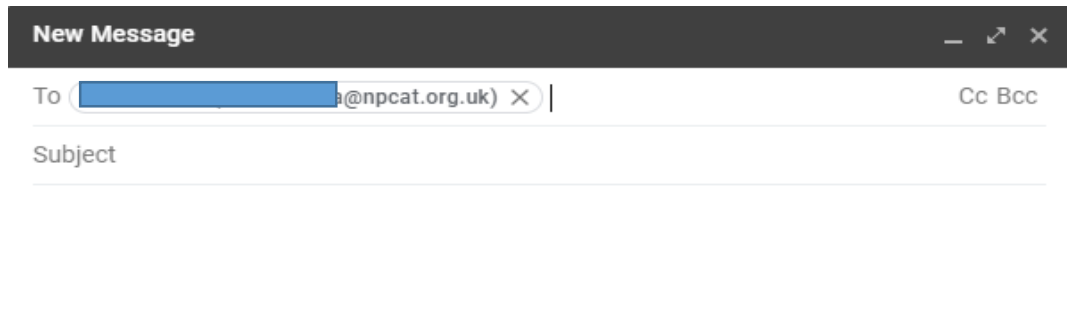


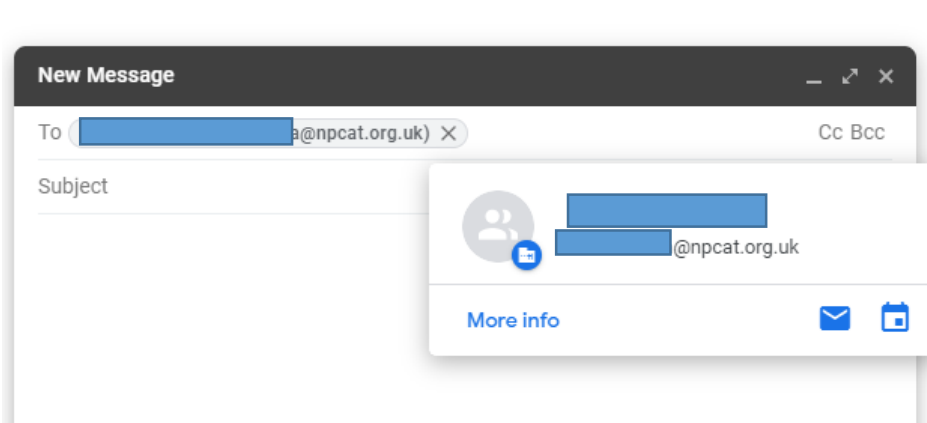
View Group Members – Guide

If you wish to know which members of staff are in the group that you are also in, you can view the group members by doing the following (WARNING, WILL NOT WORK IF YOU ARE NOT A MEMBER OF THE GROUP YOU ARE TRYING TO EMAIL)

1. In your email inbox, click on an email from the group you are a member of (or if you don't have one, create a new draft email to the group you are a member of:



2. Click on the email address of the group you are a member of:



3. Click on "More info" This should then show you who is in that group