



Office 365 Groups

Creating, Managing, and Joining an Office 365 Group

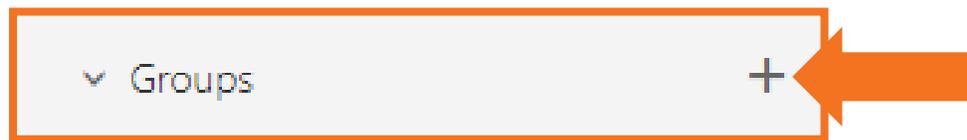
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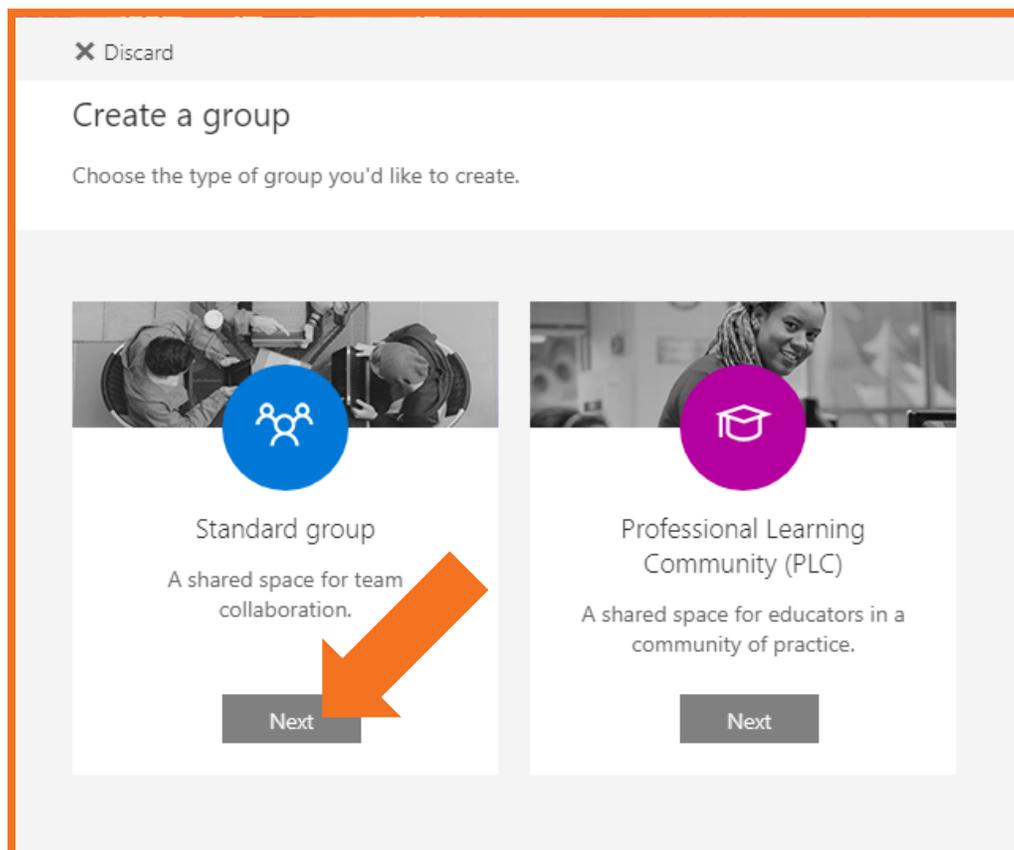
Creating, Managing, and Joining an Office 365 Group

Creating a Group

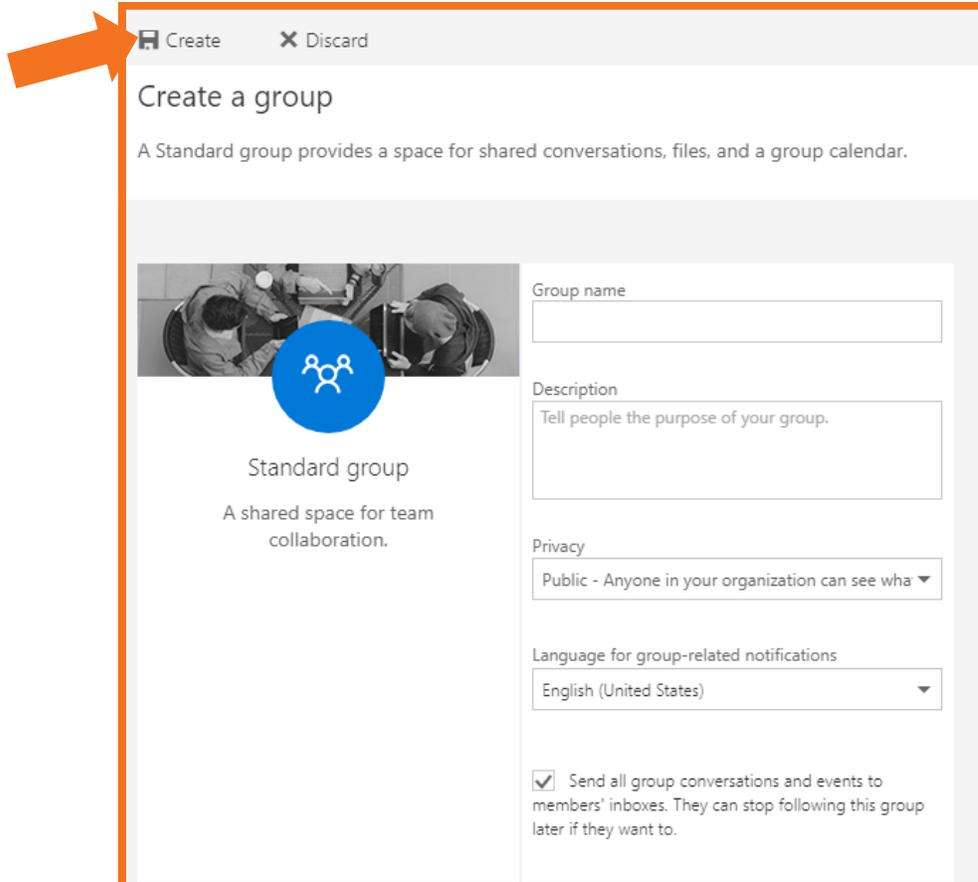
1. In a web browser, go to email.miami.edu and provide your CaneID and password.
2. In the navigation pane, hover your mouse over “Groups” and select the + button to the right.



3. Under Standard Group, click **Next**

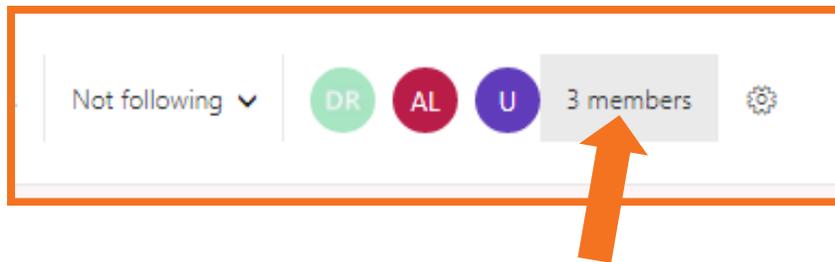
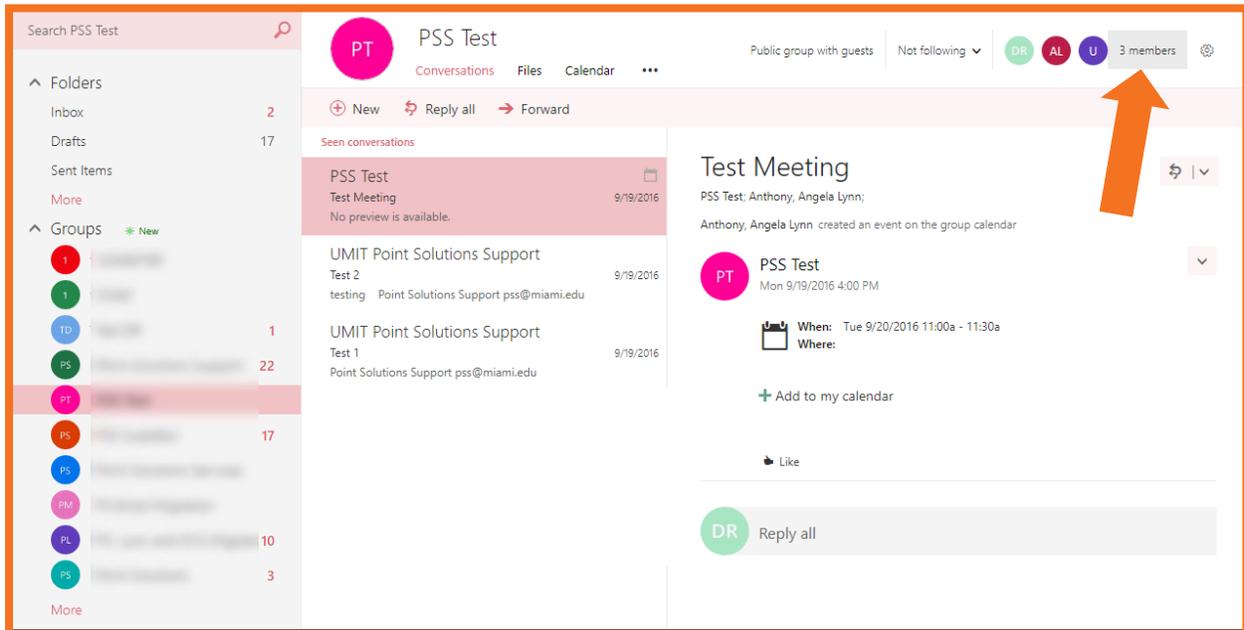


