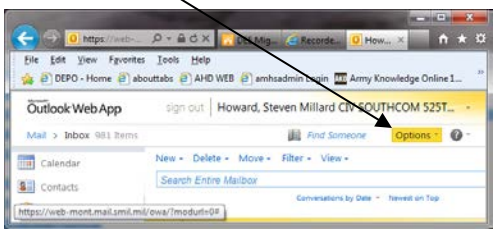
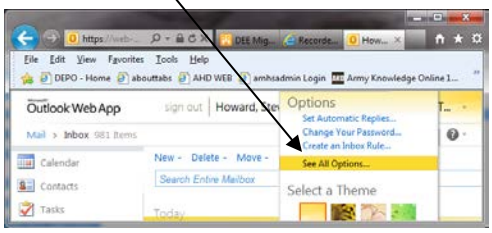
SOUTHCOM MIAMI HELP DESK

HOW TO ADD OR REMOVE OWNERS OR MEMBERS FROM DISTRIBUTION OR MAIL ENABLED SECURITY GROUPS (MESG) USING OUTLOOK WEB ACCESS (OWA)

Open "Internet Explorer"
Type in "https://web.mail.smil.mil" in Address Bar; Enter
Click to accept the Terms of Use (push button)" in "Department of Defense: Terms of Use"; "OK"
Enter Pin; Enter
Click "https://web-mont.mail.smil.mil/owa"
Click Certificate; OK
Click "Options" Outlook Web App



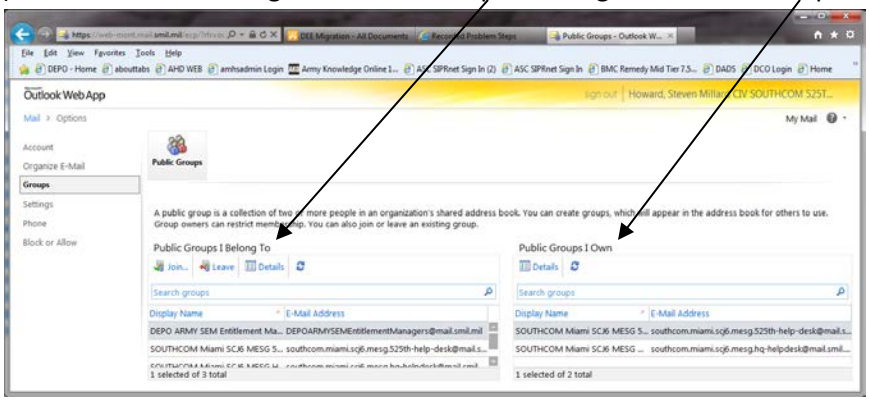
Click "See All Options"



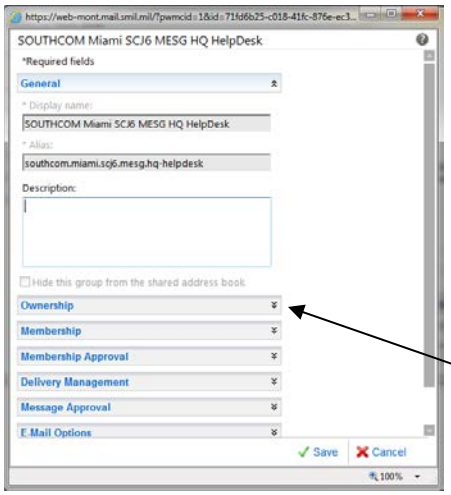
Click "Groups" (Two Sections to the right 1. Public Groups I Belong to 2. Public Groups I Own)

SOUTHCOM MIAMI HELP DESK

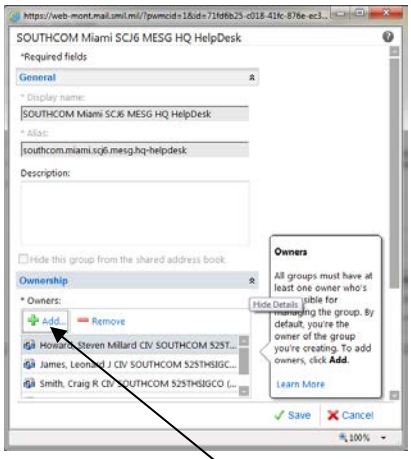
(Two Sections to the right 1. Public Groups I Belong to 2. Public Groups I Own)



"Select any group under "Public Groups I Own" to edit Ownership or to add members." "Double Click to edit"



Under Ownership (to the right of the "Ownership" name) select the down arrows to expand



