

How to add members to GOManager Security Group

14 Steps

[View most recent version](#) 

Created by

akoyaGO Support

Creation Date

September 26, 2022

Last Updated

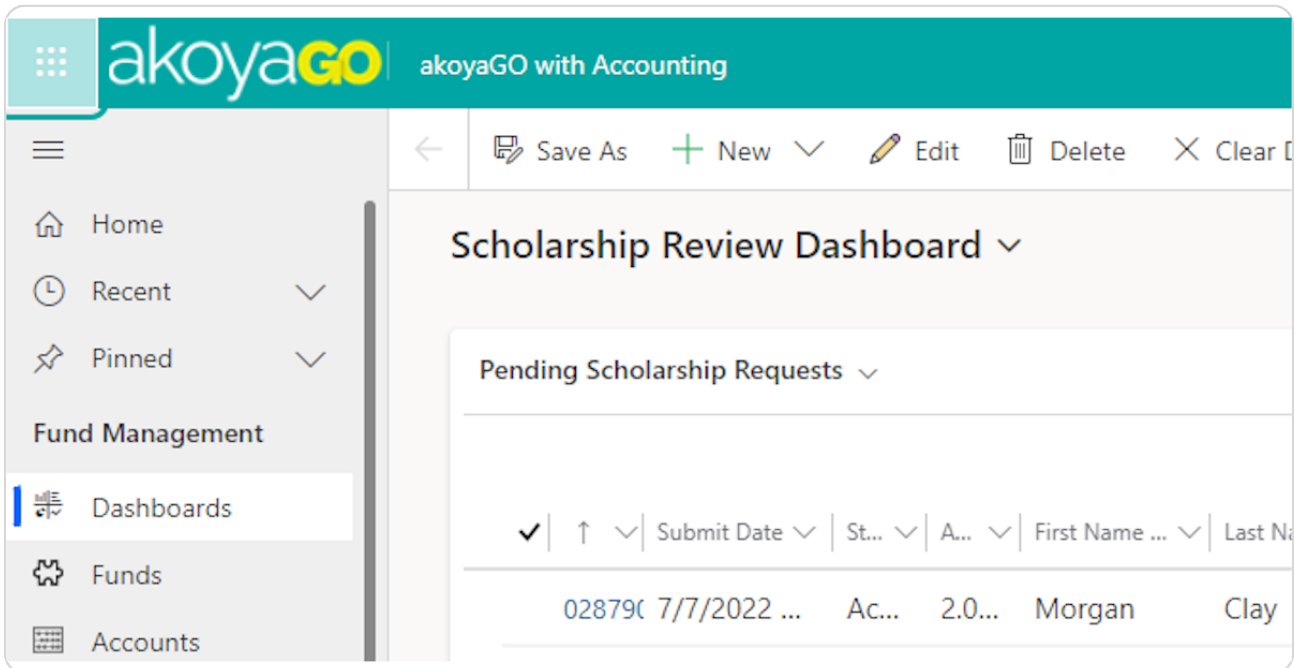
May 16, 2023

STEP 1

Open akoyaGO.