4. Fill out the requested group information.
 - **Group name**
 - Once you enter a name, a suggested email address is provided. "Not available" means the group name is already in use and you should try a different name. *Note that once you choose a group name, it cannot be changed.*
 - **Description**
 - **Privacy:**
 - Select **Public** to create a group where anyone within your organization can view its content and become a member.
 - Select **Private** to create a group where membership requires approval and only members can view group content.
 - **Language for group-related notifications**
 - **Send all group conversations and events to members' inboxes**
 - Leave this box checked to enable members to see all group conversations and events in their inbox without having to visit separate group workspaces. Members can change this setting for their own mailboxes.
5. Select **Create** in the top-left when done.

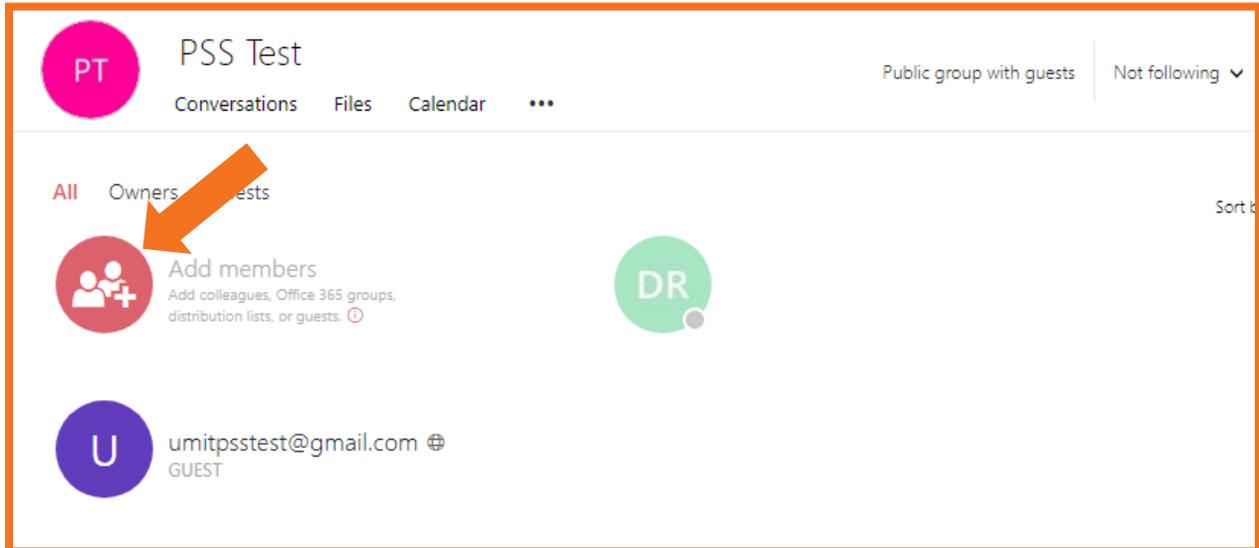


Add Group Members

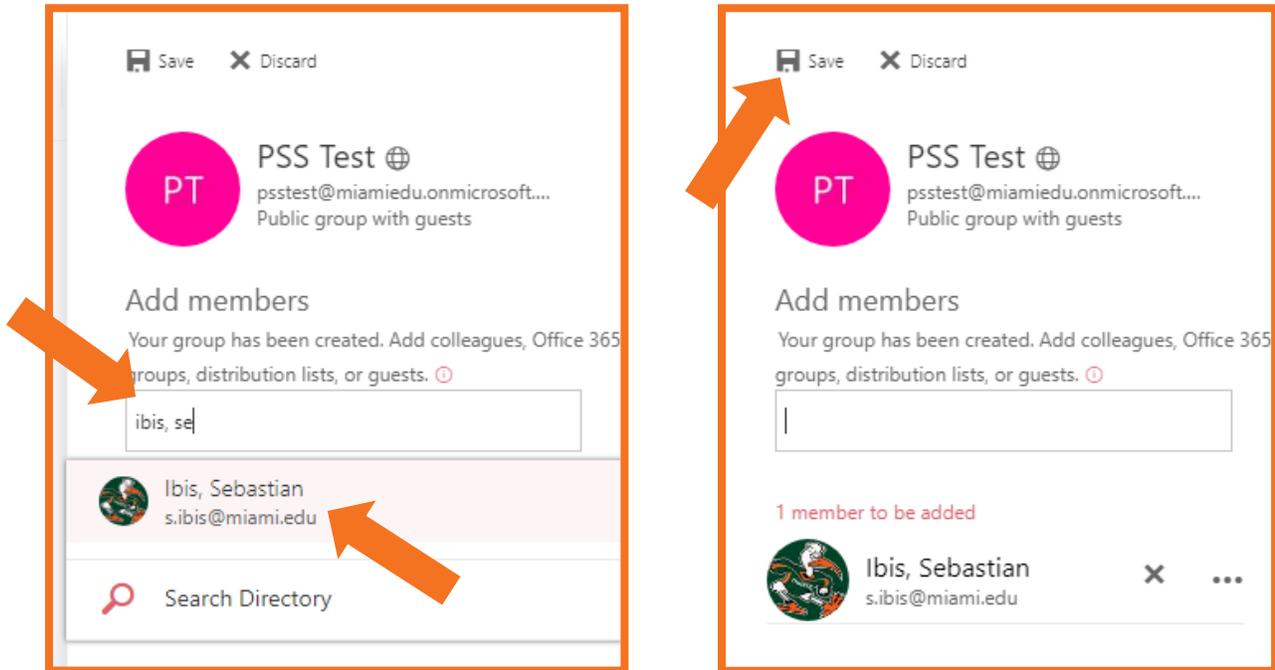
1. In a web browser, go to email.miami.edu and provide your CaneID and password.
2. Open the group on the webmail.
3. In the upper right-hand corner, click **# members**.



4. The members list will appear.
5. At the very beginning of the list, click **Add Members**.

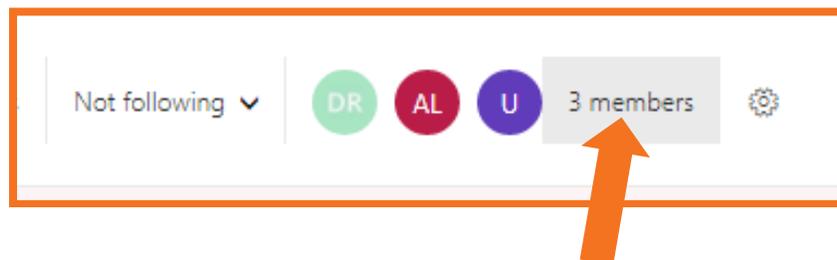
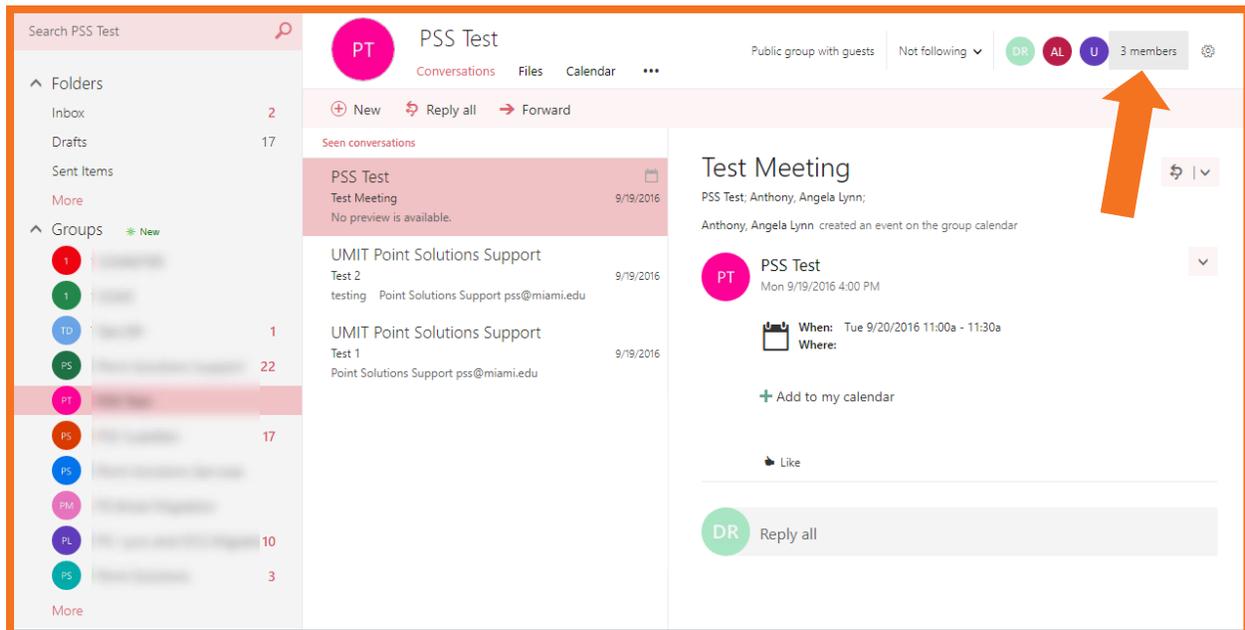


