



# Configure mail settings for a group

## Prerequisites

Roles required to perform this action :

- Organization Owner
- Organization Admin

## Create a group email address

1. Sign in to [Zoho Directory](#), then click **Admin Panel** in the left menu.
2. Go to **Groups**, then click the group you need.
3. Click **Manage Email Address**, then enter an email address.

Note:

1. **Manage Email Address** will only be available if you've added Zoho Mail to Zoho Directory.
2. Only email addresses belonging to mail hosting-enabled domains can be added as group email aliases.



4. Click **Add**.

Once you have added a group email address, you will be able to see new tabs to configure your email settings.

## Manage email notifications

1. Sign in to [Zoho Directory](#), then click **Admin Panel** in the left menu.
2. Go to **Groups**, then click the group you want to manage.
3. Click **Notifications**.
4. Enable or disable notifications for:
  - When an email sent from the group alias is held for approval.
  - When an email is approved or rejected to be sent from the group alias.
  - When new members are added or removed from the group.
5. Click **Update**.

# Manage spam filters

1. Sign in to [Zoho Directory](#)<sup>[?]</sup>, then click **Admin Panel** in the left menu.
2. Go to **Groups**, then click the group you need.
3. Click , then click **Antispam**.
4. Choose a method to filter spam by:
  - **Whitelisted Email:** Only emails coming from addresses added to the whitelist will be accepted.
  - **Whitelisted Domain:** Only emails coming from domains added to the whitelist will be accepted.
  - **Blacklisted Email:** All emails will be accepted except those coming from addresses on the blacklist.
  - **Blacklisted Domain:** All emails will be accepted except those coming from domains on the blacklist.
5. Click , add email addresses or domains, then click **Add**.

[Access Zoho Mail's cPanel to further fine-tune mail settings. Learn how.](#)