

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.

ADMIN PERMISSIONS:

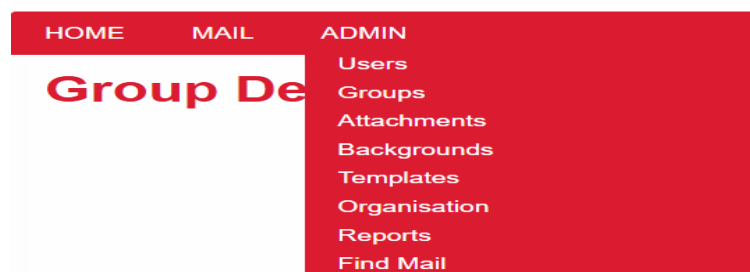
Step 1 – Go to the Hybrid Mail Portal -> <https://svr-hybridmail/>

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

1. If your Hybrid Mail account is set up with **Administrator permissions** you will see the **'ADMIN'** tab. If you don't please refer to the **User** steps below (page 2)
2. Click **Groups** (Picture 1), and use the search bar to input a Budget Code to locate the specific ELFT Group you wish to add a user to (Picture 2).

xerox™ Hybrid Mail

(Picture 1)



xerox™ Hybrid Mail Service

(Picture 2)

HOME MAIL ADMIN

Groups

ID	Name	Cost Code
1	All Users	
22	Bedford Admin Hub	E73444
336	C-Phlebotomy Service	E72945
310	E00001 Extended Crisis Team	E00001
62	E70470 Path 2 Recovery (Bedfordshire)	E70470
297	E71002 City and Hackney Psychotherapy	E71002

Group Details

Name: E71059 - City and Hackney ADHD
Active:
View All Letters:
Cost Centre: E71059
Description: E71059 - City and Hackney ADHD
Active Directory Group:

Save
Cancel

(Picture 3)

Members

Users who are members
Alexandra Jones1
Ibrahim Ali

Users who are NOT members
Huda Ahmed
Huma Shaukat
Humaira Khasid
Humayra Tanvir4
Hajrat Kaur
Husna Choudhury
Husna Khanam
Ismi Leteng
Ishdun'savour Oloyede
Isoro Nise Nsoh
IBRAHIM ASOBI1 Arif
Ibrahim Kaseko
Ibrahim Farouly
Ibrahim Isani

< Add <
> Remove >

Step 2 – Assigning the User to the correct Group

1. Locate the **User** you wish to add to the group in the **'Users who are NOT members'** box listing on the right hand side. Once you have located the users name select on the name and then select **'<Add<'** to move them into the **Members** group then click **'Save'**(Picture 3).
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. **Additionally**, as a **Administrator** you have the permissions to make a **User** within your team a **Manager** of your Hybrid Mail Group. Granting this access to a **User** allows them add and remove leavers and new starters to the group where necessary. To do this locate the **User** in the **Users who are NOT managers** list and then select **'<Add<'** to move them into the **Managers** group then click **'Save'**

Active:
View All Letters:
Cost Centre: E72091
Description: Digital Programs - E72091
Active Directory Group:

Members

Users who are members
Abiola Adio
Inna Higginson
Inna Higginson
Kyle Burfong
Kyle Burfong
Yvonne Mullan

Users who are NOT members
Boachie-Ansah Taylor
Aadresh Cosrani
Aadi Sikdher
Aamirna hafeji
Aaron Chinda
Aaron Frazer
Aaron King
Aarori Osei Owusu
Aarzoq Sunm
Abasi Ahmed
Abbie Luke
Abdus Ummin
Abdi Aziz Duale

< Add <
> Remove >

Save
Cancel

(Picture 3.1)

Managers

Users who are Managers
Abiola Adio

Users who are NOT Managers
Boachie-Ansah Taylor
Aadresh Cosrani
Aadi Sikdher
Aamirna hafeji
Aaron Chinda
Aaron Frazer
Aaron King
Aarori Osei Owusu