6. Type in the name of the person you want to add and select it from the dropdown list that appears. Click **Search Directory** if their name does not appear.
7. Repeat step 6 for each person.
8. Click **Save** at the top of the window when done.

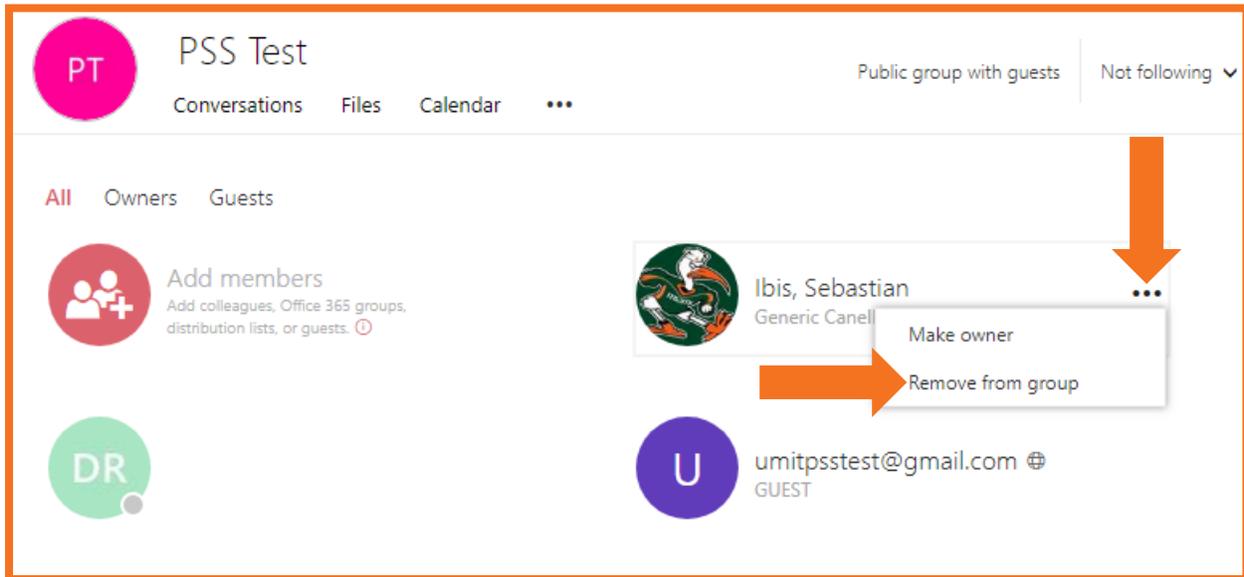


Remove Group Members

1. In a web browser, go to email.miami.edu and provide your CaneID and password.
2. Open the group on the webmail.
3. In the upper right-hand corner, click **# members**.



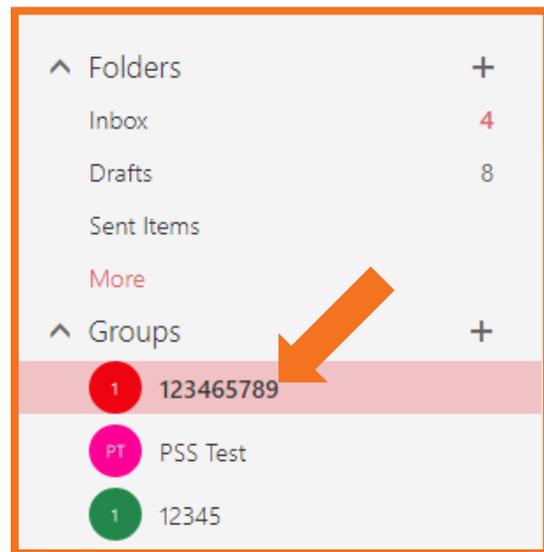
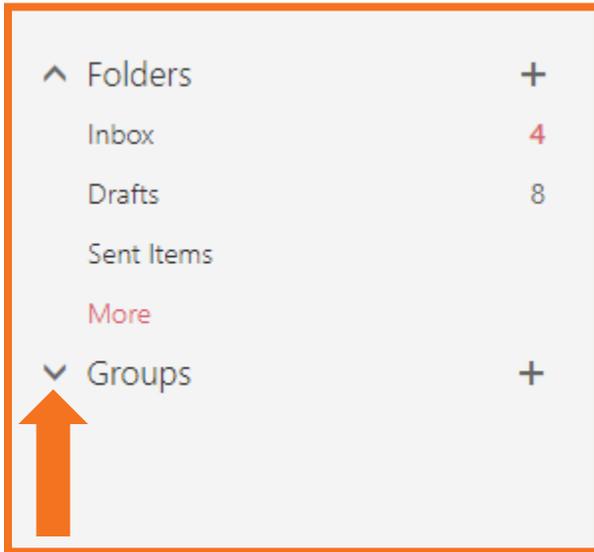
4. The members list will appear.
5. Hover your mouse over the person you wish to remove and click the **3 dots** (...) that appear to the right of their name.
6. Select **Remove from group**.
7. Repeat for any additional members.
8. Close the window when done.



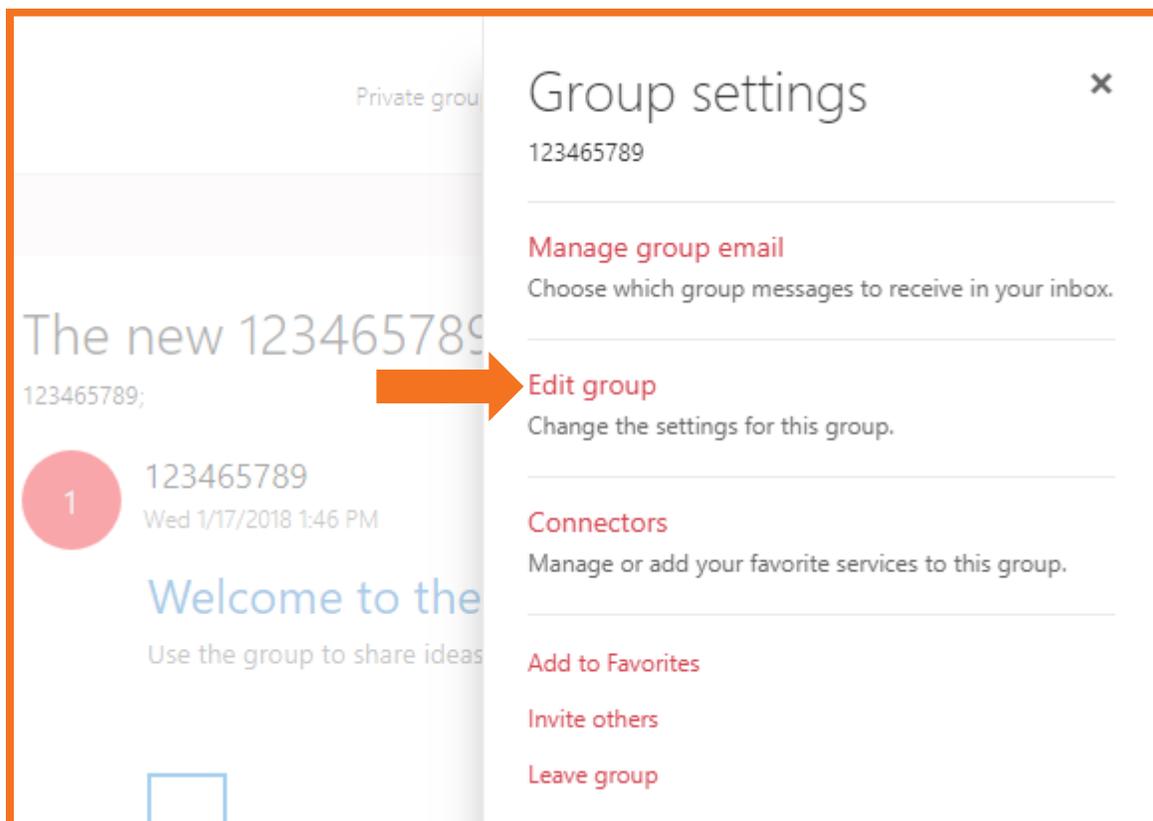
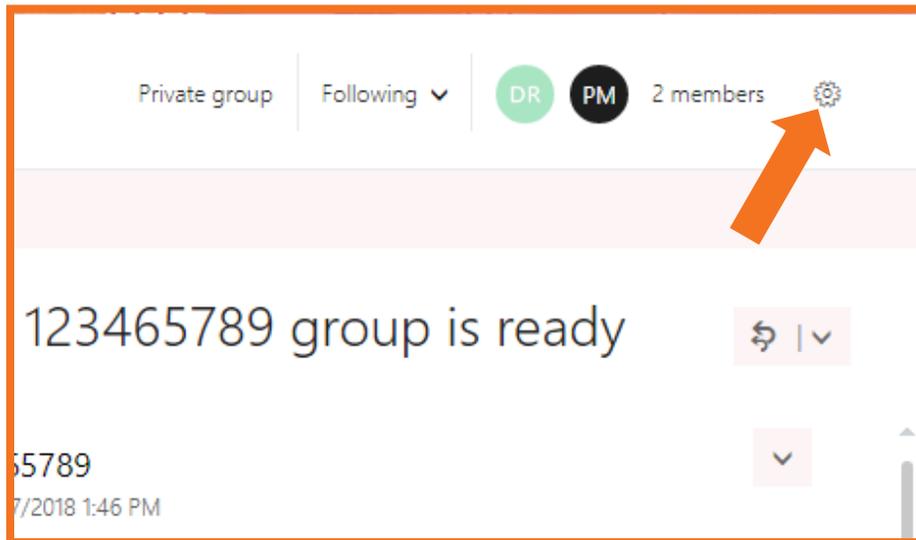
Delete a Group