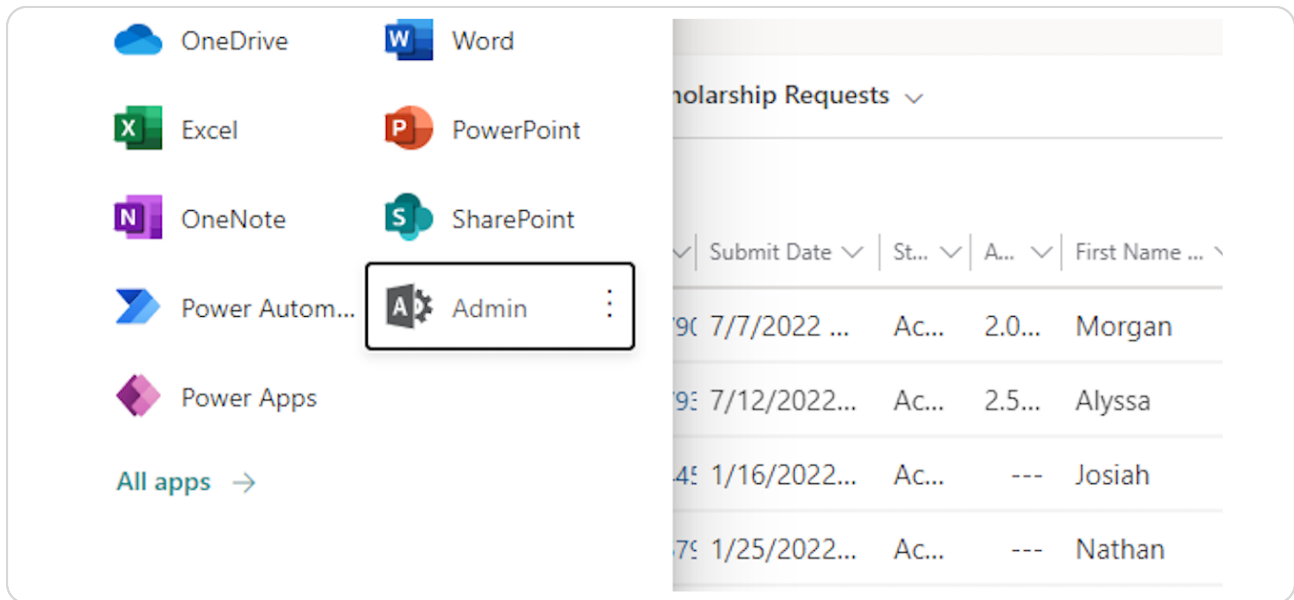
STEP 2

Click on the 'waffle' icon.



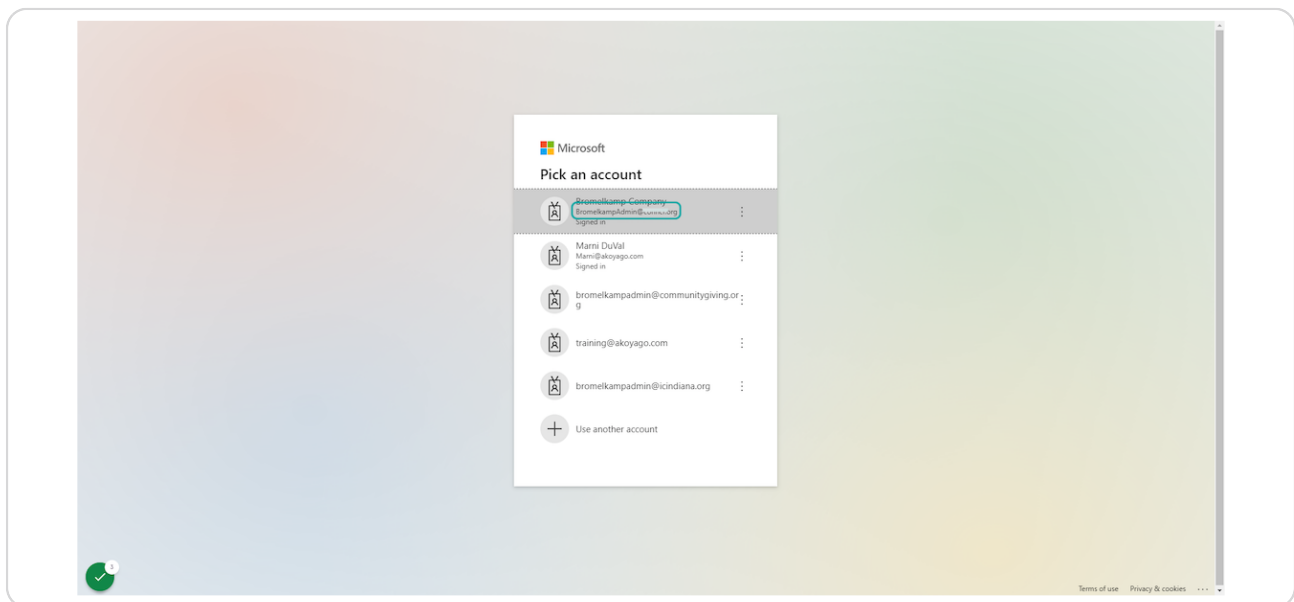
STEP 3

Click on "Admin".



STEP 4

If prompted, click on "Sign In" with (your username).

