

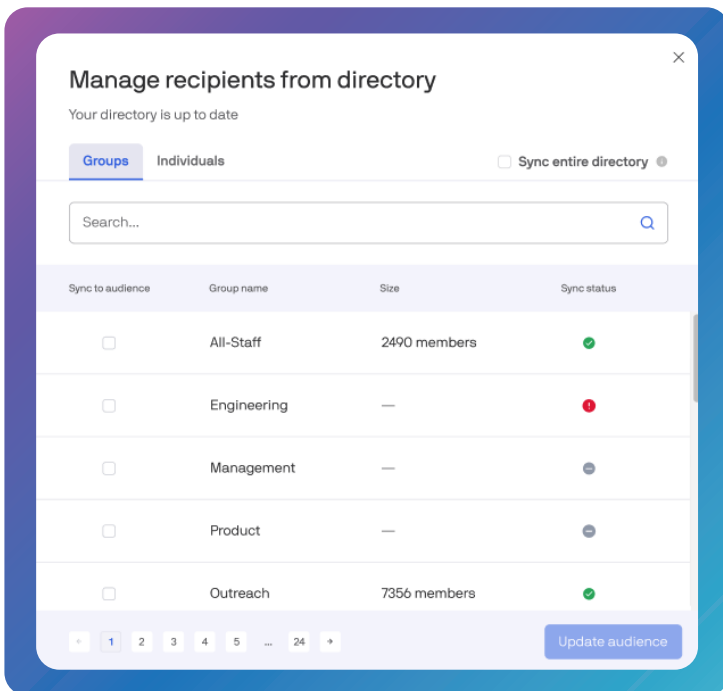
Syncing your Azure groups to Axios HQ

Availability:

- Your recipients are available after individually syncing a group.

Adding groups to your audience:

- To sync a directory group to your HQ audience, check the “Sync to audience” box and then click “Update audience.” This may take a few moments.
- If only select groups are available and you would like to add a group to the list, ask your IT team to send its “Azure Object ID” to us at help@axioshq.com. Note: a max of 15 groups or fewer may be synced.
- The “Sync entire directory” checkbox is not currently operational for this type of Azure sync. To sync your whole audience, please connect an All Staff list.



Sync Statuses:

- ✓ Your directory group successfully synced. You can send to this group!
- ! Your directory group encountered an error and did not sync. Please try again or contact your account manager to troubleshoot.
- Your directory group has not been synced. Check the “Sync to audience” box and then click “Update audience.”

In this example, **All-Staff** and **Outreach** have successfully synced. **Engineering** has encountered an error. To bring in another group, such as **Management**, simply select the “Sync to audience” check box and click “Update audience.”

Updates:

- Your synced groups will update weekly; this means any members added or removed will be reflected on Monday.
- If you prefer to update your group before then, you can manually remove the group from your audience and re-sync it for an immediate update.