Only group owners can delete a group.

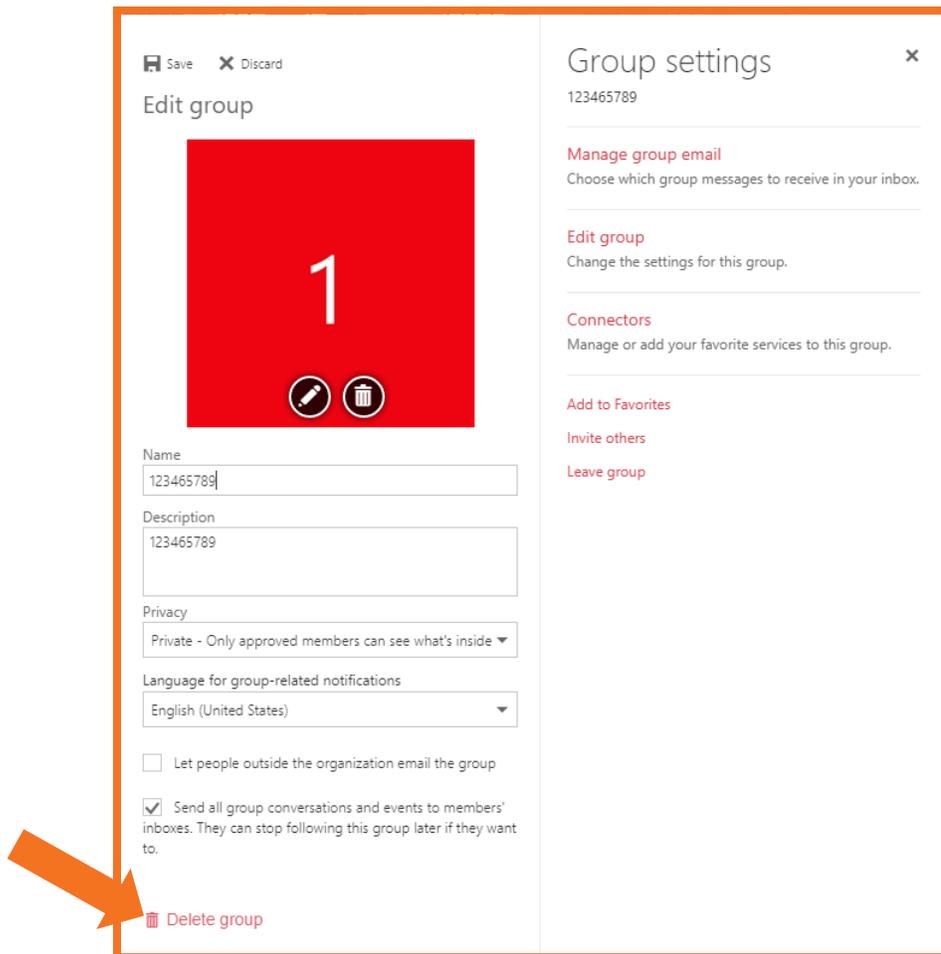
1. In a web browser, go to email.miami.edu and provide your CaneID and password.
2. In the navigation pane, expand the **chevron** (V) next to “Groups” and select your group.



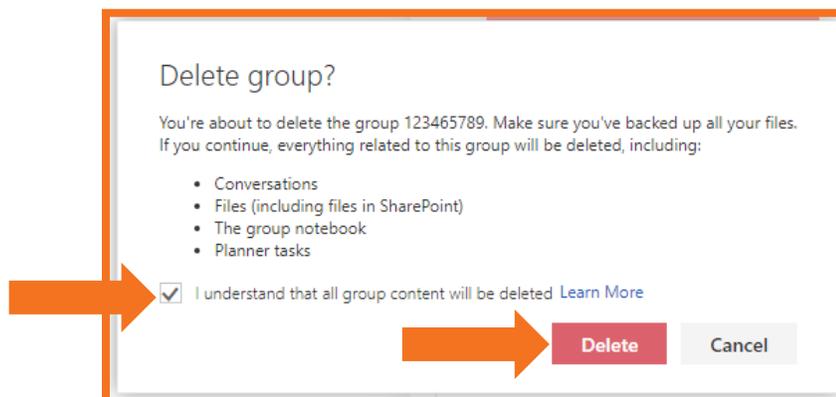
3. In the group header, click the **gear icon** ⚙️, > **Edit group**.



4. At the bottom of the **Edit group** pane, click **Delete Group**.

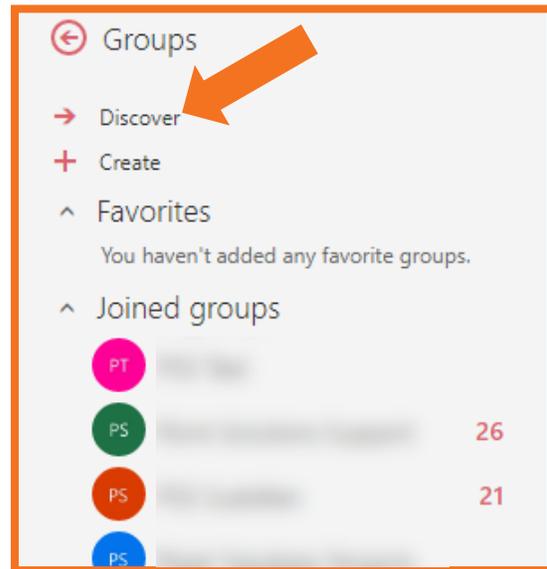
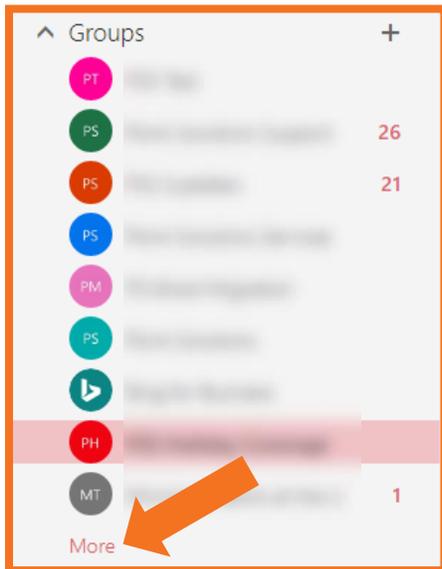