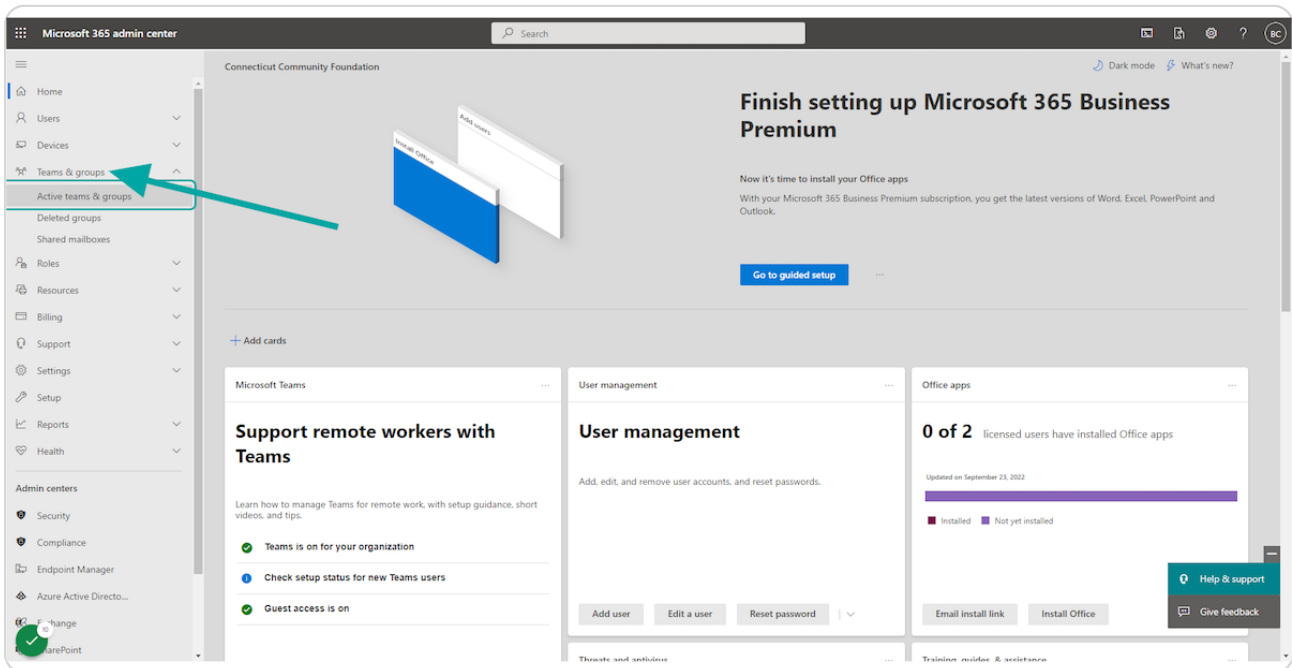


STEP 5

Click on "Teams & groups".

STEP 6

Click on "Active teams & groups".



STEP 7

Click on the "Security" tab.

itions of people, content, and tools. Groups are a collection of people, and are useful
ed a group email address. It can take up to an hour for new distribution groups and
security groups to appear here. To see them immediately, [go to Exchange admin](#)

