How to Provision Groups or Distribution Lists

- 1. Log in to the Admin Panel (https://docs.mithi.com/home/how-to-login-to-the-skyconnect-admin-panel). From the left pane, select the domain from the list of domains. Click the Groups option. The middle pane will show the list of groups or distribution lists in the domain.
- 2. From the middle pane, click the Add Group icon.
- 3. On the Add Group window, provide the Group Name and Password. Click the + sign to enter the record. Repeat the steps to add more group ids.
- 4. When done adding all the group ids, click **Continue** to validate the input and add the groups.
- 5. Click Done to exit the pop-up. The newly added group ids will be visible in the middle pane.
- 6. For the newly added groups, add group members (https://docs.mithi.com/home/how-to-manage-group-members-inskyconnect).