5. Check the box next to **“I understand that all group content will be deleted”** and then click **Delete**.

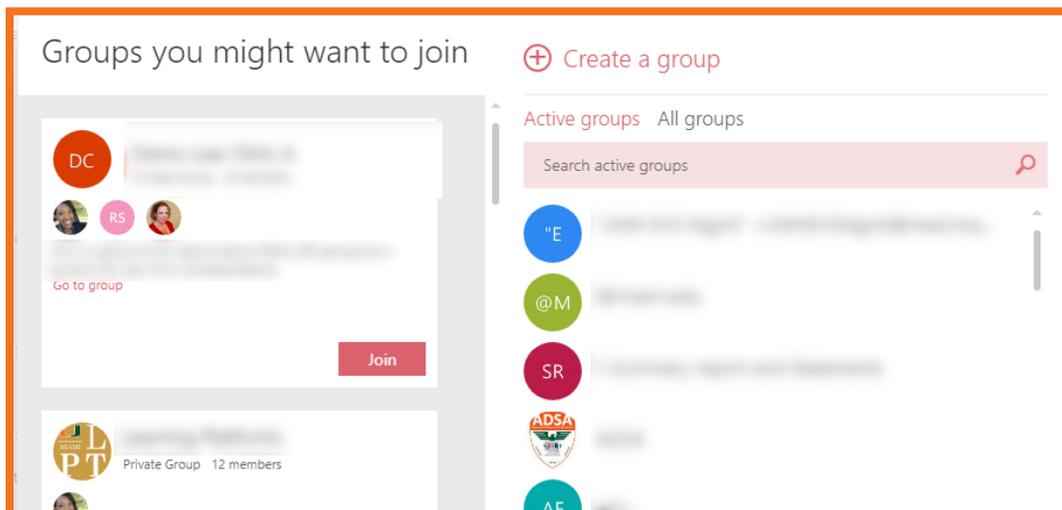


Join a Group

1. In a web browser, go to email.miami.edu and provide your CaneID and password.
2. In the navigation pane, click the **chevron** (V) next to Groups and select **Discover**.
 - If you do not see **Discover**, click **More** at the bottom of your groups list. Once all of your groups are displayed you should see the **Discover** link.



3. All available groups will be listed in alphabetical order. Search for or select the one you want to join and click **Join**.
 - If the group is public, you'll see a confirmation message and become a member right away.
 - If the group is private, type a reason why you want to join and click **Send**.

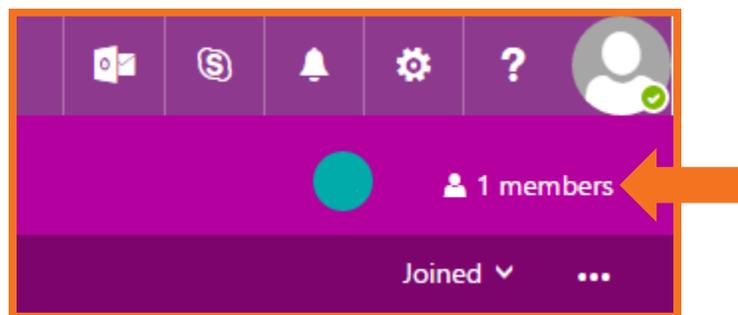


Inviting Outside Accounts to an Office 365 Group

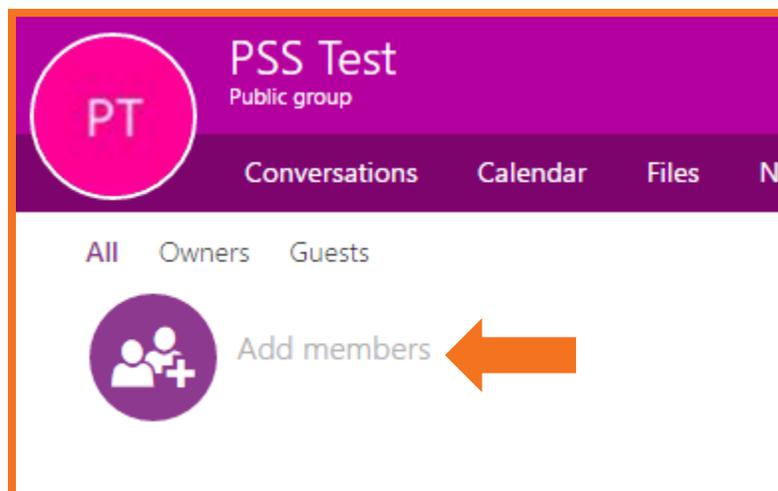
Guest access in Office 365 Groups enables you and your team to collaborate with people from outside your organization by granting them access to group conversations, files, calendar invitations, and the group notebook. Access can be granted to a guest by any group owner.

Invite an Outside Account

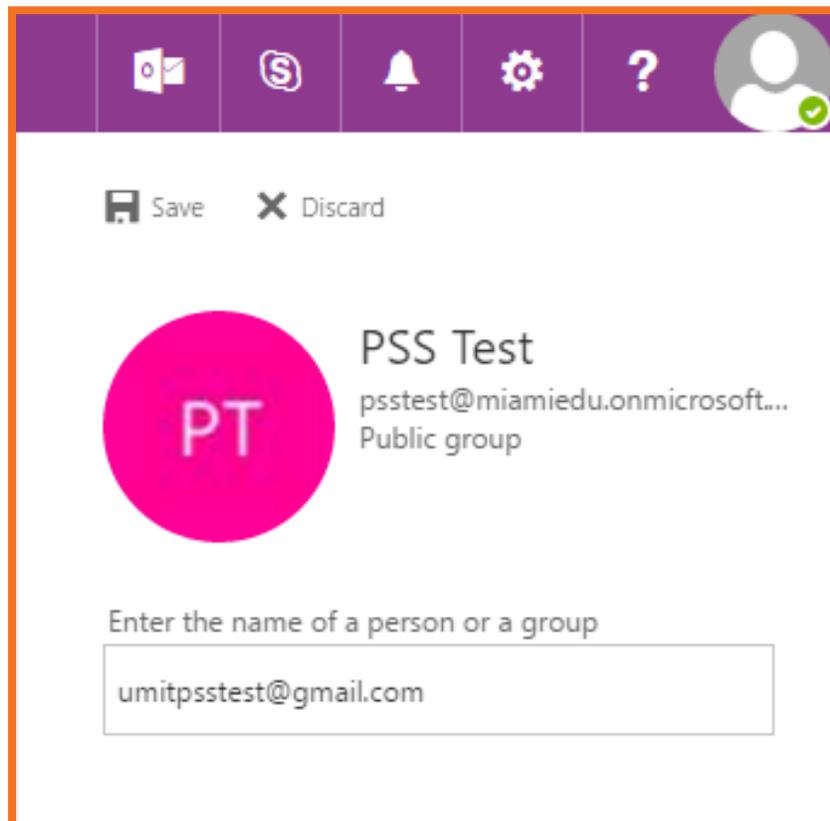
1. In the group page, click the members in the top right corner of the page.



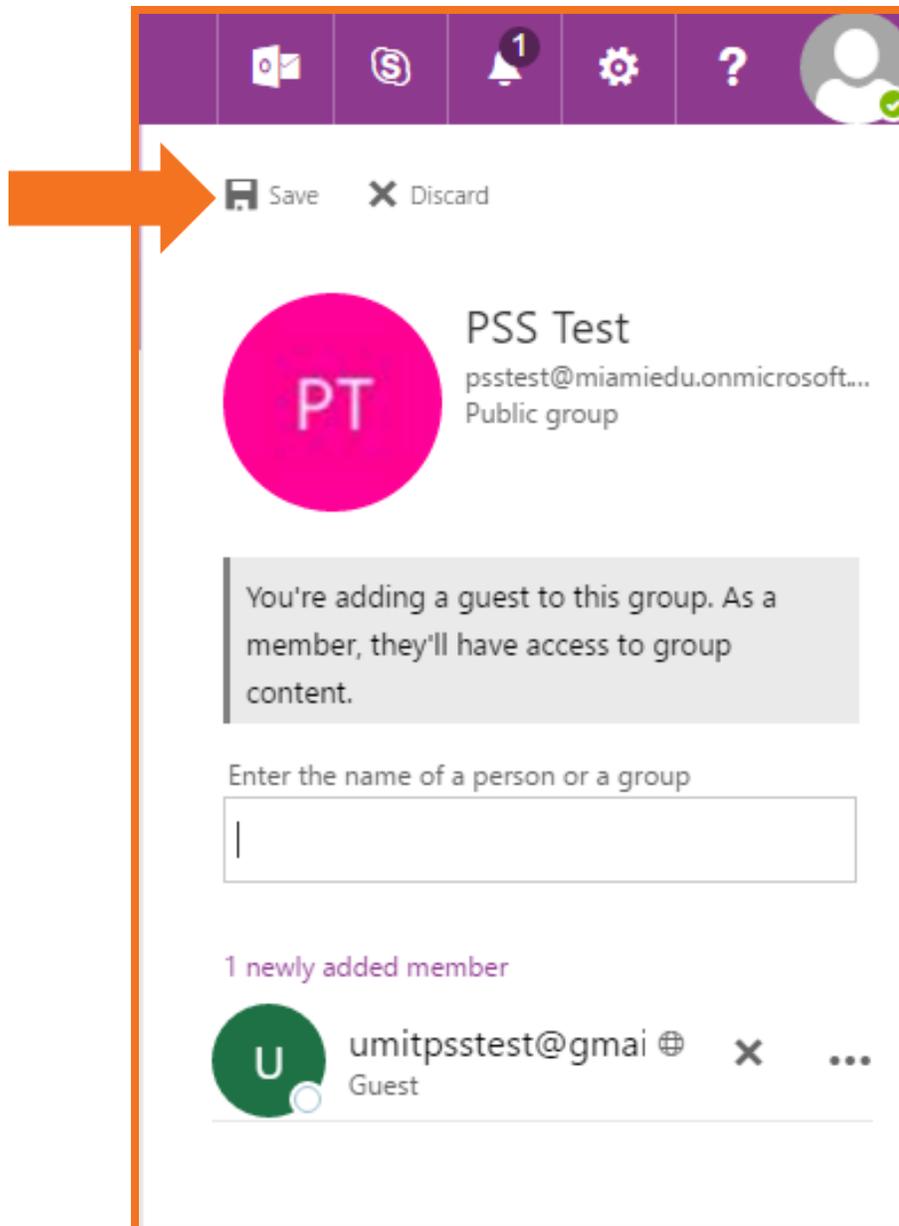
2. Click **Add members**.



