

Hybrid Mail - How to Assign a User to a Group

Purpose:

This guide explains how ELFT staff can be added to User Groups by their managers. Assigning users to the **correct group** is important because it controls **what users can access, what they can send, and how costs are managed**. The group acts as a **permission and configuration layer** within the system.

Step 1 – Go to the Hybrid Mail Portal -> <https://svr-hybridmail/>

Please note that you need to be on Trust WIFI or connected to AnyConnect to access.

1. Go to the Admin tab.
2. Click **Groups**, and use the search bar to input a Budget Code to locate the specific ELFT Group you wish to add a user to.

The screenshot shows the Xerox Hybrid Mail Service Admin interface. At the top, there is a navigation bar with 'HOME', 'MAIL', and 'ADMIN' tabs. The 'ADMIN' tab is selected, and a dropdown menu is open, showing options like 'Users', 'Groups', 'Attachments', 'Backgrounds', 'Templates', 'Organisation', 'Reports', and 'Find Mail'. The 'Groups' option is highlighted.

Below the navigation bar, the 'Group Details' section is visible. It contains several input fields: 'Name' (E71059 - City and Hackney ADHD), 'Active' (checked), 'View All Letters' (unchecked), 'Cost Centre' (E71059), 'Description' (E71059 - City and Hackney ADHD), and 'Active Directory Group'. To the right of these fields are 'Save' and 'Cancel' buttons.

Below the 'Group Details' section is the 'Members' section. It is divided into two columns: 'Users who are members' and 'Users who are NOT members'. The 'Users who are members' column lists 'Alexandra Jones1' and 'Hussain Ali'. The 'Users who are NOT members' column lists a long list of names including 'Huda Ahmed', 'Huma Shaikat', 'Humaira Khalid', 'Humayra Tasnim4', 'Hurjeet Kaur', 'Husna Choudhury', 'Husna Khanum', 'Ian Letang', 'Ibidduni Favour Oloyede', 'Iboro Nse Nnah', 'IBRAHIM ABDILLAHI', 'Ibrahim Kpante', 'Ibrahim Parouty', and 'Ibrahim Tijani'. Between the two columns are '< Add <' and '> Remove >' buttons.

Members

Users who are members

Alexandra Jones1
 Hussain Ali

Users who are NOT members

Huda Ahmed
 Humia Shaukat
 Humaira Khalid
 Humayra Tasnim4
 Hurjeet Kaur
 Husna Choudhury
 husna Khanum
 Ian Letang
 Ibbiduni Favour Oloyede
 Iboro Nse Nnagh
 IBRAHIM ABDILLAH1
 Ibrahim Kpante
 Ibrahim Parouty
 Ibrahim Tjani

Managers

Users who are Managers

Fonda Lett

Users who are NOT Managers

Boachie-Ansah
 Taylor
 Aadesh Gosrani
 Aadi Sikdher
 Aamina hafeji
 Aaron Chilinda
 Aaron Frazer
 Aaron King
 Aaron Osei Owusu
 Aarzoo Sunan
 Abab Ahmed
 Abbie Lake
 Abbie Urwin
 Abdi Aziz Duale

Step 2 – Assigning the User to the correct Group

1. Locate the user you wish to add to the group in the box listing on the right hand side. Once you have located the users name select on the name and then select '**<Add<**'.
2. Please note, if you cannot locate your staff member in the '**Users who are NOT members**' list they've most likely never accessed Hybrid Mail before. Please get them to access the Hybrid Mail Portal <https://svr-hybridmail/> for the first time. Once they've done this you will then be able to locate them on the list 'Users who are NOT members' list to add to the group.
3. Once you have done this please select '**Save**' on the right hand side.



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