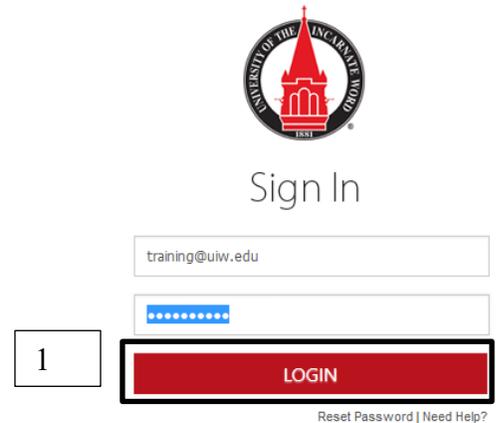


Office 365 Groups

An Office 365 Group is different from a distribution list. Groups are a feature of Office 365 that provides a shared workspace for collaboration and sharing. The workspace comes with a shared inbox, calendar, document library, OneNote notebook, and planning tool.

Create a Group

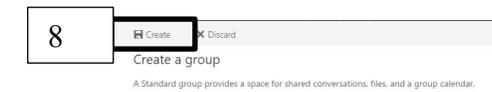
1. To get started with Office 365 Groups, go to www.uiw.edu and **login**
2. Open **Office 365 Mail** (AKA *Cardinal Mail*)



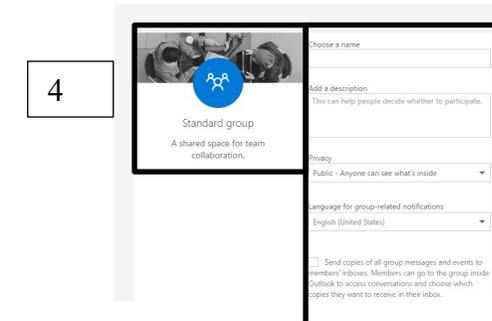
3. In the Outlook navigation bar, locate and click the **plus (+) sign** next to *Groups*



4. Click **Standard Group**
5. **Add a description** of the group. It will be included in the welcome email when others join the group.



6. In **Privacy**, select *Private*
 - a. In a **Public** group, anyone within an organization can view its content and become a member
 - b. In a **Private** group, membership requires approval by a group owner. Only members can view group content. *Private is the default, preferred setting*



7. Be sure that **Send copies of all group messages and events to members' inboxes** is selected. This setting enables members to receive email and calendar notifications in both their group and personal inboxes

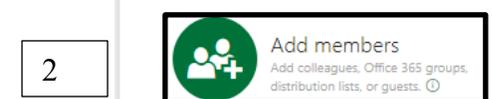
8. Click **Create**

Add members

1. *Locate and click* the **Members** link in the upper right of the Groups page



2. Click **Add members**



3. Type the email addresses of your new members
4. Press the **Enter** key after each email address. You can invite members with a non-UIW email extension (Gmail, Hotmail)
5. When finished, click **Save**
6. The new members will appear on the *members page*

5

Save Discard

 new plan
newplan@studentuiwbx.onmicro...
Private group

Add members

Your group has been created. Add colleagues, Office 365 groups, distribution lists, or guests. [?](#)

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