

USER GUIDE

How to add
members into a
Microsoft 365 group



 **CORBEL**

IT | Cloud | Workplace Recovery

Unit 1
9 Wentworth Road
Ipswich, IP3 9SY

Tel: 01473 241515
Web: www.corbel.co.uk



 Office 365

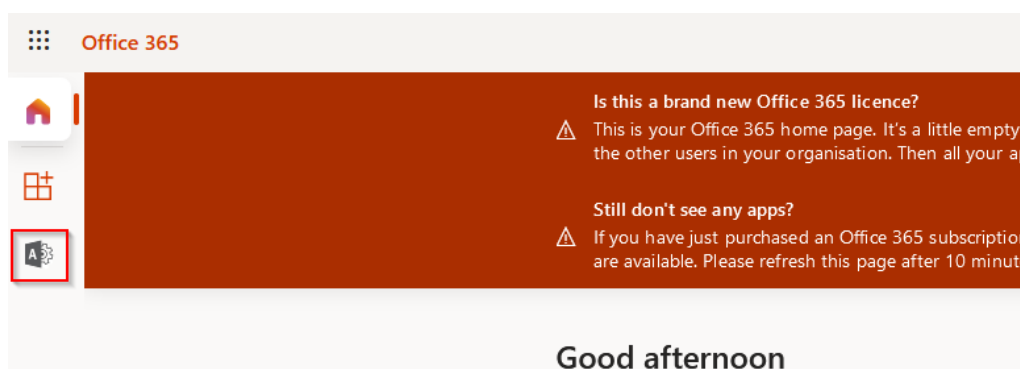
Step 1.

Go to Microsoft Online and login with administrative credentials

<https://login.microsoftonline.com>

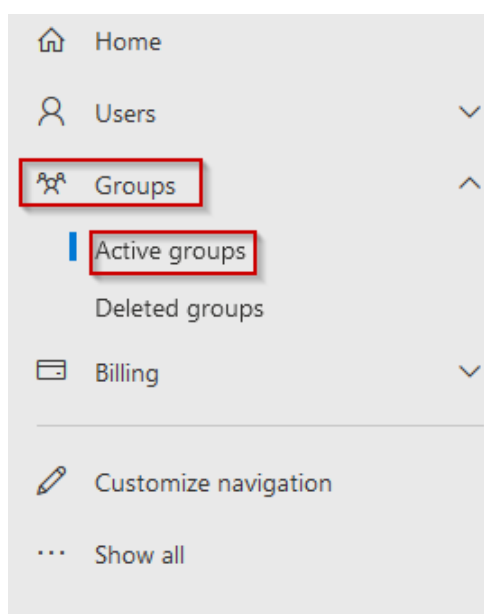
Step 2.

Once you have logged in, head to the Admin Centre on the left hand side



Step 3.

Once you have logged in to the Admin Centre, expand "Group and click into "Active Groups"



Step 4.

Select the group you wish to add member into by hovering over it and then left clicking on it

<input type="radio"/>	All Users	⋮	Security	⌵	Dynamic	December 11, 2018, 3:43	
<input type="radio"/>	[blurred]	⋮	Microsoft 365	⌵	Assigned	Public	January 17, 2020, 5:25 PM
<input type="radio"/>	[blurred]	⋮	Security	⌵	Dynamic	January 20, 2020, 3:02 PM	
<input type="radio"/>	[blurred]	⋮	Security	⌵	Assigned	January 31, 2020, 1:51 PM	

Step 5.

Select the “Members” tab from the window that opens



All Users
Security group • 0 owners • 10 members

General **Members**

i This group has no owners assigned to manage group members and group data.
[Add group owners](#)

Basic information	Created on
Name All Users	12/11/2018, 3:43 PM
Description Edit	

Step 6.

Select the “View all and manage members”

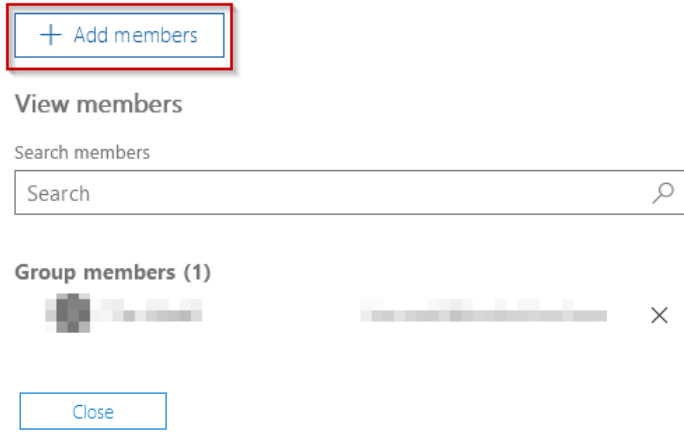
General **Members**

Owners (0)
[View all and manage owners](#)

Members (1)
[blurred]
[View all and manage members](#)

Step 7.

Select "Add members" from the window that appears



Step 8.

Select whom you wish to add into the group then click "Save"

This completes the task of adding a user.

