

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'.

	Outlook	Q Search		Ŷ	
0	Settings	Language and time Appearance	Distribution groups	×	
	 Q. Search settings Image: Constraint of the set of	Notifications Categories Accessibility Mobile devices Distribution groups Storage Privacy and data Search	Instead of a distribution group, consider using a new Microsoft 365 Group to collaborate by sharing conversations, documents, and a calendar. Learn more or create a Microsoft 365 Group. To manage distribution groups, veit 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



STEP 5:

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

Gro	oups			
Instead	of a distribution group, cor	nsider using a new Microsoft 365 Gro	up to collaborate by sharing conversatio	×
Grou	ps I belong to Groups I	own	DM Admin PPKT Distribution list group	
📋 De	elete 🕐 Refresh		Delete group	- 1
\bigcirc	Name ↑	Email address	General Members Settings	- 1
0	DM Admin PPKT	dmadminppkt@usm.my	Owners	- 1
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0	Exco BHEPA	excohepa@usm.my	Zaiyana Mohamed Hussain	
0	Industry-Community Advisor	y icap@usm.my	View all and manage owners	
0	Ketua Seksyen PPKT	ketuaseksyenppkt@usm.my		
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0	Name ↑	Email address	Owners Mahadi Yusof	
0	DM Admin PPKT	dmadminppkt@usm.my	Noor Hazizi Hassan	
0	DM Pentadbir Emel Jabatan	dmpentadbiremeljabatan@usm.my	Zaiyana Mohamed Hussain	
\bigcirc	Exco BHEPA	excohepa@usm.my	View all and manage owners	
0	Industry-Community Advisory	icap@usm.my		
0	Ketua Seksyen PPKT	ketuaseksyenppkt@usm.my	Members	
\cap	Ketua Unit PPKT	ketuaunitookt@usm.mv	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 conversatio **DM Admin PPKT** Groups I belong to Groups I own Distribution list group DP 📋 Delete group 📋 Delete 💍 Refresh Servisdesk PPKT IPPT Roslina Hanoum Osman Marican O Name ↑ Email address Perkhidmatan Latihan ICT PPKT dmadminppkt@usm.my DM Admin PPKT Ø PPKT Service Desk DM Pentadbir Emel Jabatan dmpentadbiremeljabatan@usm.my Kelab PPKT Exco BHEPA excohepa@usm.my Pusat Pengetahuan, Komunikasi & Teknologi Kampus Induk Industry-Community Advisory icap@usm.my Timbalan Pengarah PPKT Ketua Unit PPKT Ketua Seksyen PPKT ketuaseksyenppkt@usm.my View all and manage members Ketua Unit PPKT ketuaunitppkt@usm.my ----

STEP 7:

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

	Name ↑	Email address	<i>←</i>		
0	DM Admin PPKT	dmadminppkt@usm.my	Members		
	DM Pentadbir Emel Jabatan	dmpentadbiremeljabatan@usm.my	(+ Add members 11 items		
	Exco BHEPA	excohepa@usm.my	O Display name		
		r icap@usm.my			
	Ketua Seksyen PPKT	ketuaseksyenppkt@usm.my	infosec@usm.my		
	Ketua Unit PPKT	ketuaunitppkt@usm.my	SK Servidesk Kampus Kejuruteraan servisdesk.eng@usm.my		
	KJ Peserta PTI	kjpesertapti@usm.my	O SI Servisdesk PPKT IPPT servisdeskamdi@usm.my		
	P. Penyelidikan Kejuruteraan S	allredac@usm.my	Roslina Hanoum Osman Marican		
			rosina@usm.my		
	Quarantine	quarantine@usm.my	retanict@usm.my		



STEP 8:

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

Example;

	Name ↑	\leftarrow	← Č) Refresh		S9 item \checkmark syamsul@us \times =	
0						
			0	Name ↑	Email address	
			0	Hafidah Umar	hafidah_umar@usm.my	
			0	Nur Amalina Hashim	amalinah@usm.my	
			0	Aini Ismafairus Abd Hamid	aini_ismafairus@usm.my	
			0	Mohd Faizal Mohd Zulkifly	faizal.zulkifly@usm.my	
			0	Lim Jo Anne	limjoanne@usm.my	
			0	Mohd Harizal Senik @ Nawi	mharizalsenik@usm.my	
			0	Siti Nurbaya Mohd Nawi	nurbayanawi@usm.my	

STEP 9:

6 Add members OM Admin PPKT C) Refresh 0 Name 1 Email address Syamsul Yakir syams

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

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