STEP 1:

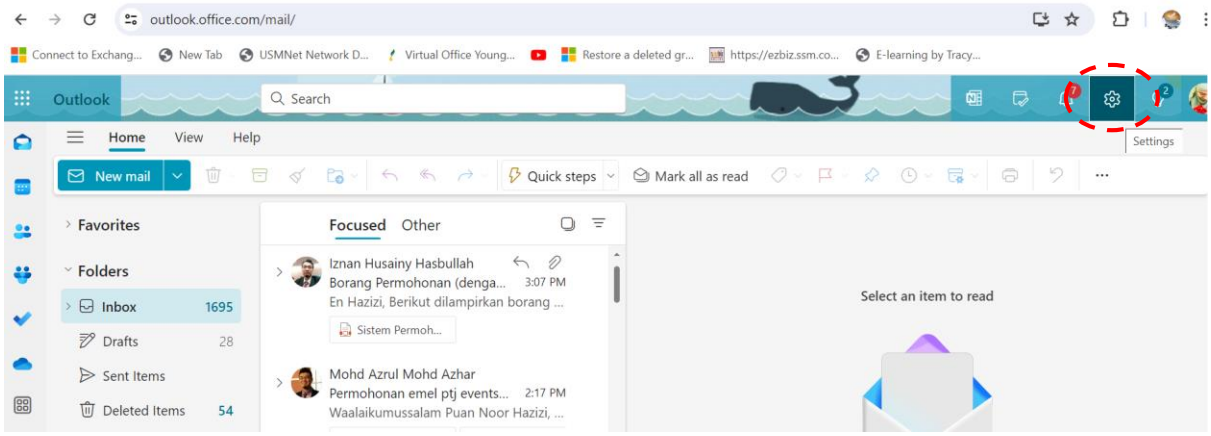
Login to email account at https://owa.usm.my @ https://login.microsoftonline.com

STEP 2:

Choose ***'Outlook'***

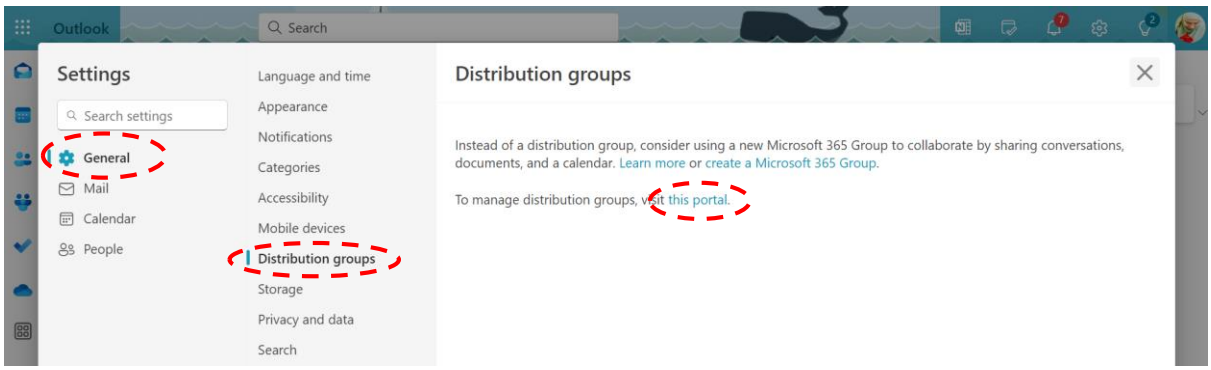
STEP 3:

Go to ***'Settings'*** button.



