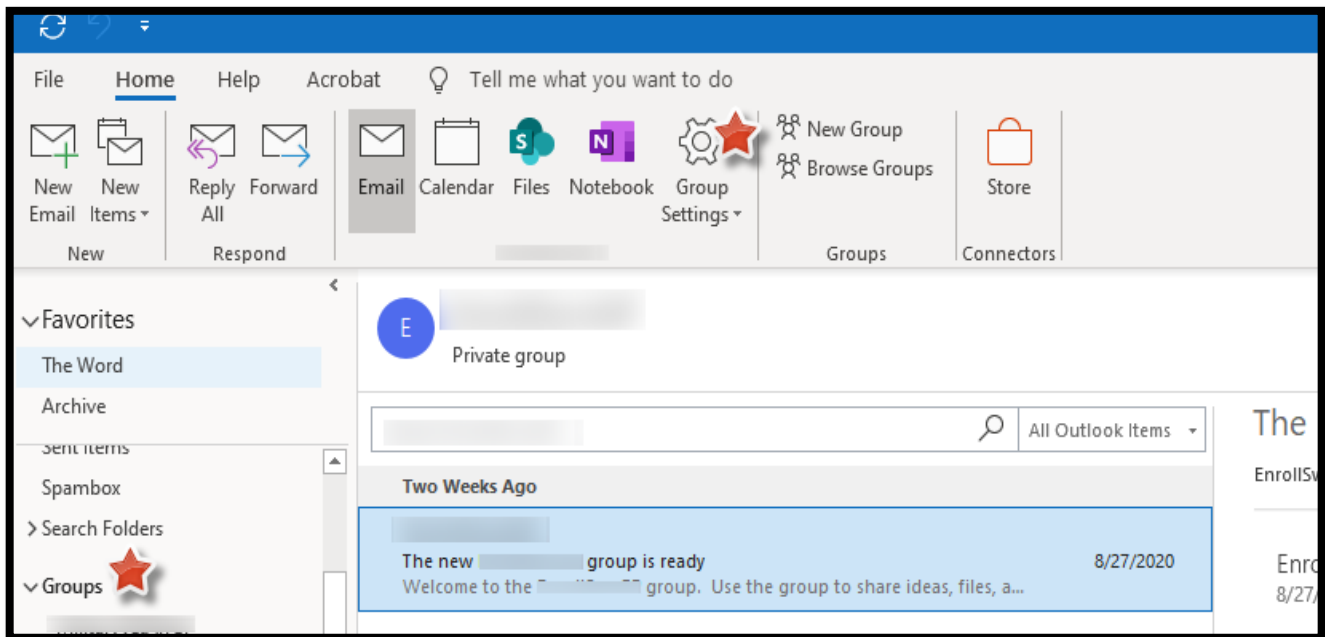


## How to Add Staff to a Microsoft Outlook Department Group Email Account

- 1) Log into Microsoft Outlook and find your department group under the 'Groups' section. Click on 'Group Settings'



- 2) In the Edit Group pop-up box, enter the staff member email address in the 'Add People' box. Click OK.

