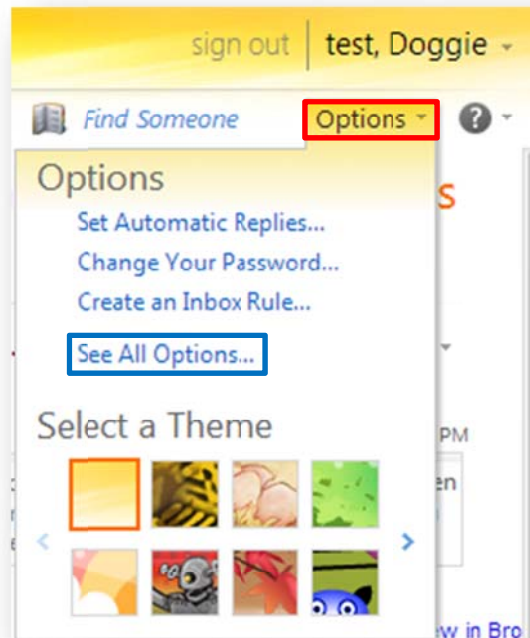


How to (Add or Remove) Yourself (to or from) FYI:

This document will show you how to add or remove yourself from the FYI Email Group. First go to

webmail.cvm.tamu.edu



Now click on **'Options'** in the top right corner, then select **'See All Options...'**

Microsoft
Outlook Web App sign out | test Doggie

Mail > Options My Mail ?

Account
Organize E-Mail
Groups
Settings
Phone
Block or Allow

Public Groups

A public group is a collection of two or more people in an organization's shared address book. You can create groups, which will appear in the address book for others to use. Group owners can restrict membership. You can also join or leave an existing group.

Public Groups I Belong To

[Join...](#) [Leave](#) [Details](#) [Refresh](#)

Search groups

Display Name ^ E-Mail Address

There are no items to show in this view.

Now click on **'Groups'** in the left pane then select **'Join...'** in the **'Public Groups I Belong To'** section.

All Groups ?

[Join](#) [Details](#) [Refresh](#)

Display Name ^ E-Mail Address

FYI	FYI@cvm.tamu.edu
-----	------------------

A window will pop up and allow you to search through all the public groups. Now type **'FYI'** into the search box. Click **'Join'**.