Microsoft Teams

5 Distribution list Mail-enabled security **Security**

roup ↓ Export ↻ Refresh

ie ↑ Email Sync status Teams s

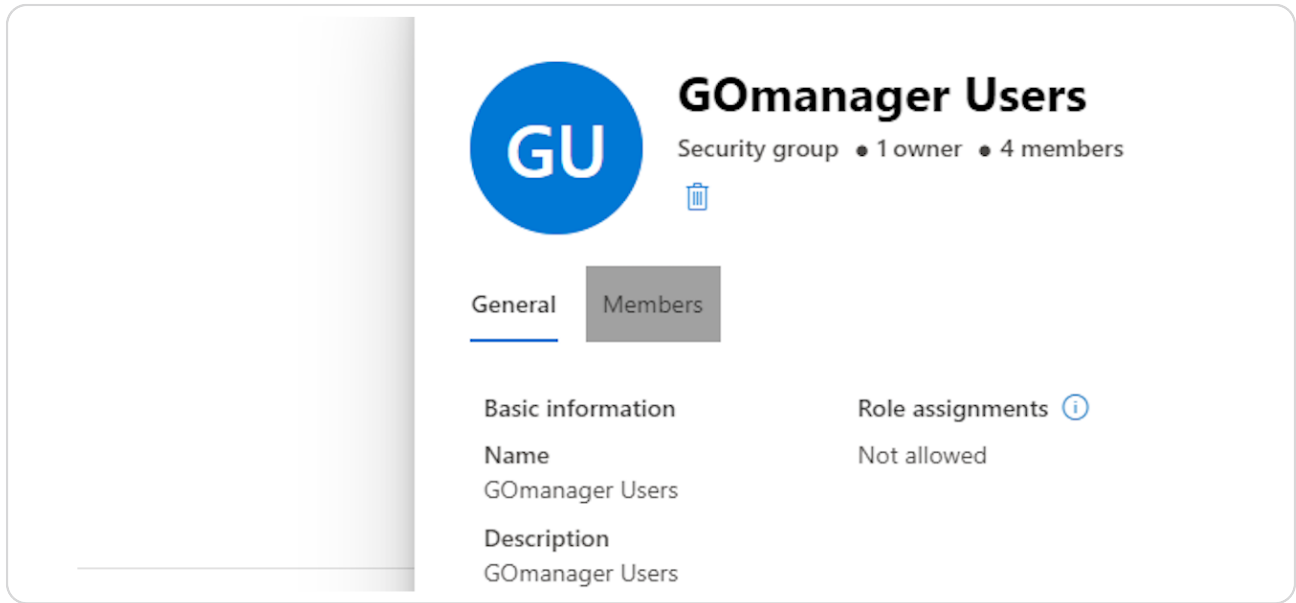
STEP 8

Click on "GOManager Users".

name	sync status
<input type="checkbox"/> All Users	⋮ ☁
<input type="checkbox"/> CCF Intune Group	⋮ ☁
<input type="checkbox"/> CCF Staff Security Group	⋮ ☁
<input type="checkbox"/> <u>GOManager Users</u>	⋮ ☁

STEP 9

Click on "Members".



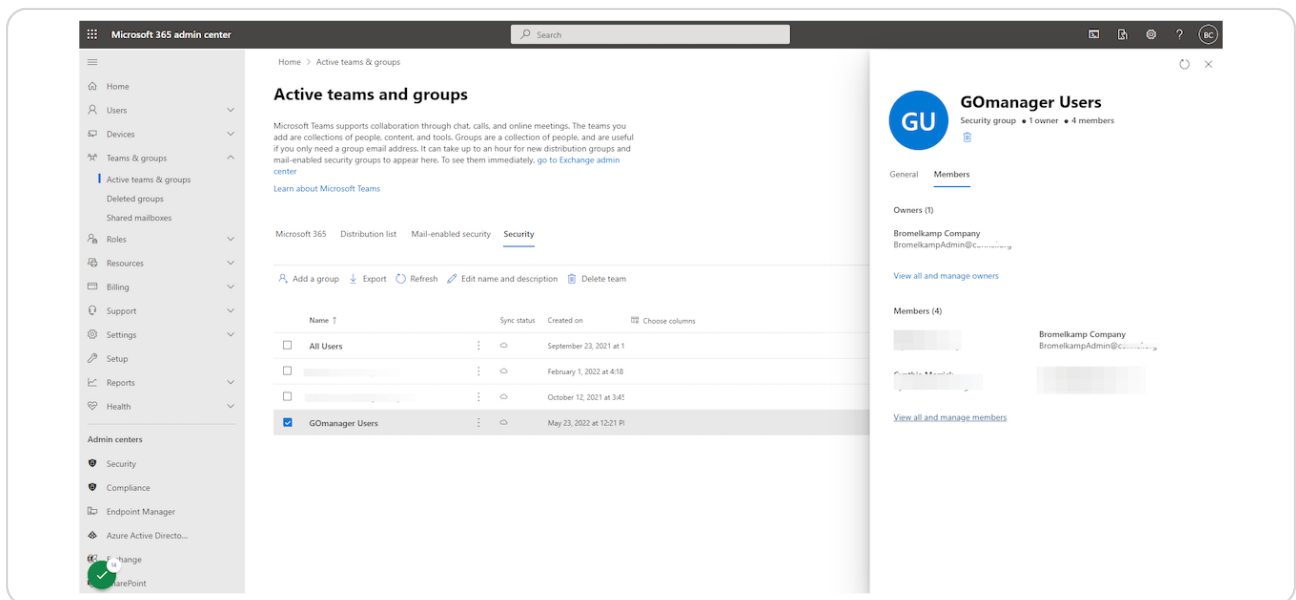
The screenshot shows the Microsoft 365 admin center interface for the 'GOmanager Users' security group. The group is represented by a blue circle with 'GU' inside. It is a security group with 1 owner and 4 members. The 'Members' tab is selected, and the 'General' tab is also visible. The 'Basic information' section shows the name 'GOmanager Users' and the description 'GOmanager Users'. The 'Role assignments' section shows 'Not allowed'.

