

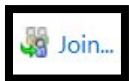
In support of the [College Email Policy](#), OIT provides Faculty and Staff three group email distribution lists for unofficial email communications. Unofficial email communications are those email communications sent out on behalf of an individual as opposed to email from an academic or administrative unit. The following document will show you how to join or leave a group using OWA (webmail).

The Three Groups are:

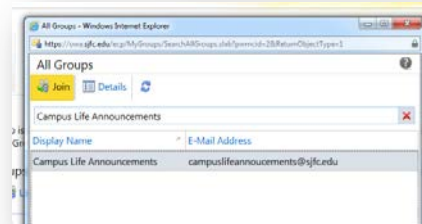
1. Campus Life Announcements: Faculty and Staff Sponsored Events and Announcements [campuslifeannouncements@sjfc.edu](mailto:campuslifeannouncements@sjfc.edu)
2. For Sale: Faculty and Staff items for: Sale, Wanted, and Free [forsale@sjfc.edu](mailto:forsale@sjfc.edu)
3. General Discussion: Faculty and Staff Discussion Forum [generaldiscussion@sjfc.edu](mailto:generaldiscussion@sjfc.edu)

How to **Join a Group**:

1. Log into webmail (owa.sjfc.edu)
2. Click on **Options** and select **See All Options**.
3. From the **Options** window click on **Groups** and click on **Join**

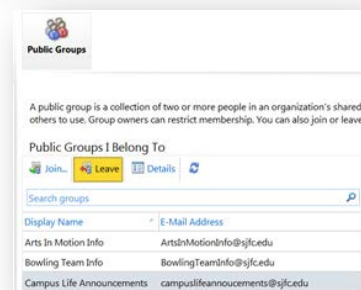


4. From the **All Groups** window, enter the name of the groups within the **Search Groups** field.
5. Select the group and click on **Join**.



How to **Leave a Group**:

1. Log into webmail (owa.sjfc.edu)
2. Click on **Options**, select **See All Options** and click on **Groups**.
3. From the **Public Groups** window, select the group you want to leave and click on **Leave**.
4. Click on **Yes** to confirm your choice to leave the group.



*Open Enrollment distribution Group info:*

- Only for Faculty and Staff, not for student Gmail accounts
- OWA (webmail) is the mechanism to add/remove yourself from the groups
- Not monitored by OIT – Access to and the ability to post messages to these self-service email groups is not monitored or maintained by OIT.