

STEP 1:

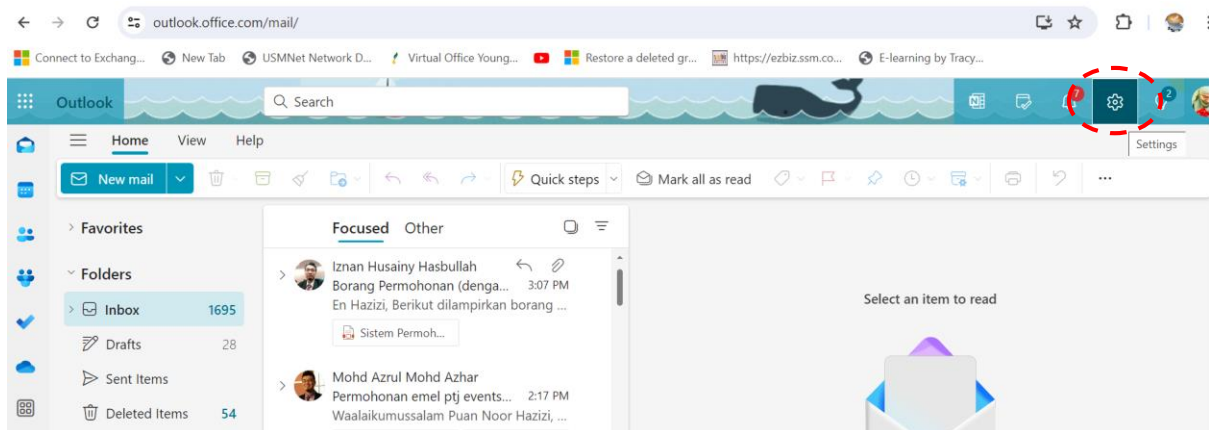
Login to email account at <https://owa.usm.my> @ <https://login.microsoftonline.com>

STEP 2:

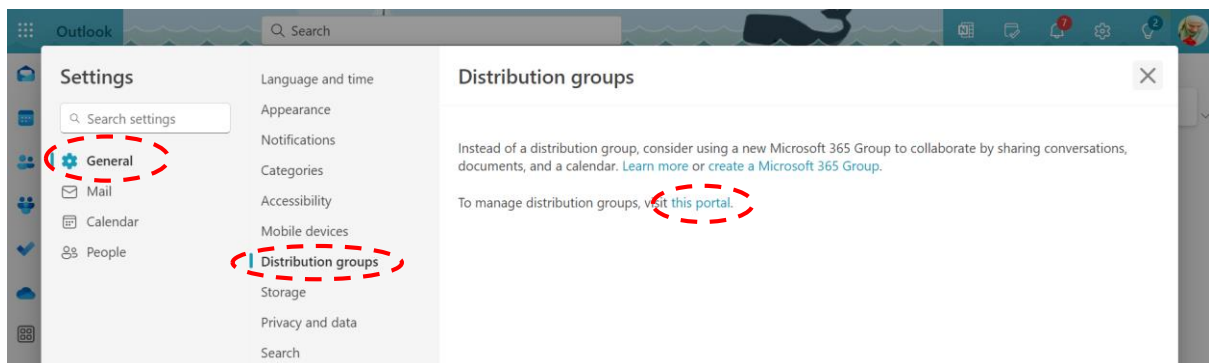
Choose **'Outlook'**

STEP 3:

Go to **'Settings'** button.

**STEP 4:**

Click **'General'** on the left, then choose **'Distribution Groups'** then click **'this portal'**.



STEP 5:

Under the 'Groups I own' double click the group you want to update.

Groups

Instead of a distribution group, consider using a new Microsoft 365 Group to collaborate by sharing conversations, documents, and a calendar. [Learn more](#)

Groups I belong to **Groups I own**

+ Add new group Refresh 50 items Search groups I own

Name ↑	Email address
DM Admin PPKT	dmadminppkt@usm.my
DM Pentadbir Emel Jabatan	dmpentadbiremeljabatan@usm.my
Exco BHEPA	excohepa@usm.my
Industry-Community Advisory	icap@usm.my

STEP 5:

Select 'Members'. Then choose 'Owners' or 'Members' to update.

