Endorsing (shared) NetIDs via UW Groups
Adding a shared UW NetID to the membership of the Endorsement group creates an Office 365 account for that NetID.

1. Go to [https://groups.uw.edu](https://groups.uw.edu) and login with your UW NetID & Password if prompted.

2. Click on “My groups” near the top left.

3. Click on the endorsement group you would like to update.

4. Click on “Membership” near the top left.
5. Enter the shared UW NetIDs you manage into the “Add members” area.

NOTE: Membership will give the shared NetIDs an Office 365 account which is a requirement for historical email migration.

6. Click “Do it”, this will add them to the membership list below.

7. This task is complete now, and Office 365 accounts will be created for the selected UW Netids. Click on “Logout” in the upper right corner of the window.