3. Type the name of the outside account you want to invite in the box that comes up on the right side of the screen, and press the Enter key.



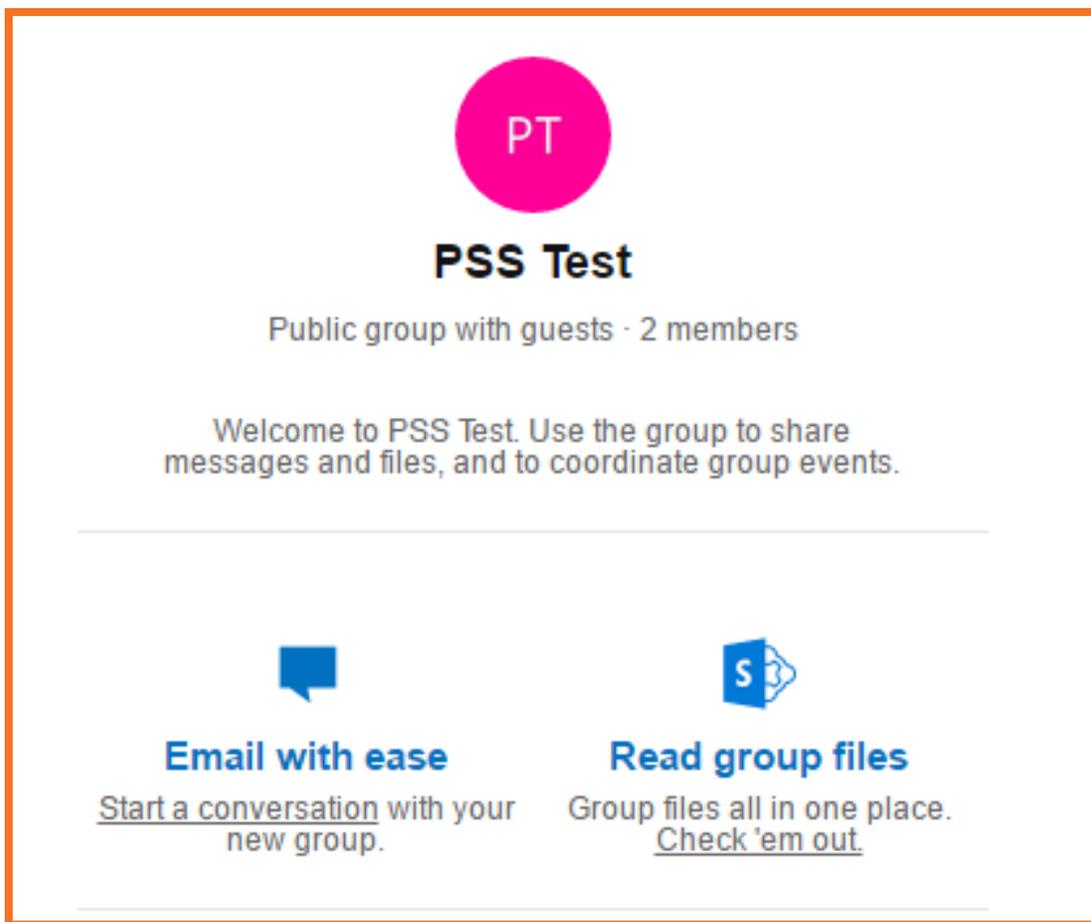
4. The name of the account you added will appear under “# newly added member”. You can then add another account, if you wish.
5. When you are done, click **Save** at the top of the section.



The Guest Experience

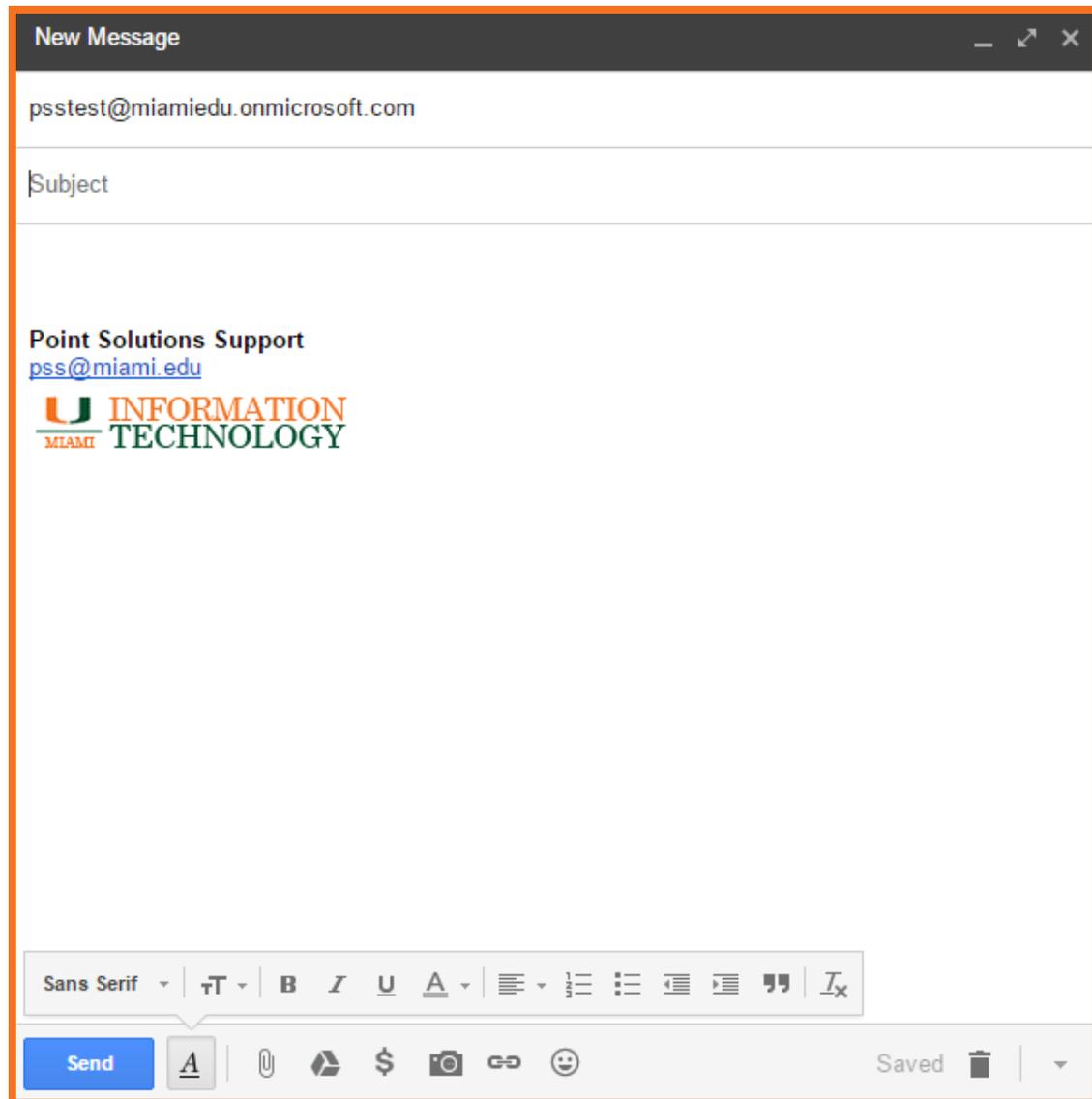
The guest should receive a welcome email once they have been invited to the group.

