How to Create a Group Exchange Account
Excerpted from http://kb.iu.edu/data/achr.html

1. Go to the Account Management Service at: https://itaccounts.iu.edu/.

2. Select **Manage my IU computing accounts**.

3. You might see a page asking you to log into the Central Authentication Service. If so, enter your Network ID. If not, skip to the next step.

4. Click **manage group accounts**, and then click **request new group username**.

5. The resulting page will display the current status of your group account requests. Click **Request New Username**.

6. Enter and re-enter the group username you want in the first two fields; in the "Display name:" field, enter the full name of your group. Select the campus and department associated with the group, and enter a brief description of the group's purpose.

7. Click **Submit**.

Wait for an email indicating that your group name request has been processed. This could take up to 2 business days, but usually is completed within two hours.

When your username request has been approved, you can create your group's first Indiana University computing accounts by using the Account Management Service (AMS). To create group or departmental email accounts:

1. Go to the Account Management Service at: https://itaccounts.iu.edu/

2. Select **Manage my IU computing accounts**.

3. You might see a page asking you to log into the Central Authentication Service; if so, enter *your* Network ID, not the new group name.

4. Click **manage group accounts**, and then click **create group accounts**. (Note: This is not the same as creating a group name, which you have already done.)

5. When your group account request has been processed, the username you requested will be displayed in a box. Click **Select** next to the group username.

6. Select the second option -- **create a Microsoft Exchange e-mail account to receive your IU e-mail, and click Continue**.

7. Create a passphrase for the group account conforming to the requirements displayed and enter it in both boxes. Click **Create Accounts** and select Exchange.

For further help, contact UITS support via https://uits.iu.edu/tech-help.