

Office 365 Groups

Groups are not actually a program themselves, but a resource that collates a group of programs together to enable collaboration.

When a group is setup several things are created for the group:

- A group email account with its own Inbox for group email communication
- A group calendar for scheduling group meetings and events
- A storage area for storing and working on group files and folders
- A OneNote group notebook for taking project and meeting notes

When you join a group, your email address is automatically added to the distribution list and you gain access to all group information, even to previously sent emails and communication.

Why use Groups

File storage

When working on a project as a team, groups allow you to have a collaborative area for file storage, files stored here can automatically be edited by anyone in the group. Similar to using the College S drive but groups could be cross departments.

Group email

A group email is setup this is similar to using distribution lists but again can be cross college, also more importantly if an email is sent to the group it is sent to the group email account as well as to each group member's account so if you delete it from your personal emails there is still a copy in the group folder. In fact, all the messages since the group began are stored in the group folder. So even if you weren't a member at the beginning, you'll get to see the full history once you join.

OneNote

A group OneNote Notebook is created this allows everyone in the group to contribute to the Notebook

Calendar

Add a meeting in the group calendar and all members of the group are automatically invited, the group calendar will show in your personal Outlook calendar

Easy access

You can access the group information either on your desktop through your Office 365 account, or through the mobile Web App. **TOP TIP: "Favourite" your group for quick access:** In Outlook 2016, the groups you are a member of are listed at the bottom of your navigation pane. Right-click a group and select Add to Favorites to move it to the top of your navigation pane for easy access.

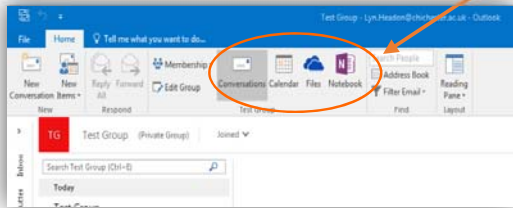
You can be a member of multiple groups some could be long term groups such as 'Heads of Departments', whereas others may be setup for a short period such as 'Football Tournament 2016' which will close after the event. They may be directly work related like 'Information Services group' or indirectly such as 'The office fantasy football group'

In college to identify groups [] is being used to indicate depts/teams, e.g. [International] & [SMT], and () is being used for cross-college groups and other non-dept areas, e.g. (STEM) and (M+E).

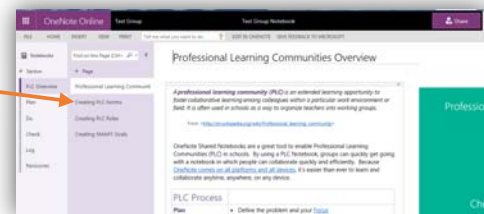
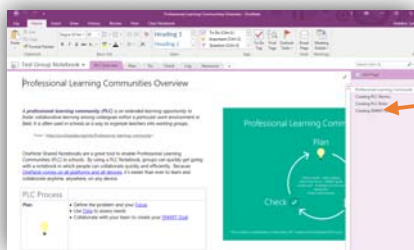
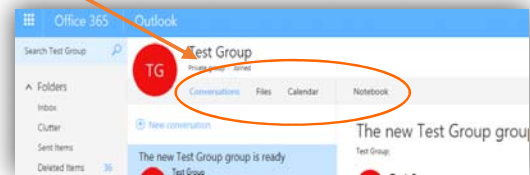
Although the Outlook Web App has a different look to Outlook 2016 they contain the same information

Both have links to Group Email accounts (Conversations),
Group Files, Group Calendars and the Group Notebook

Office 2016 View

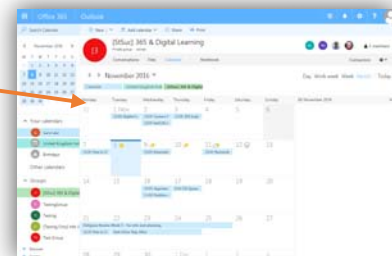
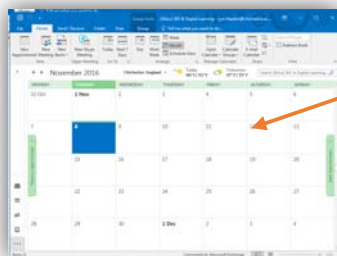


Office Web App View



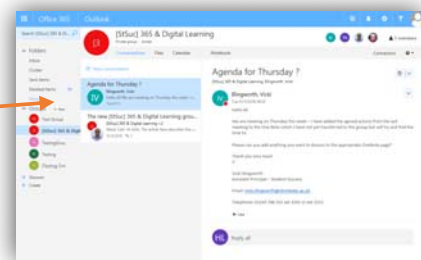
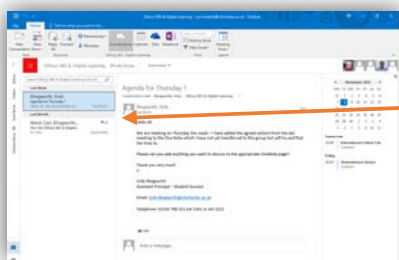
Group Notebook

Pages and tabs are
in different places
but information is
the same



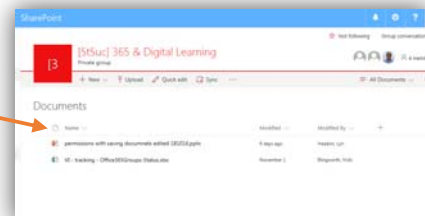
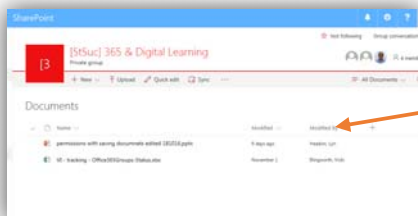
Group Calendar

