

Task: How to change groups in email

Solution:

The light version of Outlook Web App option must be unchecked to access All Options. If it cannot be unchecked, use the chrome or firefox browser.

Log into outlook web mail
Click on options in the upper right
Select See all options
On the left menu, click Groups

To add
Type in the name of the group, then click Join

To remove
Select the group, then click leave

Submitted by: D Lee
Date: 12/16/13
Email to: svihelp@seattlecolleges.edu