Microsoft 

5 Steps

STEP 10

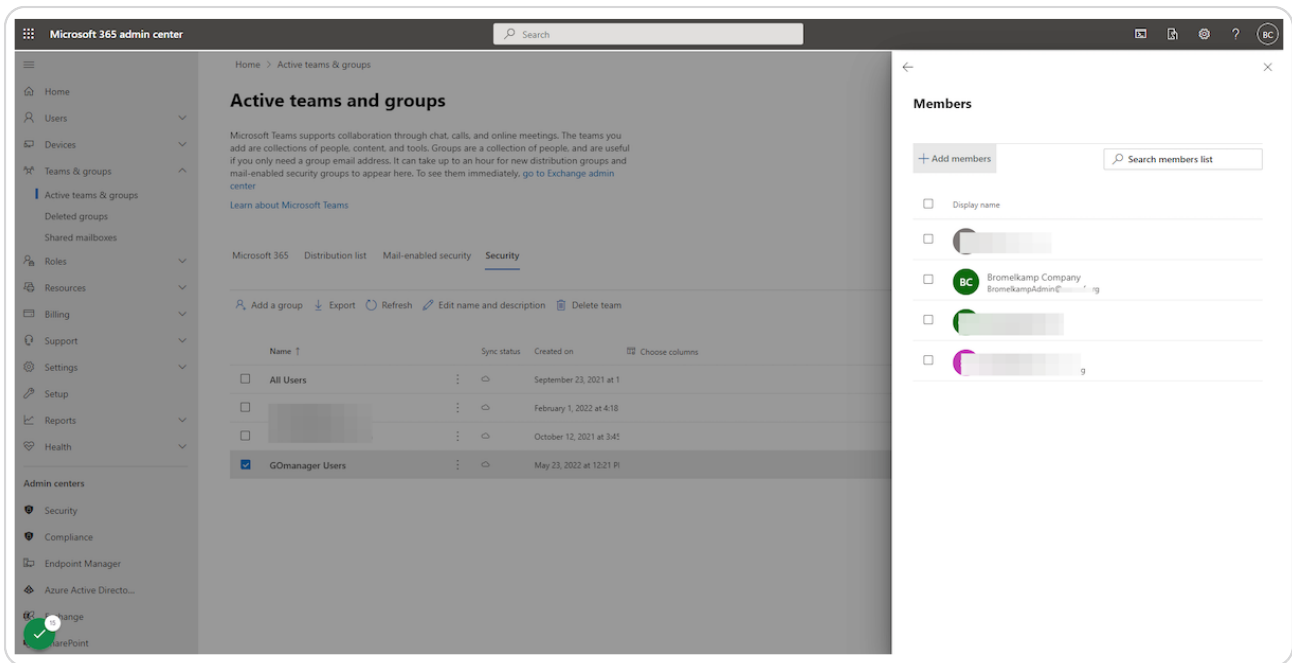
Click on "View all and Manager Members".



The screenshot shows the Microsoft 365 admin center interface for the 'Active teams and groups' page. The 'GOmanager Users' group is selected, and the 'View all and Manager Members' link is visible. The group is represented by a blue circle with 'GU' inside. It is a security group with 1 owner and 4 members. The 'Members' tab is selected, and the 'General' tab is also visible. The 'Basic information' section shows the name 'GOmanager Users' and the description 'GOmanager Users'. The 'Role assignments' section shows 'Not allowed'.

