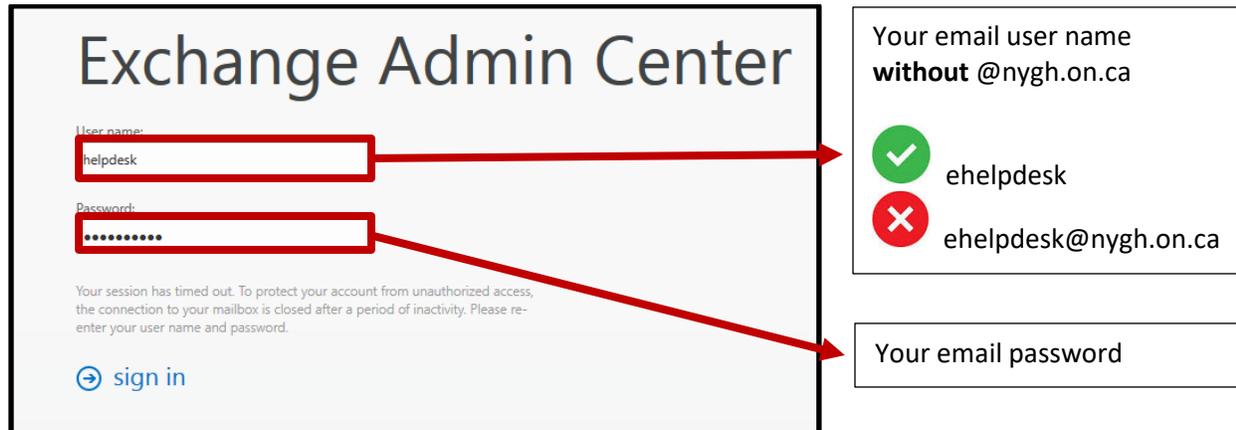


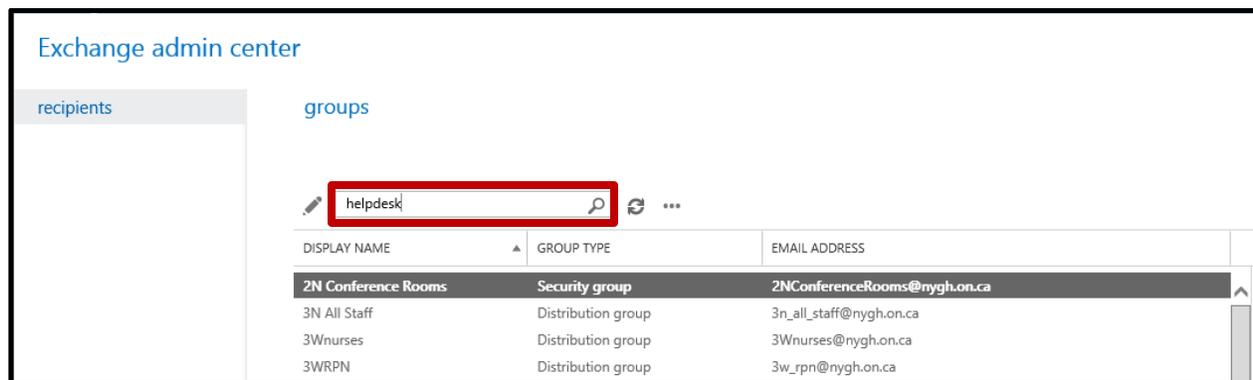
Office 365 – Add/Remove Members to Email Group

1. Go to <https://outlook.nygh.on.ca/ecp/> and log in with your email user name and password.



The screenshot shows the Exchange Admin Center login page. The 'User name' field contains 'helpdesk' and the 'Password' field contains a masked password. Red boxes highlight these fields, with arrows pointing to a callout box on the right. The callout box contains the text 'Your email user name without @nygh.on.ca' and lists two options: 'ehelpdesk' (marked with a green checkmark) and 'ehelpdesk@nygh.on.ca' (marked with a red X). Below this, another box points to the password field with the text 'Your email password'.

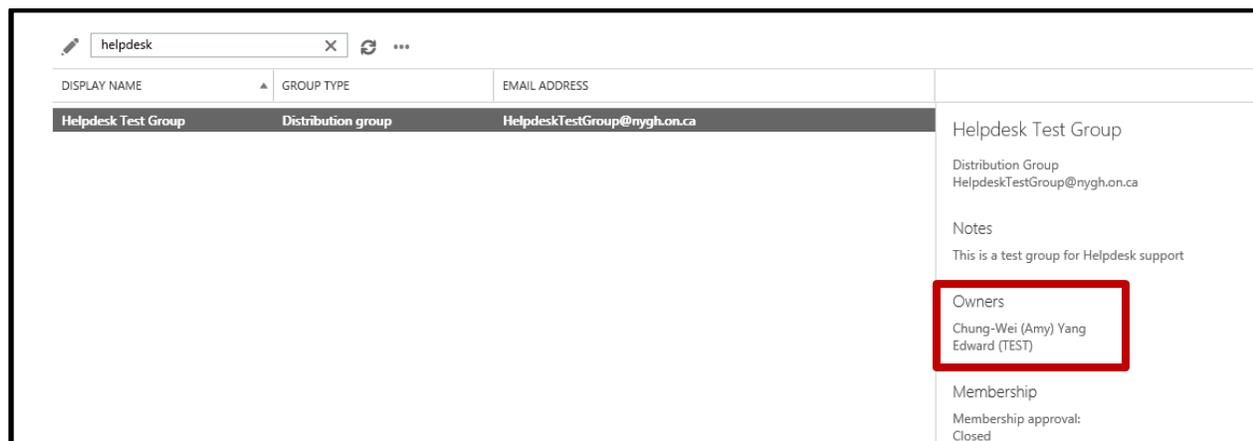
2. Click on the  icon and use the search function to find the email group that you would like to edit.



