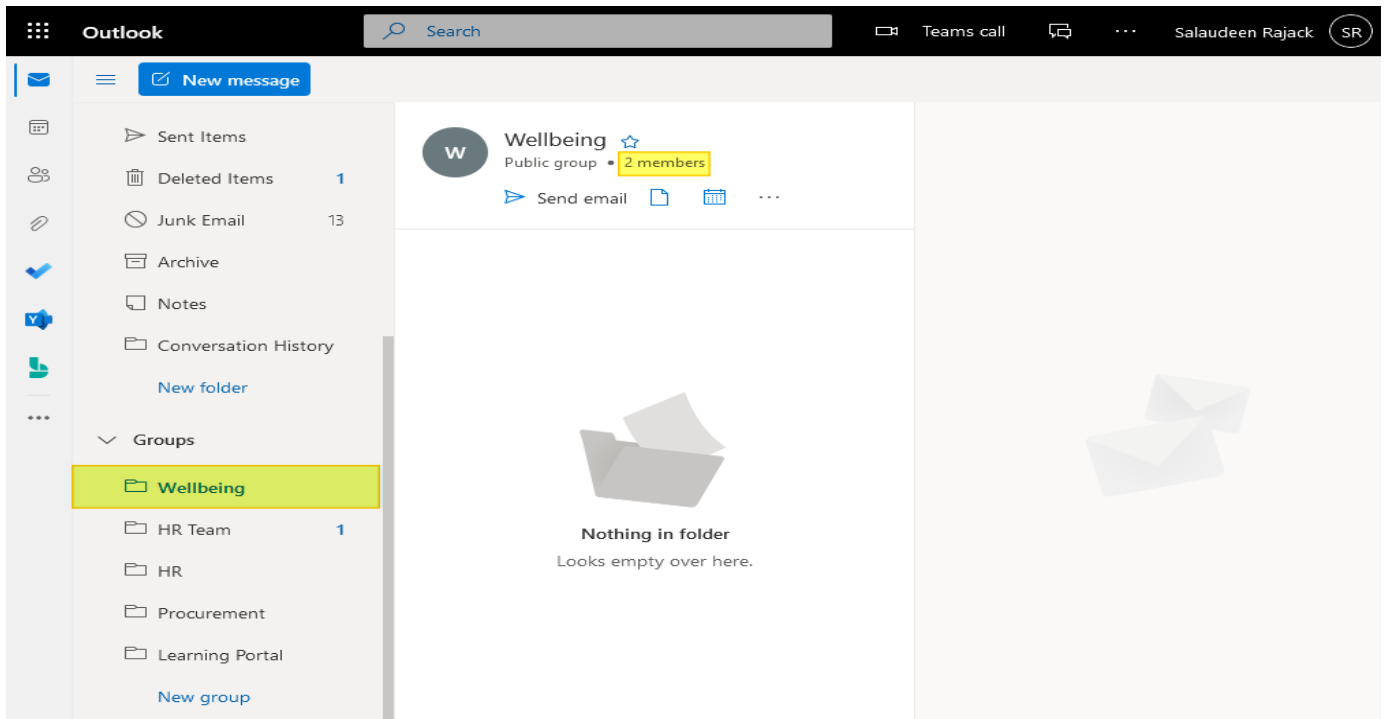
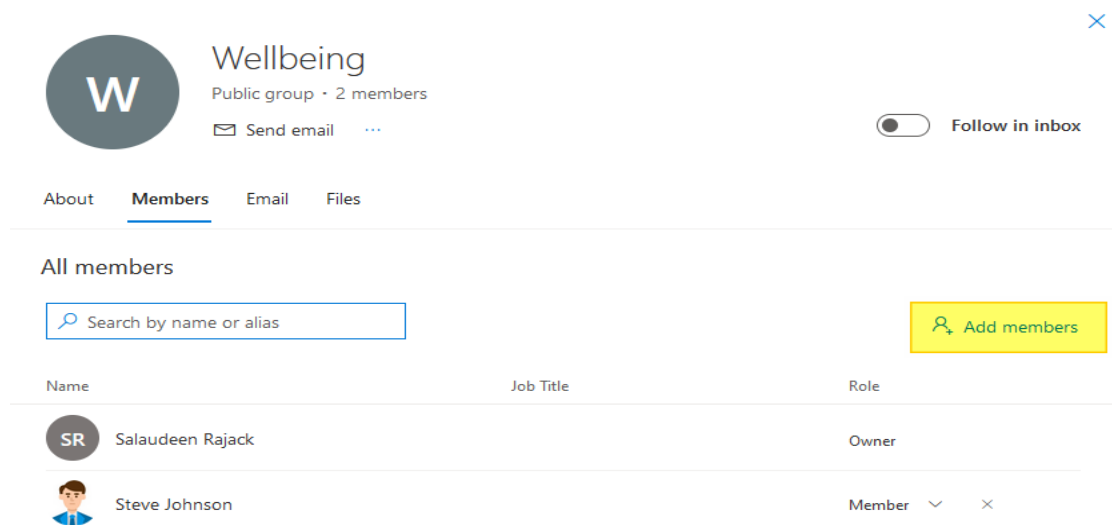


1. Sign in to your Office 365 portal, <https://www.office.com>.
2. Click the waffle in the top-left corner of your screen >> Go to Outlook.
3. Expand the “Groups” from the left navigation tree >> Click the Office 365 Group you want to add user.



4. Click the “Add members” link to add one or more guests to the group.



5. Enter an email address for the guest and press Enter. Add additional guests if necessary, and then click Save.

Add members to Wellbeing


Add members to your group to start collaborating. You can choose to add colleagues, members of existing groups or distribution lists, or guests.

Who is a guest?


Guests are people from outside your organization. Guests will get all email messages sent to the group in their inbox, and can collaborate on files in the group.






Add members

 [View all members](#)

Salaudeen.Rajack@gmail.com

 Salaudeen.Rajack@gmail.com
Guest

 You're adding a guest to this group. They'll have limited access to group resources.

 Salaudeen.Rajack
salaudeen.rajack@live.com 

Add

Close