



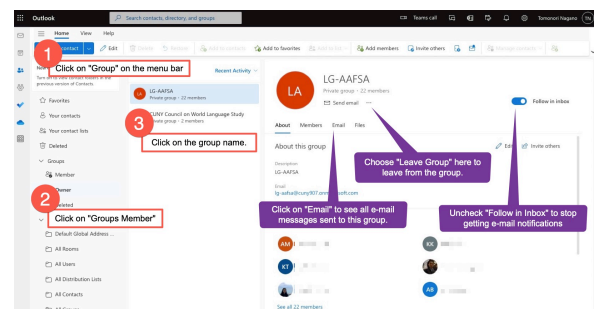
HOW TO JOIN/MANAGE AAFSA E-MAIL GROUP



DISTRIBUTION GROUP IN OFFICE 365

LaGuardia's AAFSA (Asian American Faculty & Staff Association) uses Office 365's e-mail group (a.k.a., Outlook Distribution Group) for e-mail communication. Below are the instructions for the e-mail group:

- To e-mail the group: lg-aafsa@cuny907.onmicrosoft.com
- To join the group: <https://bit.ly/LG-AAFSA-invitation> (or scan the QR code)

By default, you will start receiving all e-mail announcements in your mailbox after joining the e-mail list. You can also see the archived (previous) e-mail exchange by clicking on "Email" on the Outlook menu at <https://outlook.office.com> (see the screenshot to the right). Also, there is an option to "lurk" the e-mail list, in which you will not receive a notification for every e-mail message to the group, but you still have access to the archived messages.



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