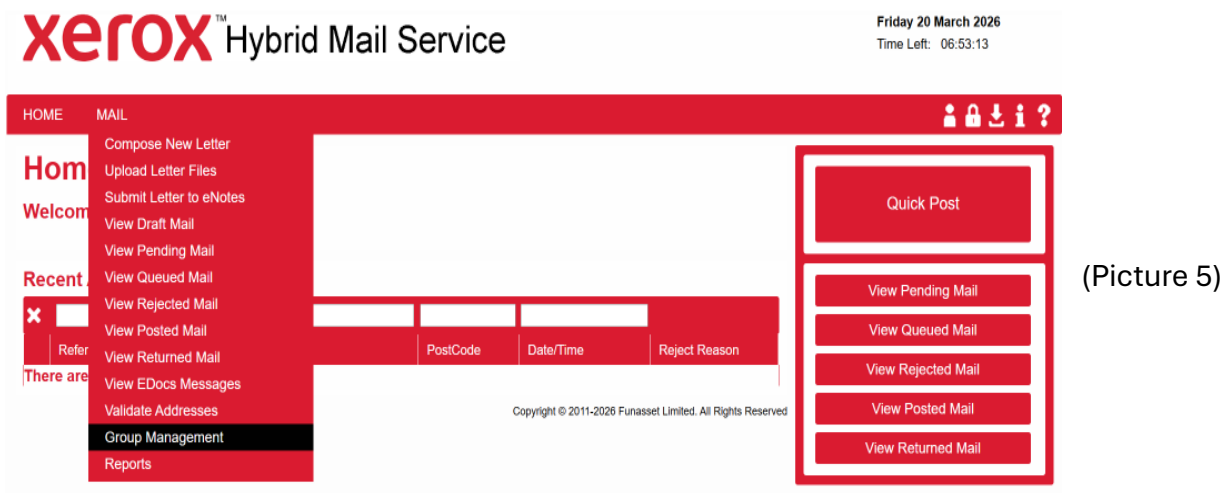
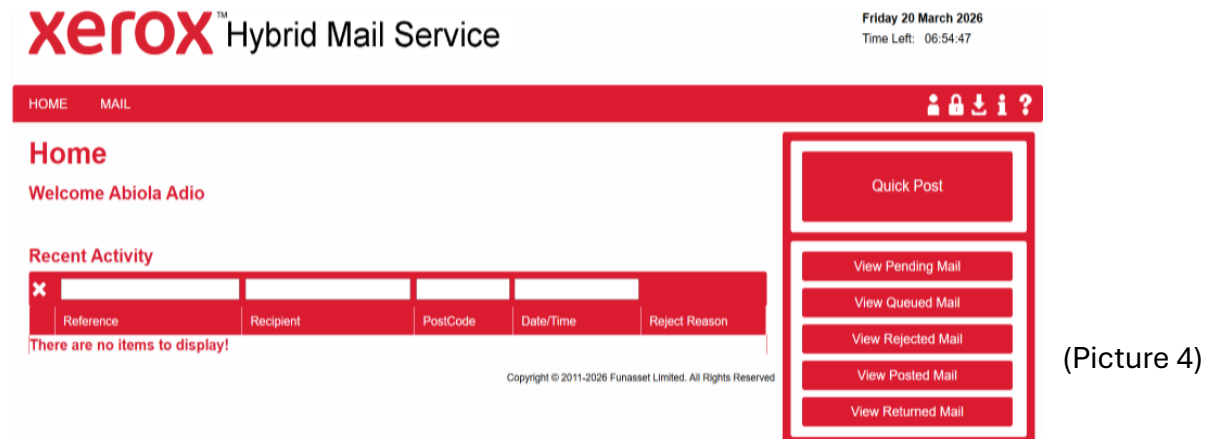
< Add <
> Remove >

USER ASSIGNED AS “MANAGER” PERMISSIONS:

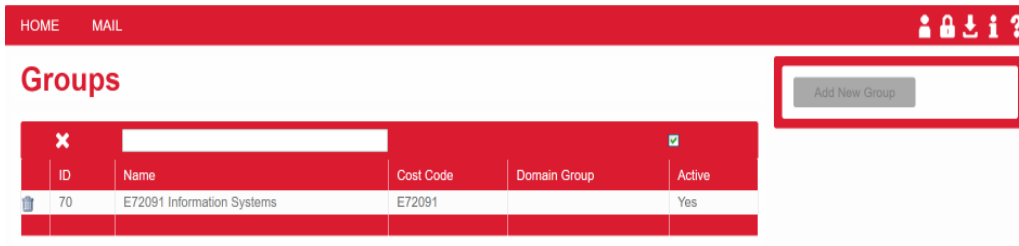
Step 3 – Go the the Hybrid Mail Portal -> <https://svr-hybridmail/>

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

1. If your Hybrid Mail account is set up with **User Manager permissions** you will just see the **‘MAIL’** tab (Picture 4)
2. Click **‘MAIL’** (picture 5), and then select **‘Group Management’** (Picture 5).



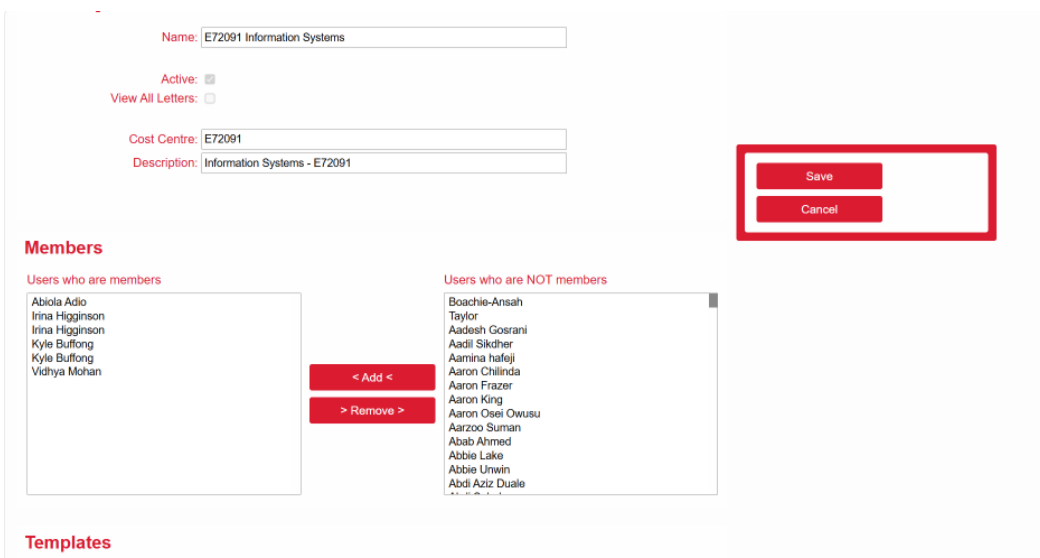
3. Once you have selected **‘Group Management’** you will see the Group that you’re assigned to as a **‘Manager’** that provides you with the access to add and remove users from the group (Picture 6,7). When selecting his group, please make sure your Budget Code matches.



(Picture 6)

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.



(Picture 7)