Maintaining Groups in Outlook Web App (OWA)

1. Click the Gear up in the upper right corner next to your photo

2. Click Options

3. In the left navigation pane click Other

Options
- Shortcuts
- General
- Mail
  - Automatic processing
  - Accounts
  - Layout
- Calendar
- People
- OTHER

Mail options
- In this section, you can choose:
  - Automatic processing
  - Accounts — Choo
  - Layout — Custom
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4. Click the link Go to the earlier version

5. In the earlier version, Click groups
6. On the right side, it lists the Groups for which you are the Owner. Click the Pencil icon to edit a selected group.