

## **ABAC Email Groups: Join or Leave**

*(Perform this action in OWA – <http://Outlook.com>)*

1. Log in to OWA – <http://outlook.com>
2. Click “Options” (upper right corner)
3. Select “See All Options”
4. “Groups” (left side)

### **To Join a group**

1. “Join”
2. Scroll to locate desired group, click to select the group
3. “Join” (in the same pop up box)
4. If you are eligible to join the group, you will receive a confirmation box, “You successfully joined the group..”

### **To Leave a group**

1. Click to select the desired group to leave.
2. Scroll to locate desired group, click to select the group
3. Click “Leave”
4. You will receive a confirmation acceptance box, “Are you sure you want to leave the group....”, click “Yes”