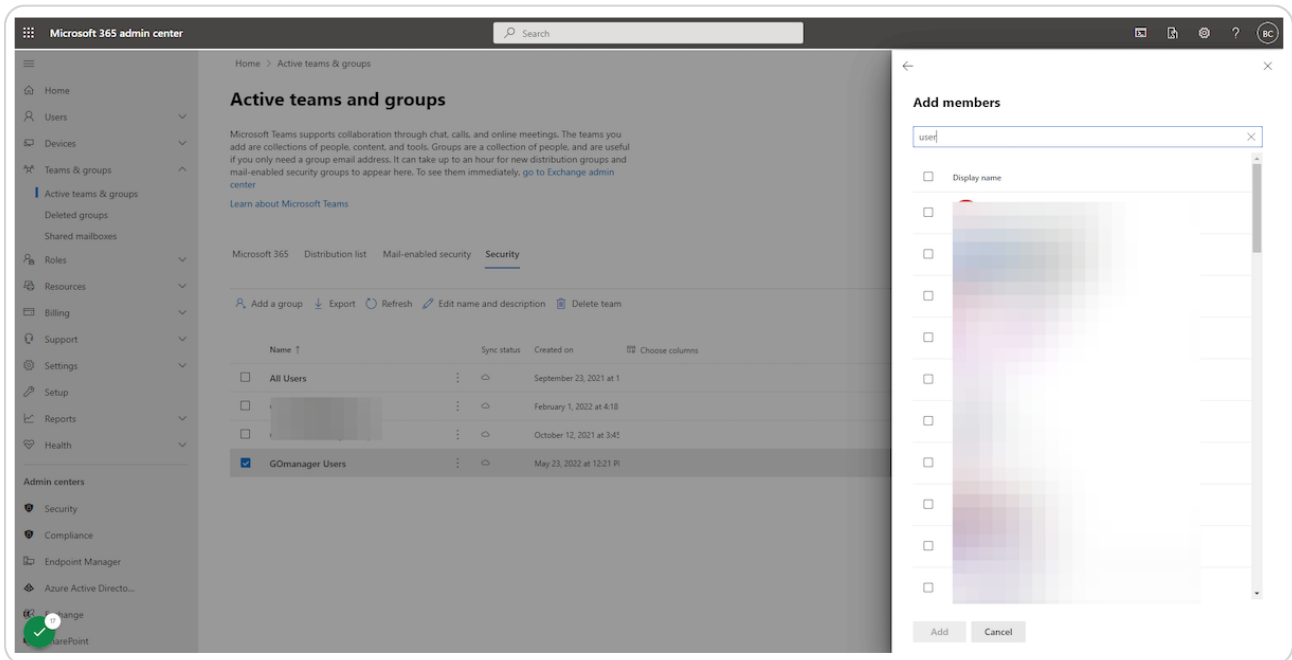
STEP 11

Click on "Add members".



