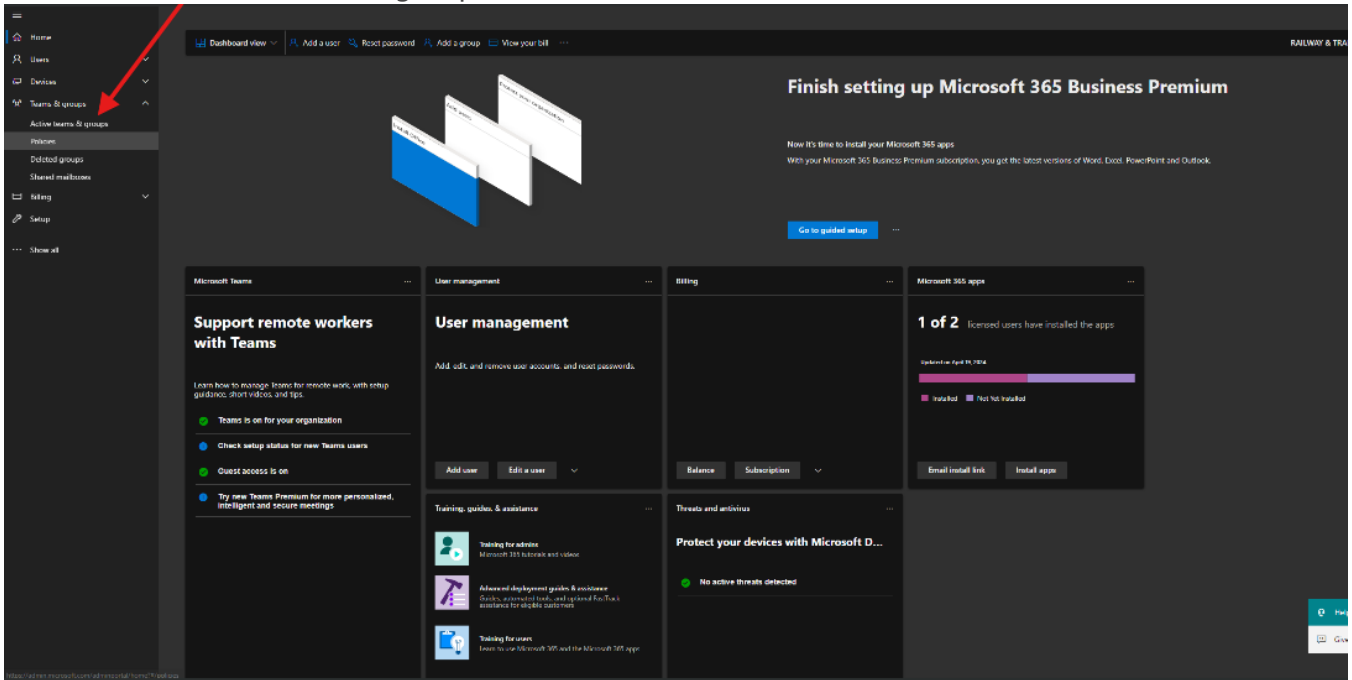
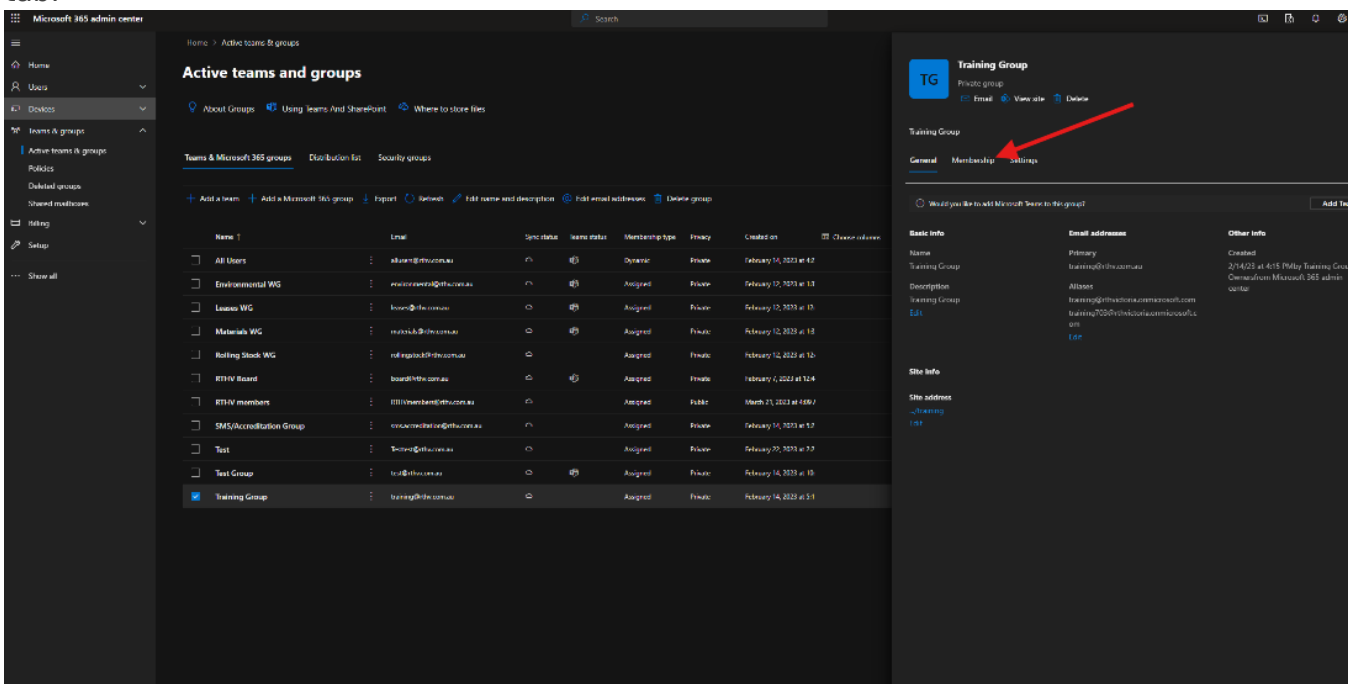


