary user of that group.

If so, you should create the group in your Contacts in Outlook. This allows you to make the changes to the group, instead of needing ITS to make the changes for you. The disadvantage of making the group this way is that only you and the people that have imported your group can use your group name.

If the group will be used by a number of people and/or by people outside USDA, you may need to have ITS create the group for you. These kinds of groups are created by our Exchange team. We would need a Description of the group and the members. If any of the members of the group are not within USDA, we need their email address. Once the Exchange Team has the request, they will make the group and name it according to a similar convention used to name the others groups. ITS would then populate the group and let you know it is available.