Groups

Instead of a distribution group, consider using a new Microsoft 365 Group to collaborate by sharing conversations, documents, and a calendar. [Learn more](#)

Groups I belong to **Groups I own**

Delete Refresh

Name ↑	Email address
<input checked="" type="checkbox"/> DM Admin PPKT	dmadminppkt@usm.my
<input type="checkbox"/> DM Pentadbir Emel Jabatan	dmpentadbiremeljabatan@usm.my
<input type="checkbox"/> Exco BHEPA	excohepa@usm.my
<input type="checkbox"/> Industry-Community Advisory	icap@usm.my
<input type="checkbox"/> Ketua Seksyen PPKT	ketuaseksyenppkt@usm.my

DM Admin PPKT
Distribution list group
Delete group

General **Members** Settings

Owners

- Mahadi Yusof
- Noor Hazizi Hassan
- Zaiyana Mohamed Hussain

[View all and manage owners](#)

Groups

Instead of a distribution group, consider using a new Microsoft 365 Group to collaborate by sharing conversations, documents, and a calendar. [Learn more](#)

Groups I belong to **Groups I own**

Delete Refresh

Name ↑	Email address
<input checked="" type="checkbox"/> DM Admin PPKT	dmadminppkt@usm.my
<input type="checkbox"/> DM Pentadbir Emel Jabatan	dmpentadbiremeljabatan@usm.my
<input type="checkbox"/> Exco BHEPA	excohepa@usm.my
<input type="checkbox"/> Industry-Community Advisory	icap@usm.my
<input type="checkbox"/> Ketua Seksyen PPKT	ketuaseksyenppkt@usm.my
<input type="checkbox"/> Ketua Unit PPKT	ketuauunitnkt@usm.my

DM Admin PPKT
Distribution list group
Delete group

Owners

- Mahadi Yusof
- Noor Hazizi Hassan
- Zaiyana Mohamed Hussain

[View all and manage owners](#)

Members

- infosec USM

STEP 6:

Click **'View all and manage members'**.

Groups

Instead of a distribution group, consider using a new Microsoft 365 Group to collaborate by sharing conversations.

Groups I belong to Groups I own

Delete Refresh

<input type="radio"/>	Name ↑	Email address
<input checked="" type="radio"/>	DM Admin PPKT	dmadminppkt@usm.my
<input type="radio"/>	DM Pentadbir Emel Jabatan	dmpentadbiremeljabatan@usm.my
<input type="radio"/>	Exco BHEPA	excohepa@usm.my
<input type="radio"/>	Industry-Community Advisory	icap@usm.my
<input type="radio"/>	Ketua Seksyen PPKT	ketuaseksyenppkt@usm.my
<input type="radio"/>	Ketua Unit PPKT	ketuaunitppkt@usm.my

DM Admin PPKT
Distribution list group
 Delete group

Servisdesk PPKT IPPT

Roslina Hanoum Osman Marican

Perkhidmatan Latihan ICT PPKT

PPKT Service Desk

Kelab PPKT

Pusat Pengetahuan, Komunikasi & Teknologi Kampus Induk

Timbalan Pengarah PPKT

Ketua Unit PPKT

View all and manage members

STEP 7:

Click **'Add members'** and search using **'email address'**, from the list of contacts.

<input type="radio"/>	Name ↑	Email address
<input checked="" type="radio"/>	DM Admin PPKT	dmadminppkt@usm.my
<input type="radio"/>	DM Pentadbir Emel Jabatan	dmpentadbiremeljabatan@usm.my
<input type="radio"/>	Exco BHEPA	excohepa@usm.my
<input type="radio"/>	Industry-Community Advisory	icap@usm.my
<input type="radio"/>	Ketua Seksyen PPKT	ketuaseksyenppkt@usm.my
<input type="radio"/>	Ketua Unit PPKT	ketuaunitppkt@usm.my
<input type="radio"/>	KJ Peserta PTI	kjpesertapti@usm.my
<input type="radio"/>	P. Penyelidikan Kejuruteraan S	allredac@usm.my
<input type="radio"/>	Peserta PTI	pesertapti@usm.my
<input type="radio"/>	Quarantine	quarantine@usm.my