# Adding a domain (@RTHV) user to an M365 group

1. Open the M365 admin center portal. Navigate to "Teams & Groups" on the left hand side and select "Active teams & groups".



2. Find the group you would like to add the user too and select it. Click on the membership tab.



3. If you would like to add them as an owner, click on "Owners" and "+ Add owners". If you want to add them as a member do the same but in the "Members" tab. Owners have admin access for the group and should be limited to a few users that require this access.

The screenshot shows the Microsoft 365 admin center interface. On the left is a navigation pane with options like Home, Users, Devices, Teams & groups, and Billing. The main area is titled 'Active teams and groups' and contains a table of groups. The 'Training Group' is highlighted. On the right, a sidebar for the 'Training Group' shows tabs for General, Membership, and Settings. The 'Membership' tab is selected, and the 'Owners' section is visible. A red arrow points to the 'Owners' tab, and another red arrow points to the '+ Add owners' button.

Name	Email	Spe. video	Team status	Membership type	Privacy	Created on	Choose columns
All Users	allusers@ethu.com.au			Dynamic	Private	February 14, 2022 at 4:2	
Environmental WG	enviro@ethu.com.au			Assigned	Private	February 12, 2022 at 1:3	
Leisure WG	leisure@ethu.com.au			Assigned	Private	February 12, 2022 at 1:2	
Materials WG	materials@ethu.com.au			Assigned	Private	February 12, 2022 at 1:1	
Rolling Stock WG	rollingstock@ethu.com.au			Assigned	Private	February 12, 2022 at 1:0	
RTHV Board	board@ethu.com.au			Assigned	Private	February 7, 2022 at 15:4	
RTHV members	RTHVmembers@ethu.com.au			Assigned	Public	March 21, 2022 at 4:09:2	
SMIS/Accreditation Group	smisaccreditation@ethu.com.au			Assigned	Private	February 14, 2022 at 3:2	
Test	test@ethu.com.au			Assigned	Private	February 22, 2022 at 2:2	
Test Group	test@ethu.com.au			Assigned	Private	February 14, 2022 at 1:0	
Training Group	training@ethu.com.au			Assigned	Private	February 14, 2022 at 9:1	

4. You can then enter either the name or email address of the user then click "Add" at the bottom of the page.

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