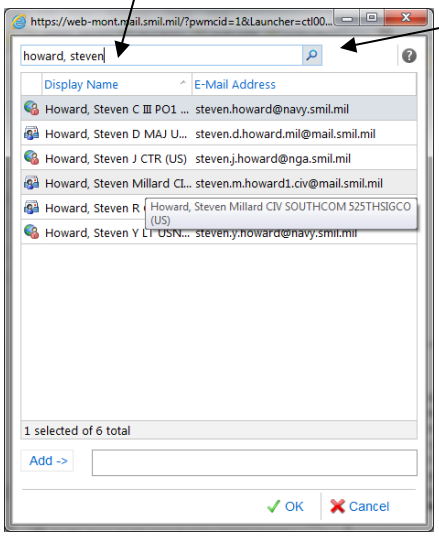
Owners

All groups must have at least one owner who's responsible for managing the group. By default, you're the owner of the group you're creating. To add owners, click **Add**.

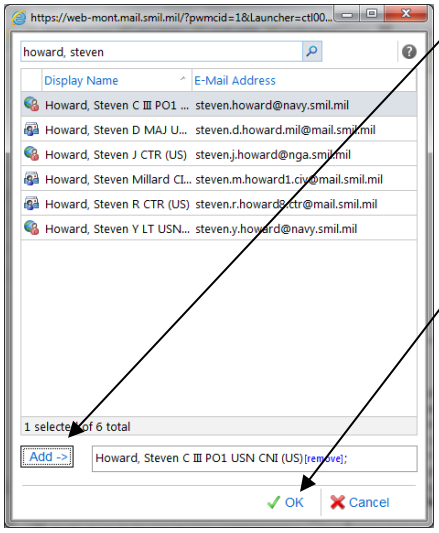
To add click the Add button;

SOUTHCOM MIAMI HELP DESK

Type the name of the individual you want to add the select the search icon.



To Add the individual select the add button then select OK



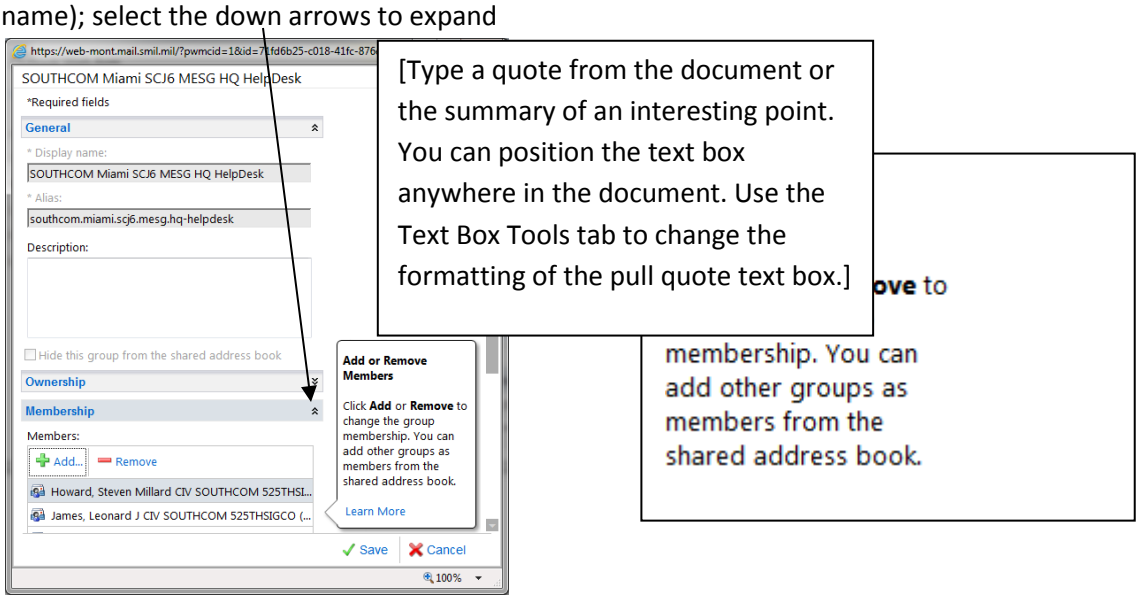
To remove an individual from the owners;

Select the individual to remove and select the Remove button.

Click Save.

SOUTHCOM MIAMI HELP DESK

To add or remove members of the group Click the Membership (to the right of the "Membership" name); select the down arrows to expand



Add click the Add button; to remove select the individual to remove and select the remove button. Click Save.