All of the guest member's interactions will occur through their email inbox. They can't access the group site but can receive calendar invitations, participate in email conversations, and open shared files using a link or attachment.

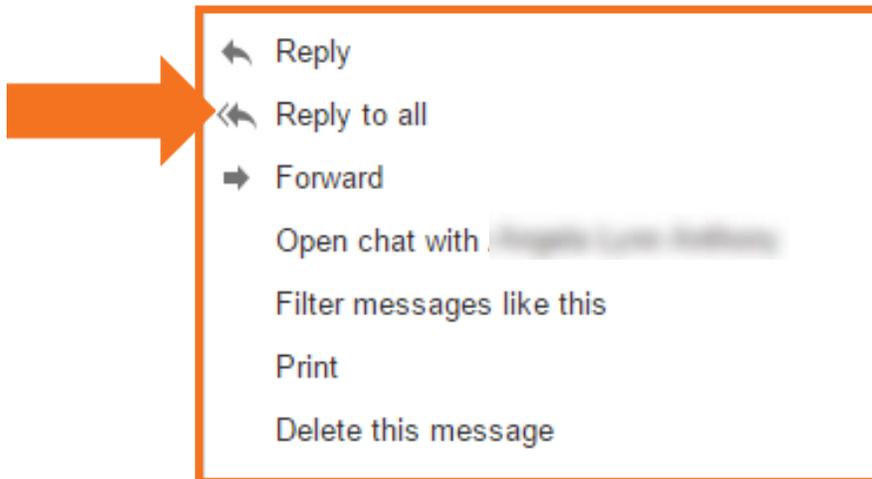
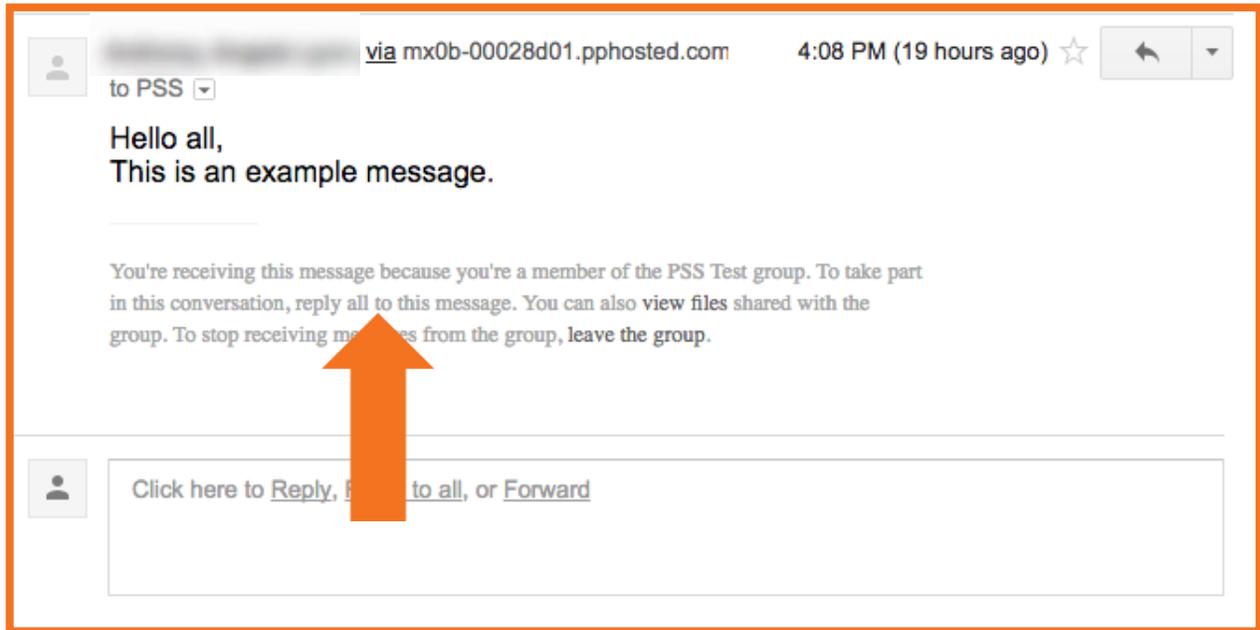


Group Messaging

A guest can compose a message to the group by simply sending the message to the email address of the group (e.g. psstest@miamiedu.onmicrosoft.com).

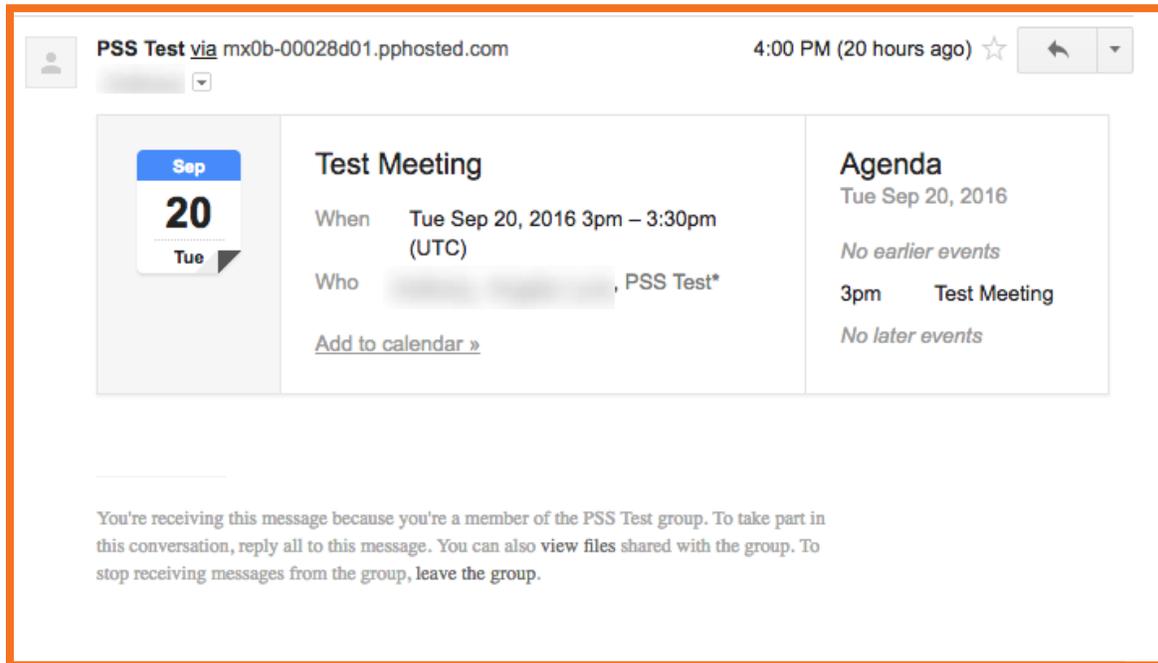


All group emails and calendar invitations the guest receives will include a reminder to use "reply all" in responses to the group.



Group Calendaring

The guest can receive and respond to calendar invitations via email.



The screenshot shows an email interface for a calendar invitation. At the top, it says "PSS Test via mx0b-00028d01.pphosted.com" and "4:00 PM (20 hours ago)". The main content is a calendar card for "Test Meeting" on Tuesday, September 20, 2016, from 3pm to 3:30pm (UTC). The sender is listed as "PSS Test*". An agenda section shows the event at 3pm. Below the card, a message explains that the user is receiving this because they are a member of the PSS Test group and provides instructions on how to interact with the group.

PSS Test via mx0b-00028d01.pphosted.com 4:00 PM (20 hours ago)

Test Meeting

When Tue Sep 20, 2016 3pm – 3:30pm (UTC)

Who [Redacted], PSS Test*

[Add to calendar »](#)

