

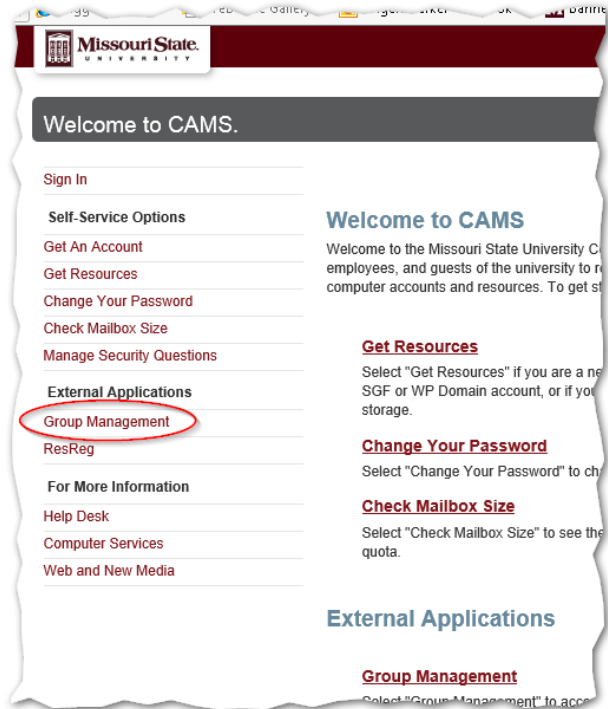
Department Distribution List Management

CAMS Group Management is a secure web page that allows authorized users to control permissions for many groups on Missouri State's Active Directory.

Administrative assistants are to routinely maintain their respective department's full-time faculty, part-time faculty, and staff distribution lists (DL). In turn, these DLs populate the department's parent DL, COAL DLs, and network printer permission groups.

Access CAMS Group Management

1. Open the web browser to <http://cams.missouristate.edu>.
2. Click the **Group Management** link.
3. When prompted, log in with BearPass account credentials.
4. Navigate to the department's full-time faculty, part-time faculty and staff distribution lists as highlighted in the following example for the music department (MUS):



Add/Remove group members

5. Click on the list's linked name to open it for management tasks.

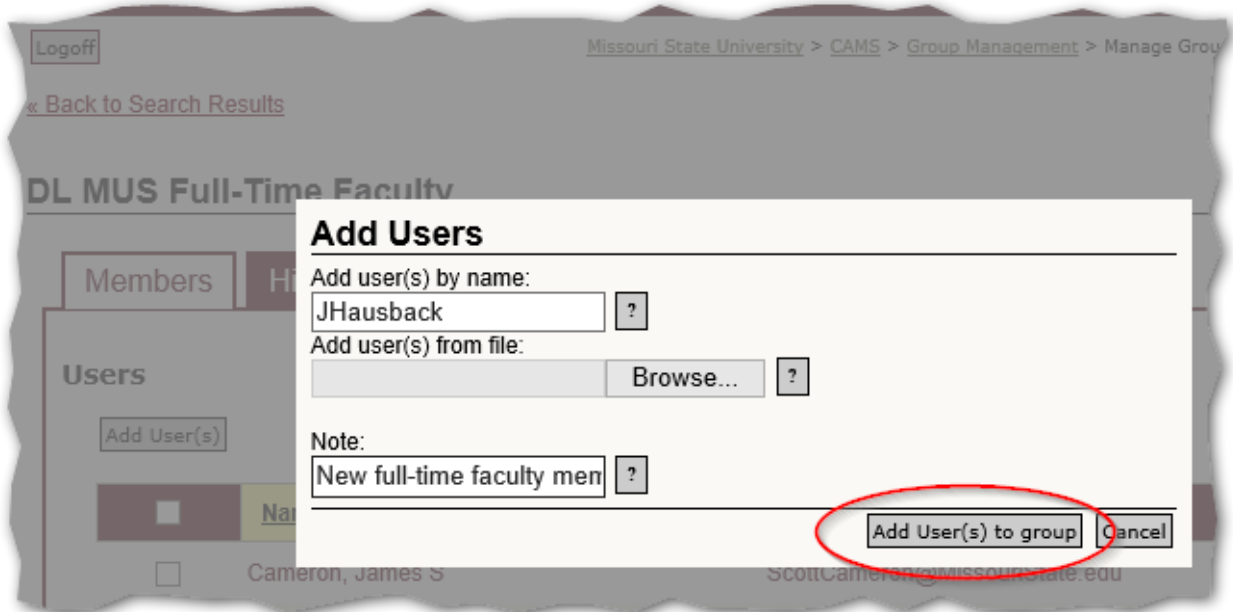
NOTE: Please do not edit the department's parent distribution list, e.g. DL Music. Add/remove users only from the department's full-time faculty, part-time faculty, and staff DL groups which are members of the department's parent DL and network printer permission groups.

6. Click the **Add User(s)** button to add a new member to the group. Or click the **Remove** button next to the member that should be deleted from the group.

The screenshot shows the Missouri State University Group Management interface. At the top, there is a dark red header with the Missouri State University logo and name. Below the header, there is a navigation breadcrumb: [Missouri State University](#) > [CAMS](#) > [Group Management](#) > [Manage Group DL MUS Full-Time Faculty](#). A [Logoff](#) button is located in the top left. Below the breadcrumb, there is a [« Back to Search Results](#) link. The main heading is **DL MUS Full-Time Faculty**. Below the heading, there are two tabs: **Members** and **History**. Under the **Members** tab, there is a section titled **Users**. In this section, there is a button labeled **Add User(s)** which is circled in red. Below the button is a table with the following columns: **Name** (with a dropdown arrow) and **E-mail Address**. The table contains four rows of user information, each with a checkbox on the left and a **Remove** button on the right. A red arrow points to the **Remove** button for the first user, Cameron, James S.

	Name ▼	E-mail Address	
<input type="checkbox"/>	Cameron, James S	ScottCameron@MissouriState.edu	Remove
<input type="checkbox"/>	Casey, Lisa R	LisaCasey@MissouriState.edu	Remove
<input type="checkbox"/>	Casey, Michael R	MichaelCasey@MissouriState.edu	Remove
<input type="checkbox"/>	Chapman, Carol L	CarolChapman@MissouriState.edu	Remove

7. Add a new member by entering in the name field the user's BearPass Email ID (JHausback@missouristate.edu) or Login ID (abc123). Add the reason for the addition in the required Note field, and click **Add User(s) to group**.



When removing a member from a group, include the reason for the deletion in the required Note field, and click **Remove user(s) from group**.



8. Click the **Logoff** button in the upper left when group edits are complete.

For assistance, contact COAL's Instructional Technology Support Specialist:
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