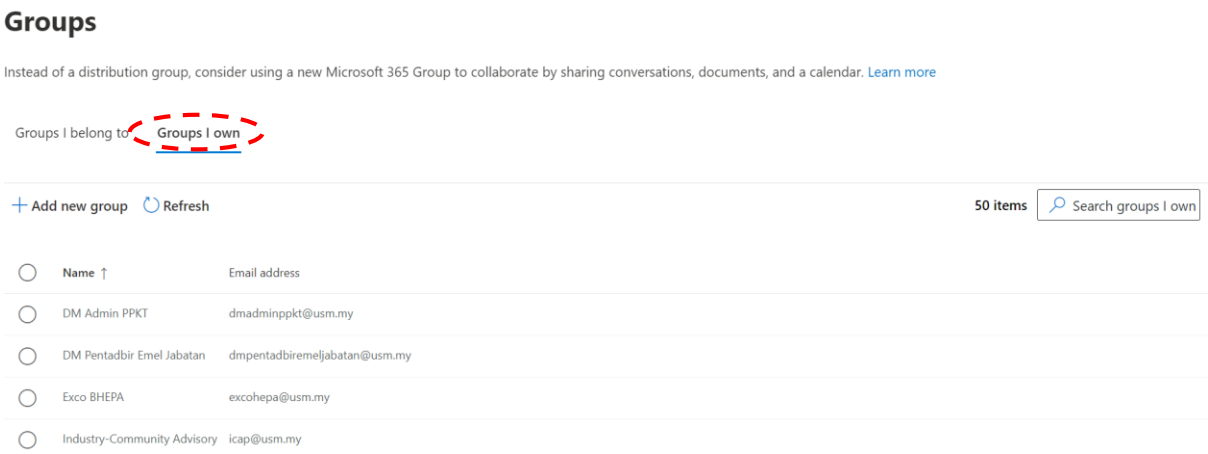
STEP 4:

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



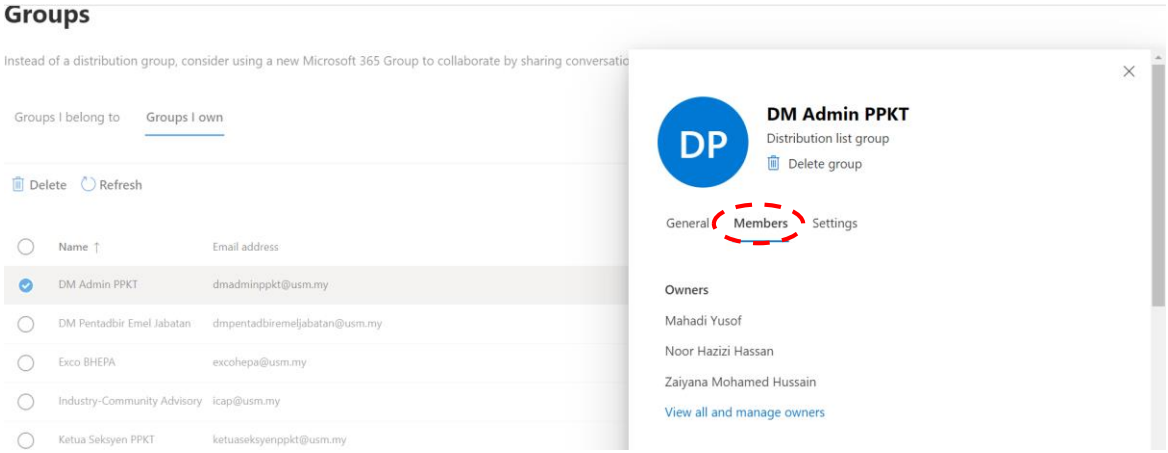
STEP 5:

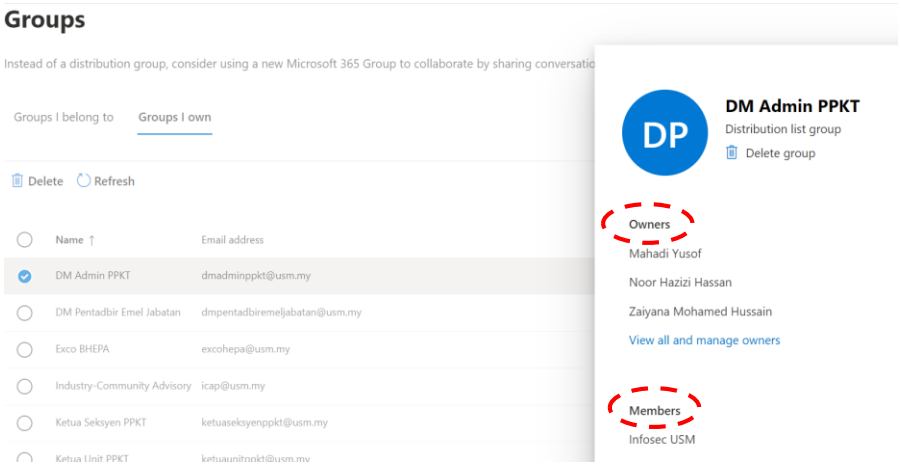
Under the '**Groups I own**' double click the group you want to update.