Agenda
Tue Sep 20, 2016

No earlier events

3pm **Test Meeting**

No later events

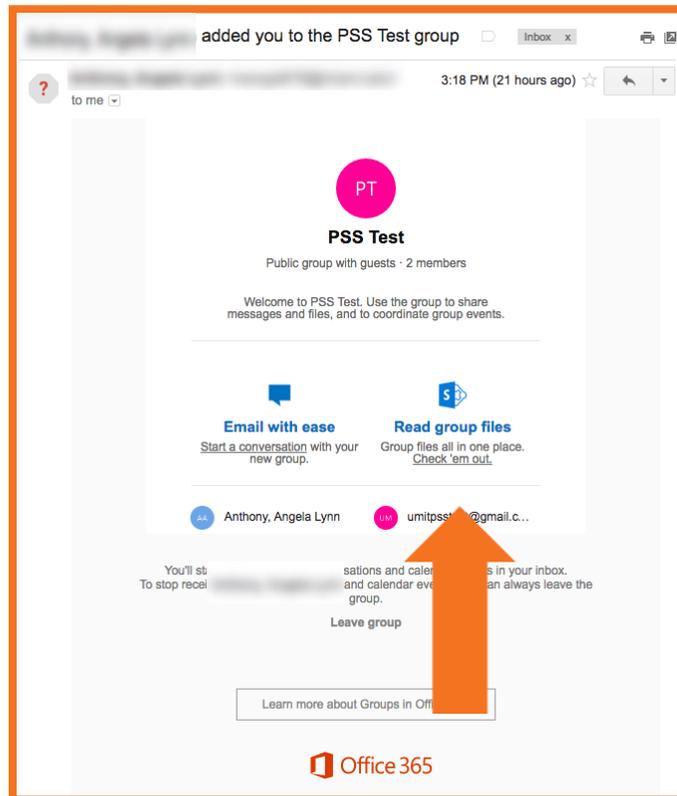
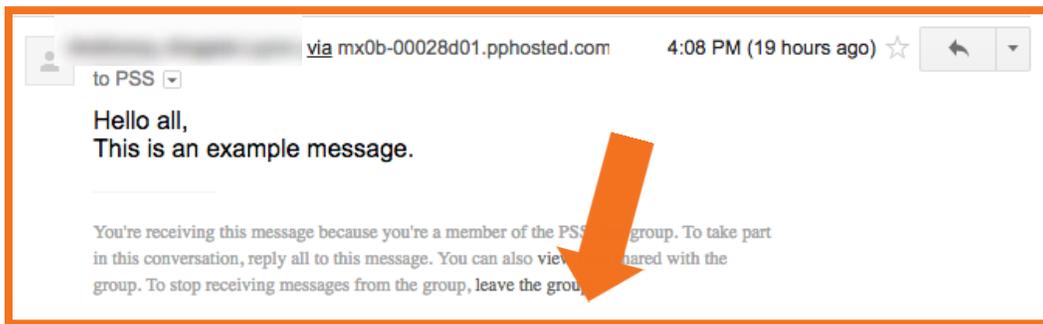
You're receiving this message because you're a member of the PSS Test group. To take part in this conversation, reply all to this message. You can also view files shared with the group. To stop receiving messages from the group, leave the group.

Group Files

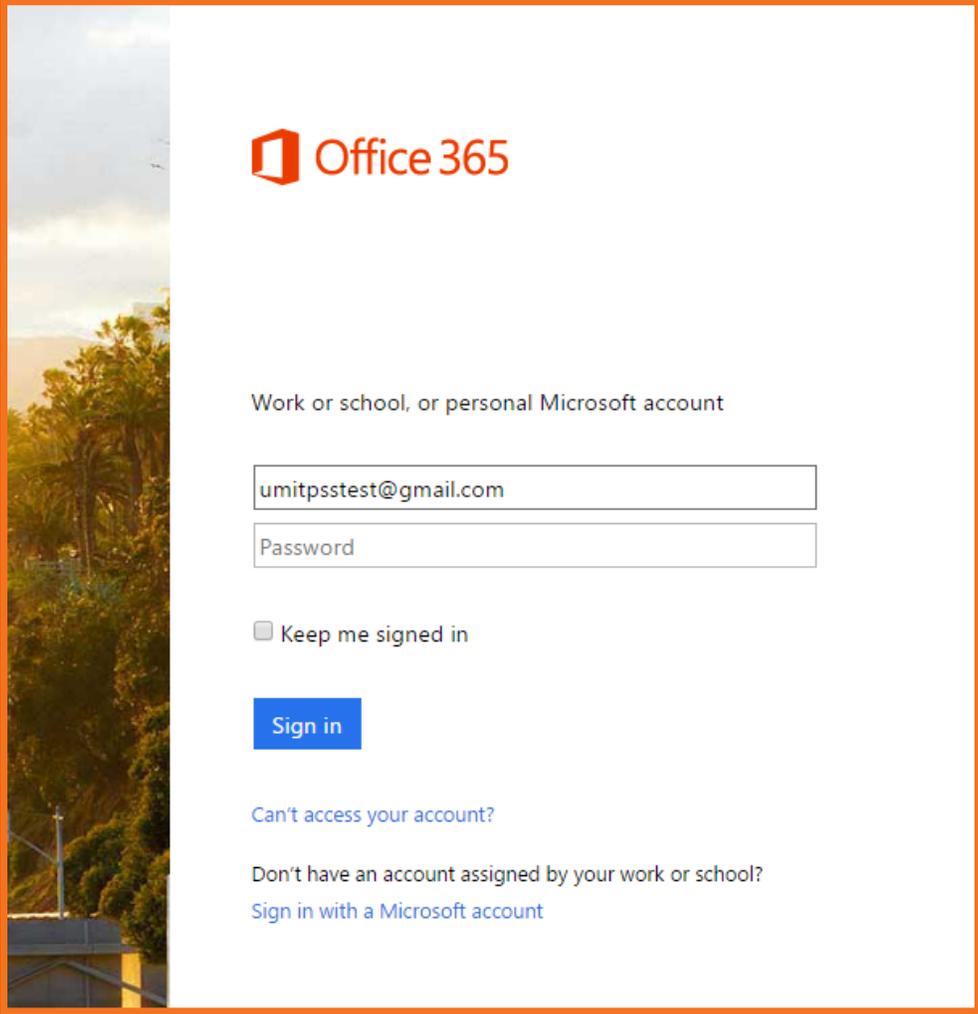
Guests can access group files and notebooks.

Guests have the ability to view and edit group files or OneNote notebooks.

1. To access group files, click the “view files” link in any of the group messages or the “check ‘em out” link in your initial welcome email.



2. You will be redirected to a sign-in page for Office 365. Type your email address in the “Email or phone” field and press the Enter key.





Work or school, or personal Microsoft account

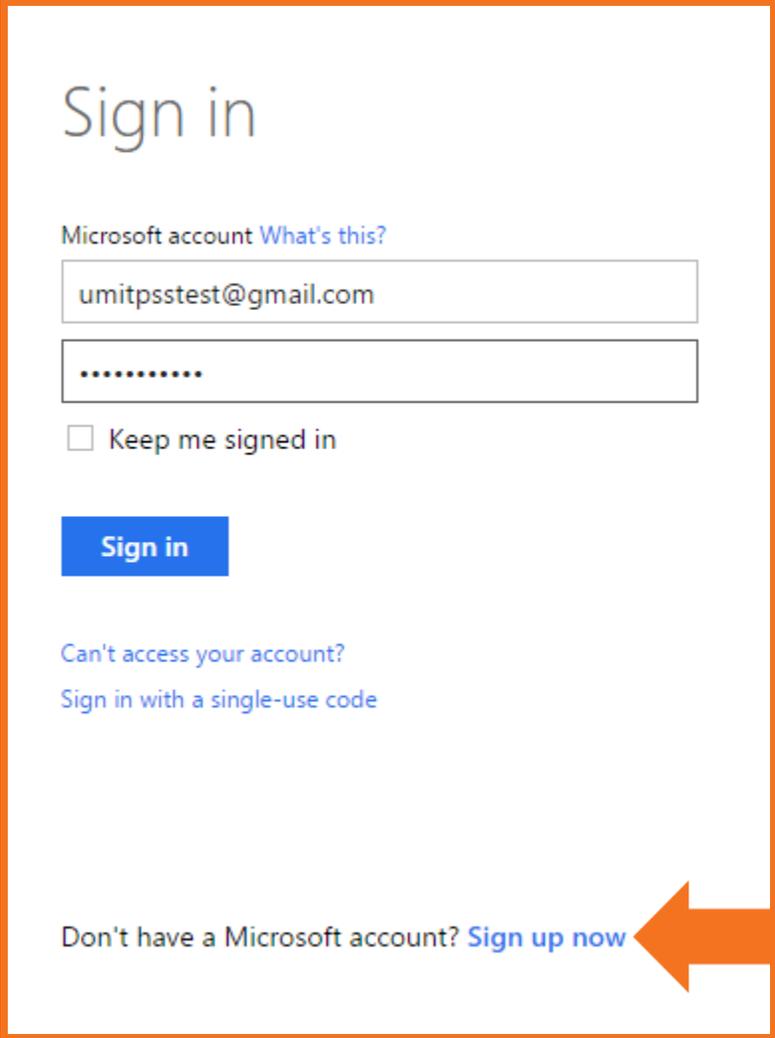
Keep me signed in

[Sign in](#)

[Can't access your account?](#)

Don't have an account assigned by your work or school?
[Sign in with a Microsoft account](#)

3. You will be redirected again to a different Office 365 Sign in page. If you already have an Office 365 account set up with your email, you can simply sign in. If not, click **Sign up now** to create log in information for yourself.



Sign in

Microsoft account [What's this?](#)

Keep me signed in

[Sign in](#)

[Can't access your account?](#)
[Sign in with a single-use code](#)

Don't have a Microsoft account? [Sign up now](#)

4. Once signed in, you will be able to access the group's files and notebooks.