Layout is slightly
different



Group Email

Layout is slightly
different

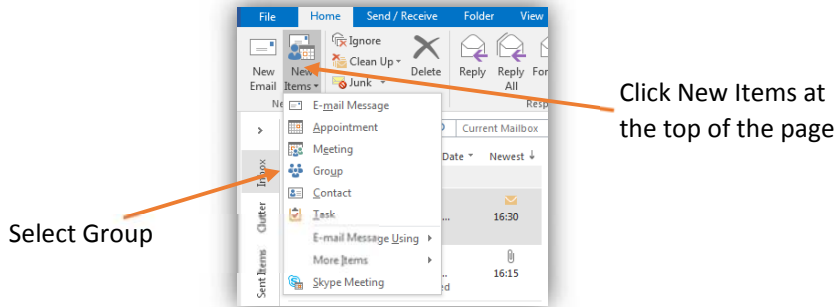


Group Files

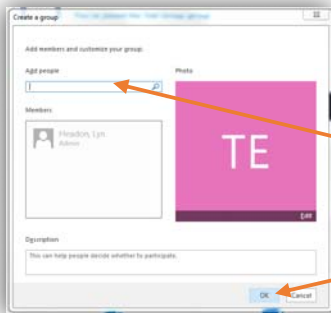
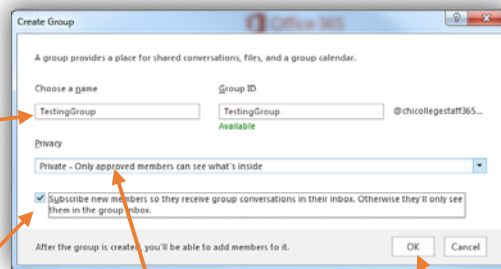
As the group files
are all stored
online they open
exactly the same

There are two ways to start a Group - Outlook 2016 or Outlook Web App

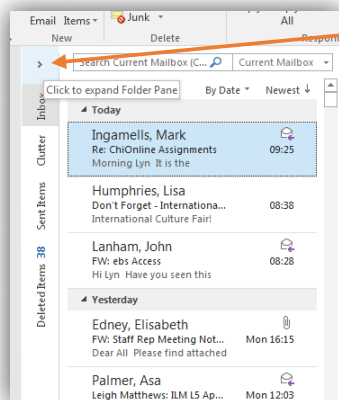
1) Outlook 2016



Add a name make sure the group name that makes it obvious to colleagues what the group is for, i.e. not 'Friday PM group', this may make sense to you but will it to others?

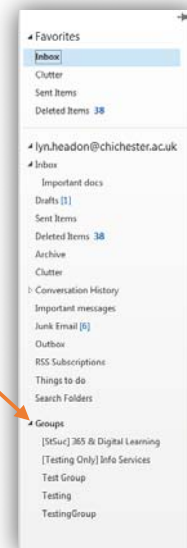


To open a group in Outlook 2016

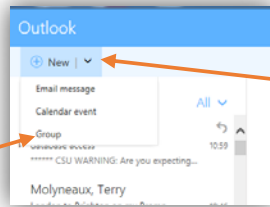


Expand the Sidebar by clicking the Small triangle

Groups you are a member of are listed at the bottom



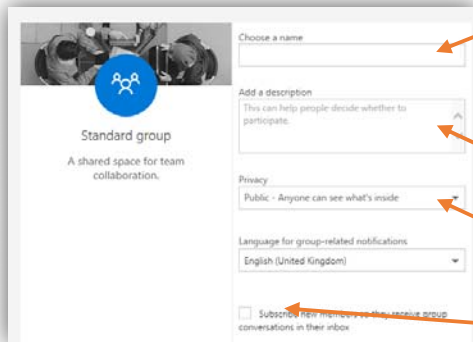
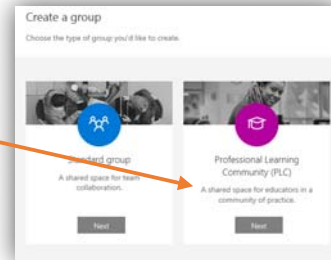
2) Outlook Web App



Click the down arrow next to the New button at the top of the page

Select Group

Choose the type of group, the PLC group is set to private so new users must be accepted before they can see any content, whereas a standard group can be accessed by everyone in the college, if you are unsure go for PLC



Add a name make sure the group name that makes it obvious to colleagues what the group is for, i.e. not 'Friday PM group', this may make sense to you but will it to others?

If you add () to your group name this will add your group to the top of the list [] puts it on the bottom

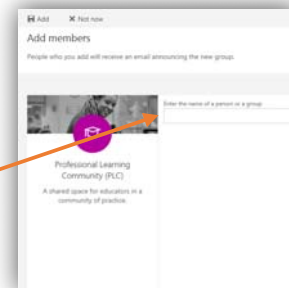
Add a description if necessary

IMPORTANT: make sure this is set to Private unless it is an open group

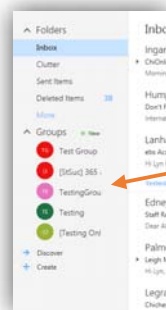
Tick the subscribe new members box

When you have entered all the information click Create to create the group.

You will be prompted to add members to your group, or you can wait and add them later



To open a group in the Outlook Web App



Groups you are a member of are listed under your mailboxes