The screenshot shows the Exchange Admin Center 'groups' page. A search bar at the top contains 'helpdesk'. Below the search bar is a table of groups:

DISPLAY NAME	GROUP TYPE	EMAIL ADDRESS
2N Conference Rooms	Security group	2NConferenceRooms@nygh.on.ca
3N All Staff	Distribution group	3n_all_staff@nygh.on.ca
3Wnurses	Distribution group	3Wnurses@nygh.on.ca
3WRPN	Distribution group	3w_rpn@nygh.on.ca

3. Please note, only listed group **owners** have permission to edit the group.



The screenshot shows the details for the 'Helpdesk Test Group'. The group is a 'Distribution group' with the email address 'HelpdeskTestGroup@nygh.on.ca'. The 'Owners' section is highlighted with a red box and lists the following names:

- Chung-Wei (Amy) Yang
- Edward (TEST)

The 'Membership' section shows 'Membership approval: Closed'.

4. To add/remove member, double click on the group from the list then click on “membership”.

Helpdesk Test Group

general
ownership
membership
membership approval
delivery management
message approval
email options
MailTip
group delegation

Members:
+ -

3W Casual RN
Chung-Wei (Amy) Yang

5. To add a member, click on the  icon, use the search function  to find the member, select the member from the directory, click “add ->”, then click “OK”.

krysia

DISPLAY NAME	EMAIL ADDRESS
Kaunds, Krysia - Toronto Ea...	Krysia.Kaunds@tehn.ca
Krysia Kaunds	Krysia.Kaunds@nygh.on.ca
Krysiak, Jacey - Ontario Sho...	krysiakj@ontarioshores.ca
Theriault, Krysia - UHN - U...	Krysia.Theriault@uhn.ca

1 selected of 4 total

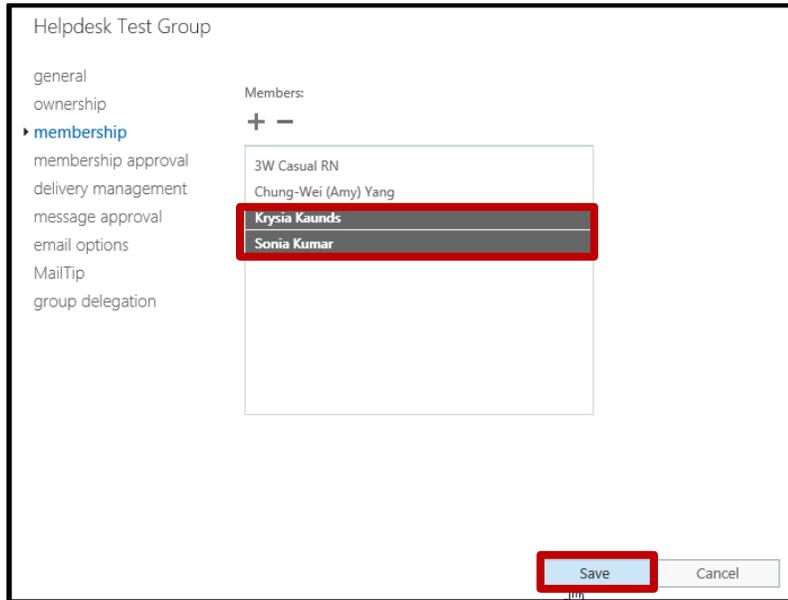
add ->

Sonia Kumar [remove]; Krysia Kaunds [remove];

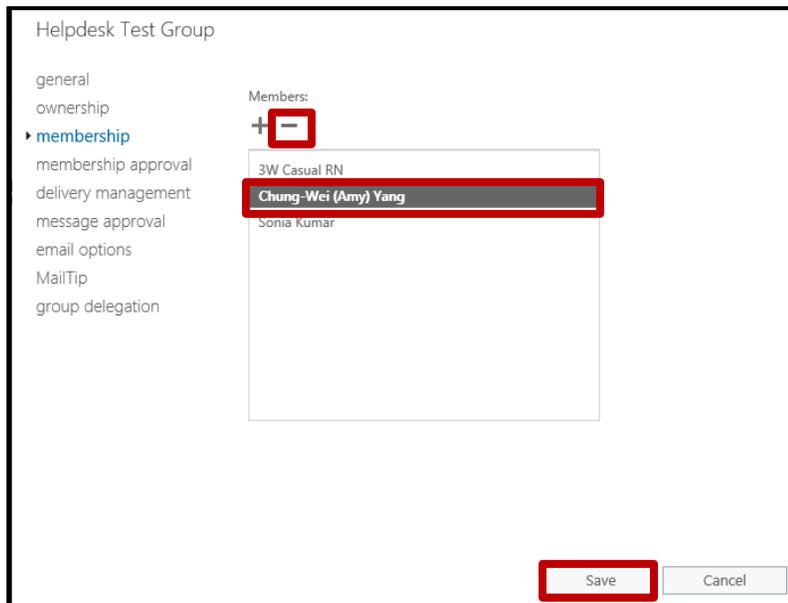
OK Cancel

Please note:
Only email accounts and/or groups listed in the staff directory can be added as members.

6. Members added should now be listed, click on “Save”.



7. To remove member, select the member then click on the  icon then click on “Save”.



8. To log out, click on the  icon beside your name on the top right hand corner then select “Sign Out”.

