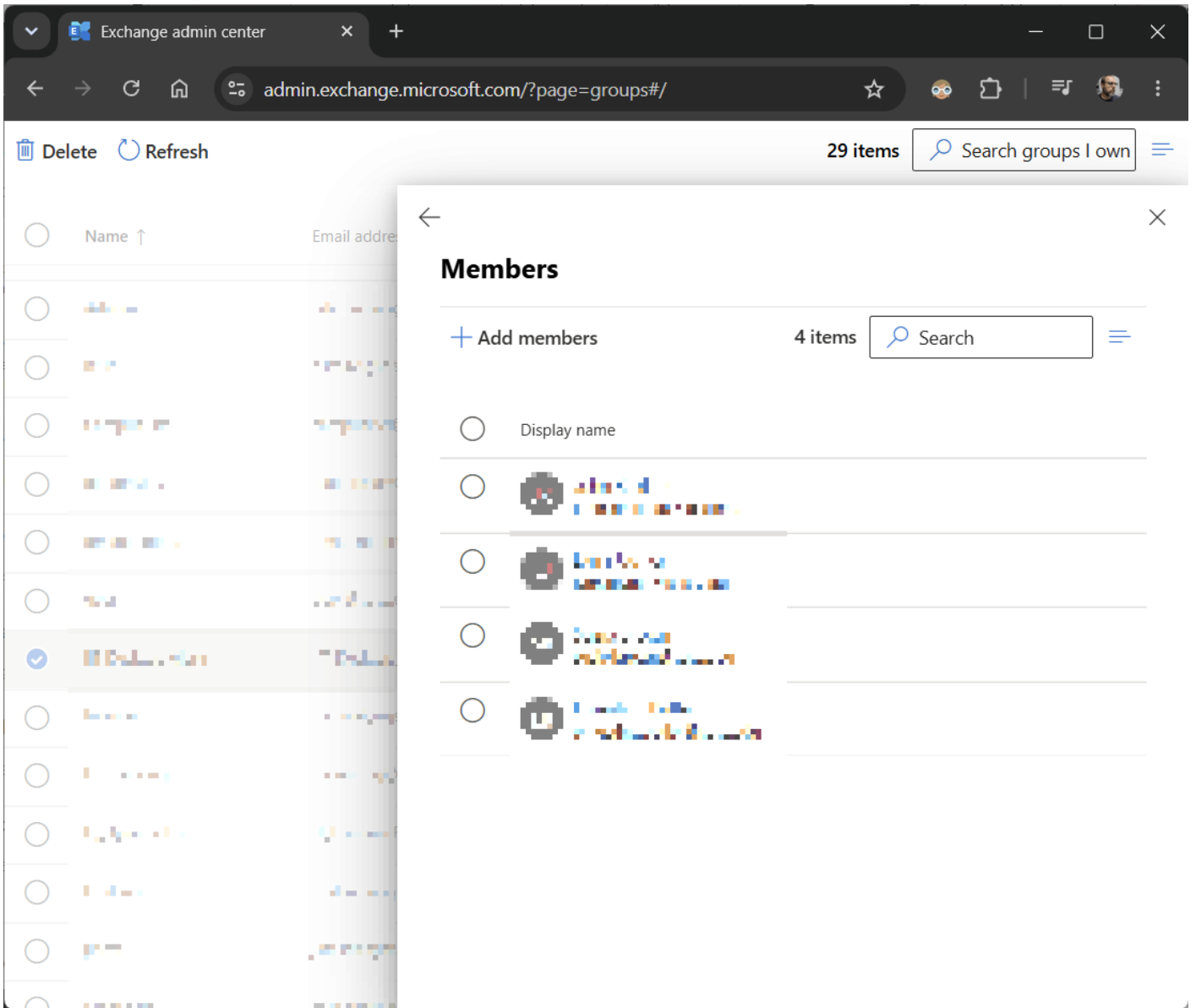


To add or remove members to a particular group, select the group from the list and a flyout should open. Select the Members tab:

The screenshot shows the Exchange Admin Center interface. At the top, the browser address bar displays 'admin.exchange.microsoft.com/?page=groups#/'. Below the address bar, there are navigation icons for 'Delete' and 'Refresh', and a search box labeled 'Search groups I own' with '29 items' next to it. A list of groups is visible on the left, with one group selected. A flyout window is open for the selected group, 'IIT Desktop Alerts', which is identified as a 'Distribution list group'. The flyout has a blue circular icon with the letters 'IA' and a 'Delete group' button. Below the icon, there are three tabs: 'General', 'Members' (which is selected and underlined), and 'Settings'. Under the 'Members' tab, there is a section for 'Owners' with a list of names and a link 'View all and manage owners'. Below that is a section for 'Members' with a list of names and a link 'View all and manage members'.

Click the link at the bottom to "View all and manage members":



To add a new member, click the "Add members" link, search for the name and select it, then click Add.

To remove a member, select them from the list and the "Add members" link will change to "Delete". Click Delete.

If you experience any issues accessing your groups, or need additional assistance with managing your groups, submit an [IT ticket](#).

Troubleshooting

If you can't see any groups listed in the "Groups I own" page, the **Role assignment policy** may not be set correctly in the Exchange Admin center. The IT department will need to change the **Role**

assignment policy to "Office 365 Group Creators" in the Exchange Admin Center under the Mailbox tab of the account.

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