If you are an **owner** of a Generic Account e-mail account, you now have access to add or remove members.

*If you are not an owner, you cannot add members, to become an owner, please contact the Helpdesk.*

**What is the difference between and Owner and a Member?**

<table>
<thead>
<tr>
<th>What do you want to do?</th>
<th>Owner</th>
<th>Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read, Send, Delete, File e-mails</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>See Edit Generic E-mail Access Link</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Add or Remove Owners</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Add or Remove Members</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

**Adding a New Owner to a Generic Account E-mail Account**

1. Go to [http://directory.villanova.edu](http://directory.villanova.edu)
2. Click the logon button in the top right corner of your screen, login with your email userid and password
3. Under the Find a Person, type in your userid and then click the search button
4. Your account information will now be displayed
5. Under the ownership section, click the account name that you are looking for (scroll to the bottom of the page, you can reference the email this documentation was attached to if you are not sure of the email account name).
6. Once you click on the account, you will link to a screen with two lists. The left-hand list displays the owners of the e-mail account (those with access to read/send/edit e-mail in the account as well as add and remove members). The right-hand list shows all of the members of the group (those who have access to read/send/edit e-mails from the account).
7. Click **Search for Owners** or **Search for Members**
8. You will be taken to the Directory Services page below.
9. In the **Find A Person** form put in full name or user ID
10. Click **Search**

11. You will now see a list of all of the people in the University community with that name. Find the correct person, and click on the **More Info...** link on the right-hand side.

12. You are now directed to the person’s individual Directory Services page.

13. On the left-hand side of the screen, you see an **Account Tasks** box.

14. You will notice that there are two links related to the Generic Account E-mail account.
15. Click on the appropriate link on the left hand side depending on whether you want that person to be an Owner or a Member of the Generic Account E-mail account.

16. The link now reads Remove Membership.

17. Under the Previous Views box, you can click Search Form if you want to add more people or click on the name of the Generic Account E-mail account to be taken to the list of owners and members.

To Remove Owners/Members:

1. Click on the Edit Generic E-mail Access link
2. You will link to a screen with Owner and Member lists.
3. Click the box next to the name of the person you would like to delete. You may click as many boxes as you would like.
4. Click the **Remove Selected** icon.
5. The screen will refresh, and you will see the current list with the person removed.