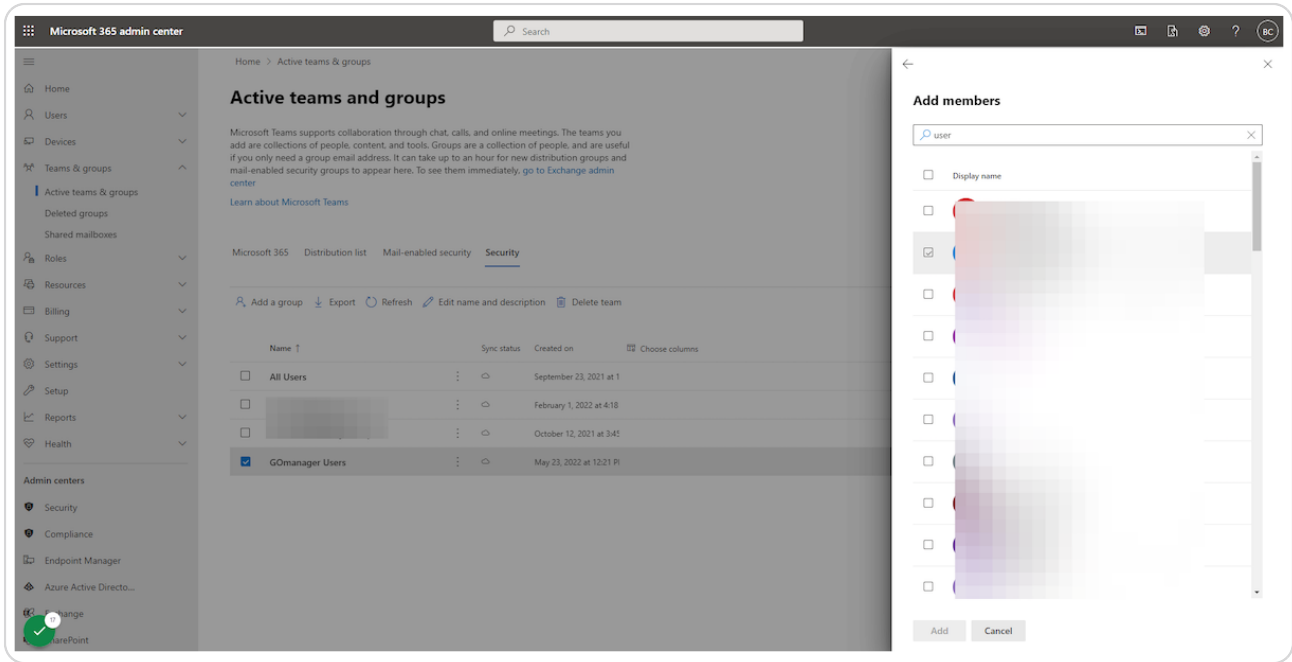
STEP 12

Type in the name of the user you want to add.



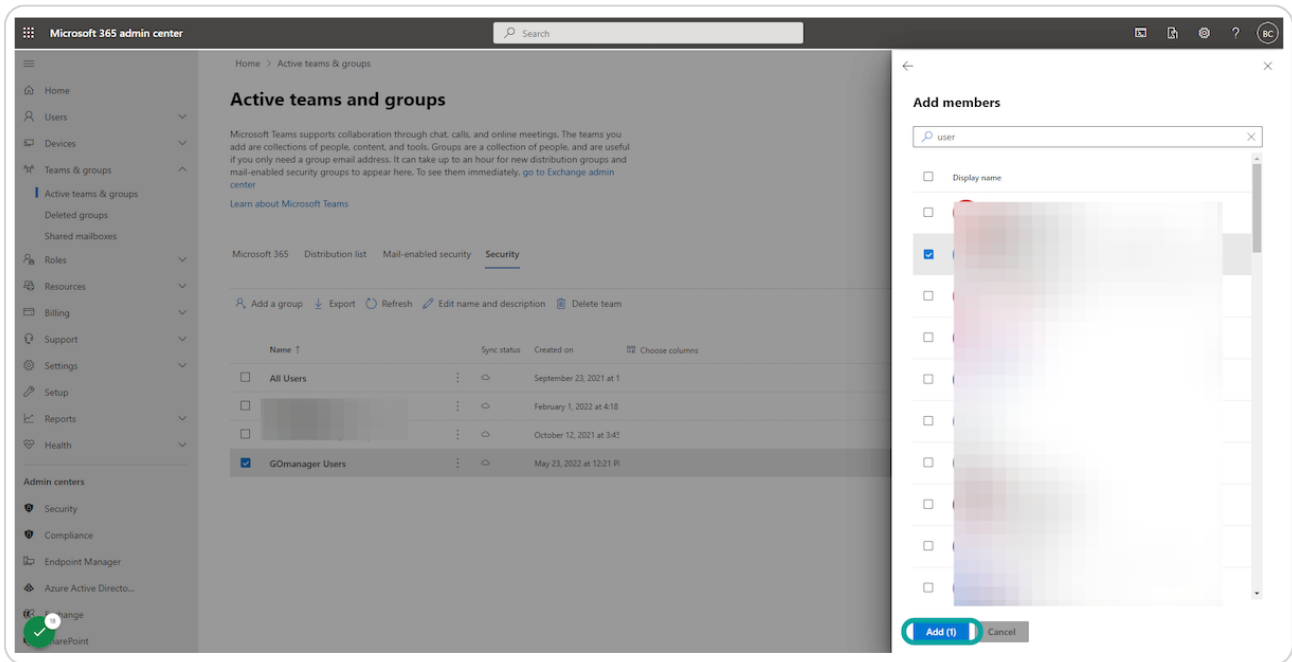
STEP 13

Select the user(s) you want to add.



STEP 14

Click on "Add".



akoya**GO**