STEP 5:

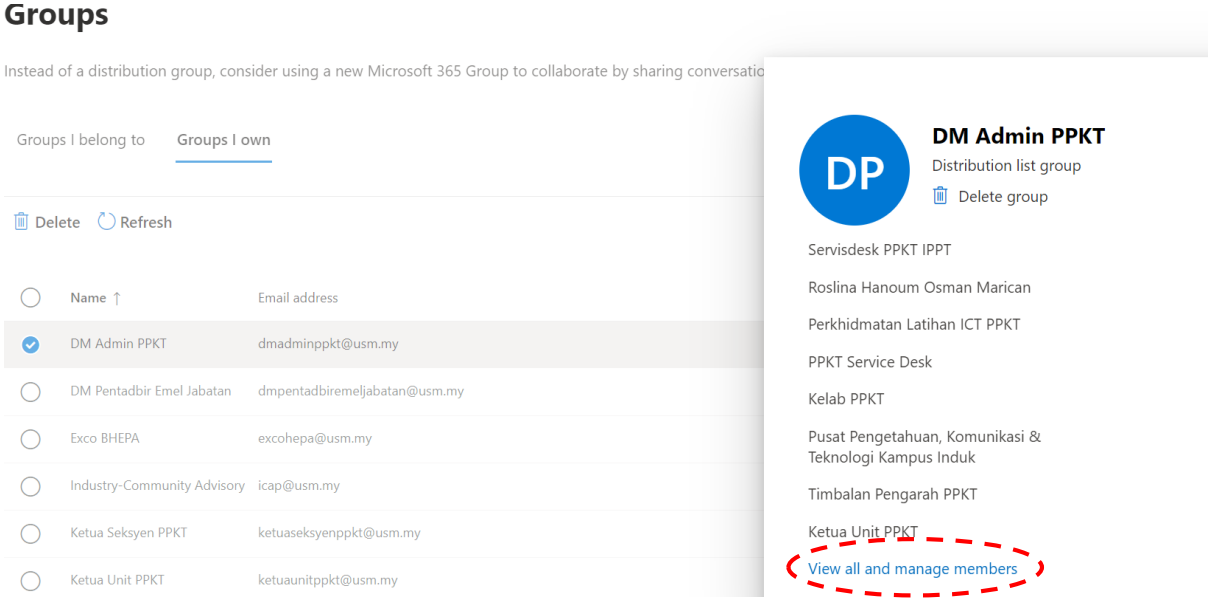
Select '**Members**'. Then choose **'Owners'** or **'Members'** to update.





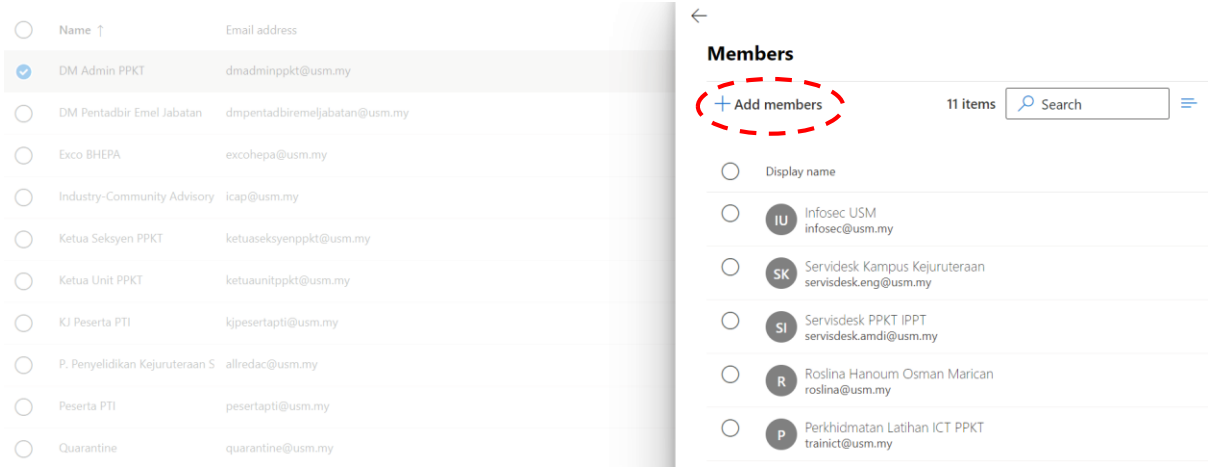
STEP 6:

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



STEP 7:

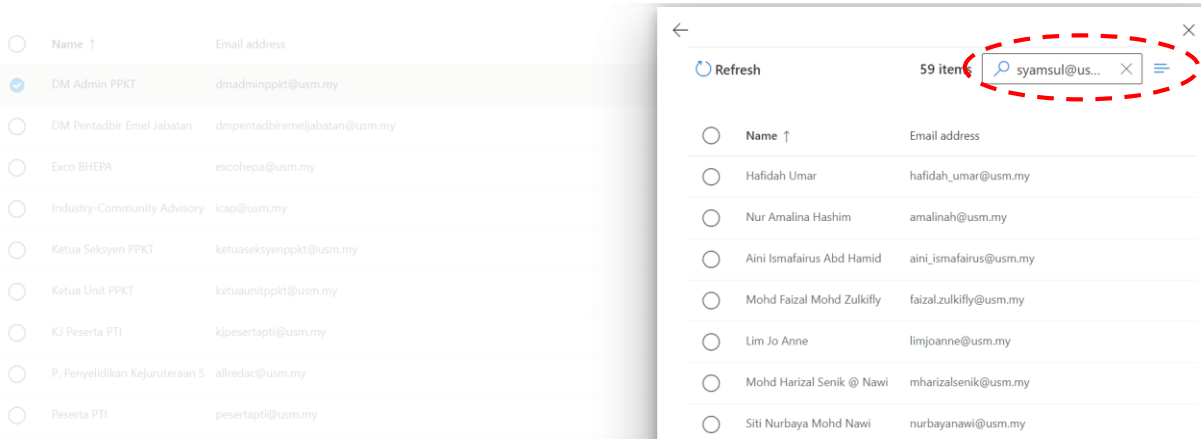
Click '**Add members**' and search using **'email address'**, from the list of contacts.

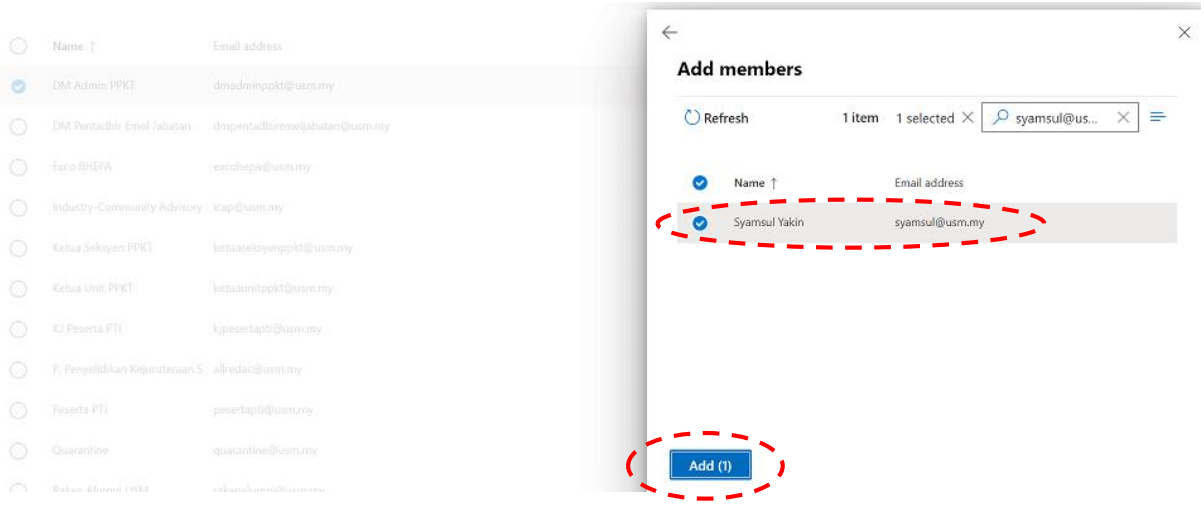


STEP 8:

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

Example;



STEP 9:

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