Members

Add members 11 items

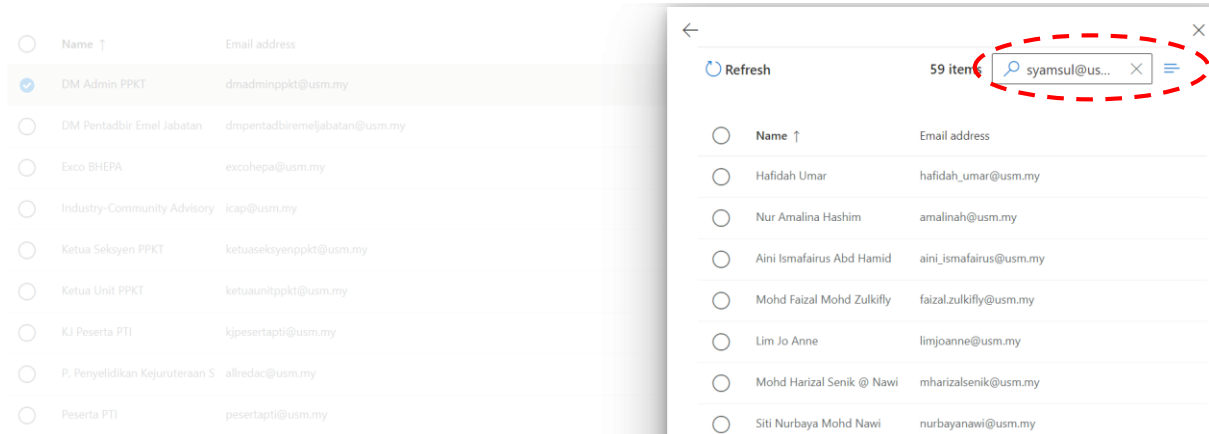
Display name

- Infosec USM
infosec@usm.my
- Servisdesk Kampus Kejuruteraan
servisdesk.eng@usm.my
- Servisdesk PPKT IPPT
servisdesk.amdi@usm.my
- Roslina Hanoum Osman Marican
roslina@usm.my
- Perkhidmatan Latihan ICT PPKT
trainict@usm.my

STEP 8:

Type the **'email address'**, and search from the list of contacts.

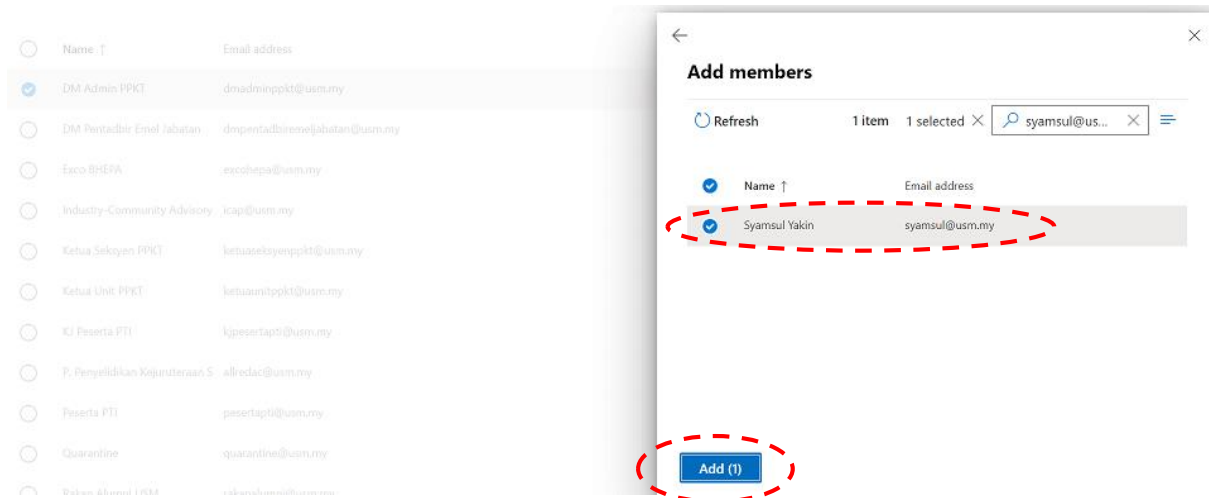
Example;



Name ↑	Email address
<input checked="" type="checkbox"/> DM Admin PPKT	dmadminppkt@usm.my
<input type="checkbox"/> DM Pentadbir Emel Jabatan	dmpentadbiremeljabatan@usm.my
<input type="checkbox"/> Exco BHEPA	excohepa@usm.my
<input type="checkbox"/> Industry-Community Advisory	icap@usm.my
<input type="checkbox"/> Ketua Sekyen PPKT	ketuaseksyenppkt@usm.my
<input type="checkbox"/> Ketua Unit PPKT	ketuaunitppkt@usm.my
<input type="checkbox"/> KJ Peserta PTI	kjpesertapti@usm.my
<input type="checkbox"/> P. Penyelidikan Kejuruteraan S	allredac@usm.my
<input type="checkbox"/> Peserta PTI	pesertapti@usm.my

STEP 9:

'Tick' at the list and click **'Add'** below



Name ↑	Email address
<input checked="" type="checkbox"/> Syamsul Yakın	syamsul@usm.my