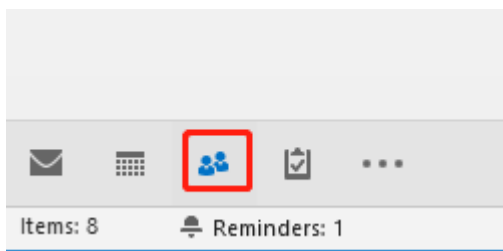




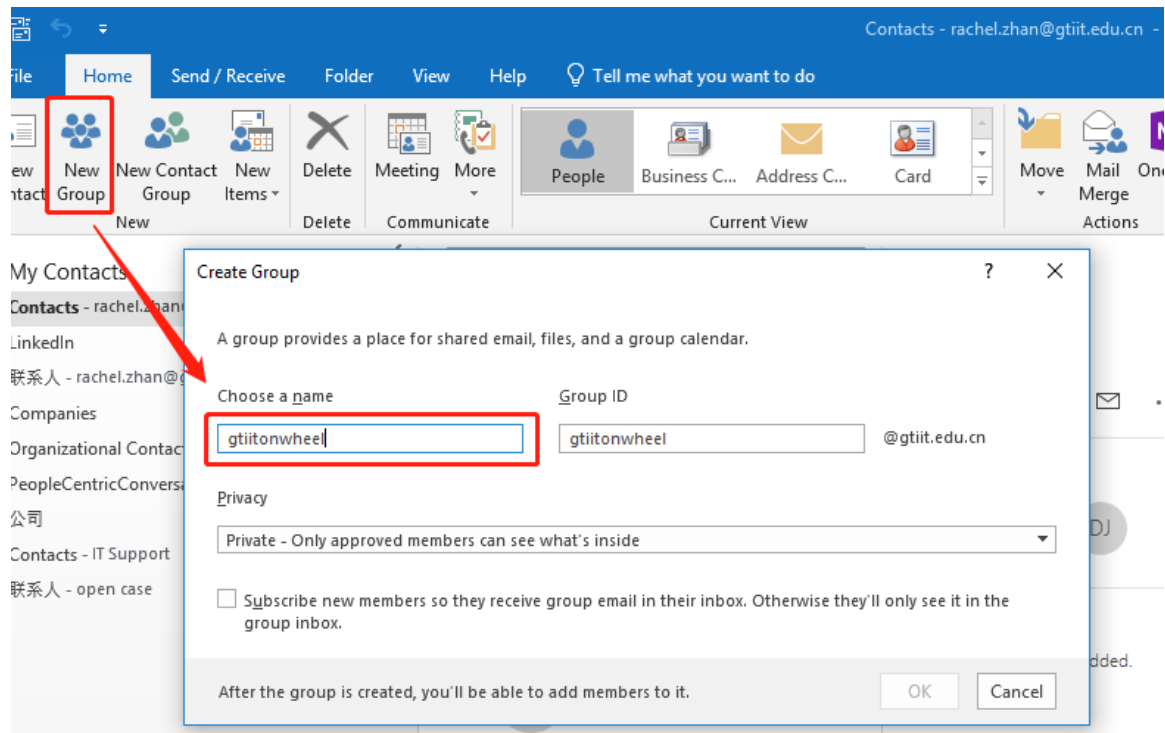
# How to create group email account and add members?

## 1. How to create group email account?

Open outlook, at the right bottom corner, click ,



Click 'New group', and input a group email name, if the name is not conflict with others, you can click 'ok' to create it.



## 2. How to add members into your email group?

At the left menu list of Outlook, select Group->GTIIT on wheel->Group Setting->Add



members->input the name of the member, system will search the corresponding user for you.

The image is a composite of three screenshots illustrating the process of adding members to a group in Microsoft Office 365.

- Top Screenshot:** Shows the Office 365 ribbon with the "Group Settings" button highlighted by a red box and labeled "2.". A blue arrow points from this button to the next screenshot.
- Middle Screenshot:** Shows the "GTIIT on wheel" group page. The "Add Members" button is highlighted by a red box. A blue arrow points from this button to the bottom screenshot.
- Bottom Screenshot:** Shows the "Add members to group GTIIT on wheel" dialog box. The "Add people" search field contains "sami" and is highlighted by a red box. Below the search field, search results are shown: "Sami Ullah DAR" (Member) and "Ori LAHAV" (Member). The "OK" button at the bottom right is also highlighted by a red box.

Thank you for your attention. Should you have any further questions? Please contact the IT Service Desk(<https://helpdesk.gtiit.edu.cn>).