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Version number	***Changes***	***Updated***
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1.1	*Added section to migrate documents, upload a file, upload a folder, and create a new folder*	*04.05.2017*

Office 365 Groups in Outlook 2016

If your team uses distribution lists, file sharing, collaborative note-taking to get things done, you'll love Office 365 Groups! Office 365 Groups is a powerful and productive platform developed with collaboration in mind. It works with the Office 365 tools you already use and brings together conversations and calendar from Outlook, files from SharePoint, tasks from Planner, and a shared OneNote notebook into a single collaboration space for your team.

What are groups?

Groups in Office 365 let you choose a set of people that you wish to collaborate with and easily set up a collection of resources for those people to share. You don't have to worry about manually assigning permissions to all those resources because adding members to the group automatically gives them the permissions they need to the tools your group provides.

If you prefer the shared inbox mode of collaboration, then the groups experience in Outlook is for you. By creating a group in Outlook you'll get:

- Shared Inbox – For email conversations between your members. This inbox has an email address and can be set to accept messages from people outside the group and even outside your organization, much like a traditional distribution list
- Shared Calendar – For scheduling events related to the group
- SharePoint Document Library – A central place for the group to store and share files
- Shared OneNote Notebook – For gathering ideas, research, and information
- SharePoint Team Site – A central repository for information, links and content relating to your group
- Planner – For assigning and managing project tasks among your group members

Creating a group automatically creates these resources for you and assigns the necessary permissions for your group members so they can start using them right away.

You can access these resources through the familiar Microsoft Outlook 2016 desktop client, via Outlook on the Web or using our dedicated Microsoft Groups apps on iOS, Android or Windows Phone.

After a group in Outlook outlives its intended purpose, you can delete it to free up system resources and to remove the group from being listed or displayed.

Tips for getting the most out of Office 365 Groups in Outlook

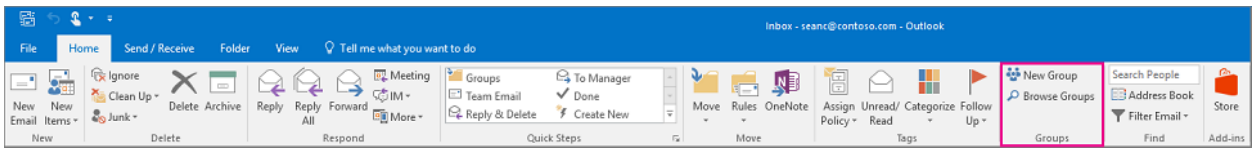
1. **Use groups just like distribution lists** New email messages and meeting requests will come to your inbox, and anything you send to the group will be delivered to everyone in the group, just like with a distribution list. Any version of Outlook or Outlook on the web (formerly Outlook Web App) will work. Just type the group email address on the TO line of your email message to start communicating.

2. **"Favorite" your group for quick access** In Outlook 2016, the groups you own and/or 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. Adding to Favorites also enables you to access the content when you're offline.
3. **No need to move messages to a private folder** When you subscribe to a group, all the email messages and meeting invitations are sent directly to your inbox. But they're also stored in your group folder. So don't worry about accidentally deleting something or creating a rule to move mail from your inbox to a private folder. Delete it from your inbox after reading it and know there's still a copy safely stored in your searchable 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.

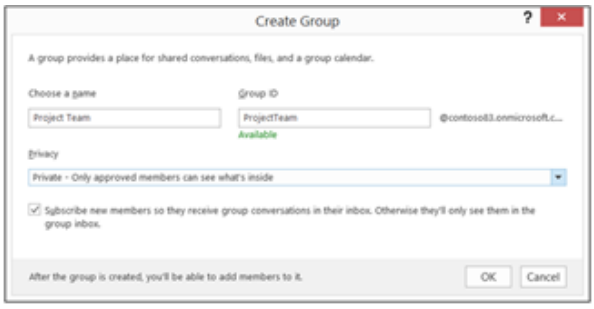
   If you don't want the mail to come to your inbox, just unsubscribe from the group (but stay joined). Mail will continue to be delivered to your group folder but not your inbox.
4. **Easily schedule group meetings** Any time you select one of your groups in the navigation pane you'll see a special groups ribbon at the top of the screen. Open the calendar to see all the group meetings that are scheduled for the month. To open your group calendar in:
   - Outlook 2016, select **Home** > **Calendar**.
5. **Easily share files with everyone in the group** You can easily upload shared files or attach files from the library to your email messages. To open your group's file space on the groups ribbon in:
   - Outlook 2016, select **Home** > **Files.**
6. **Quickly access the team notebook** Use it to capture notes for your team discussions, meetings, plans, and activities. To open your group's notebook on the groups ribbon in:
   - Outlook 2016, select **Home** > **Notebook**.
7. **Find what you're looking for** Want to find the notes from last week's meeting? Group conversations, calendar, files, and notebook are searchable, so all group members can search for whatever they're looking for.
8. **Read and respond quickly** The modern conversation experience allows for quick back-and-forth messaging, and conversation threads are treated as topics in a group. This lightweight messaging facilitates team productivity by reducing the need for lengthy emails.
9. **Get social with likes and @mentions** It's quick and easy to let a group member know you like their idea. Want to get someone's attention? Use an @mention in an email message and that message will go to the group member's inbox so they can follow up.

Create a group in Outlook

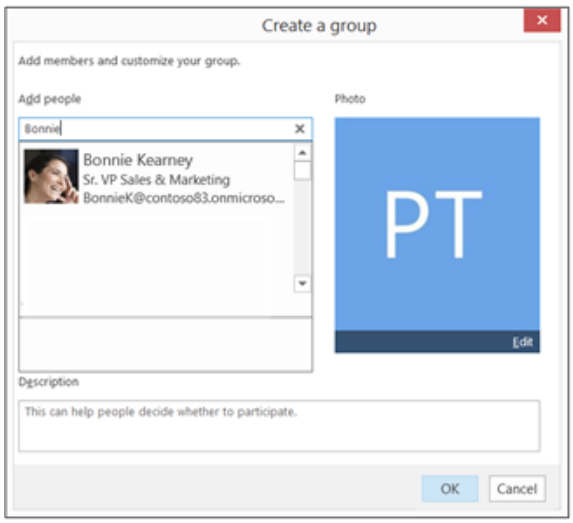
1. Open Outlook 2016.
2. On the **Home** tab, choose **New Group**.



3. In the **Create Group** window, enter the required information, including **Name**, **Group ID**, and **Privacy** level, (Public or Private). You won't be able to change the group ID after you create the group.
4. Check the subscription box to let members receive the group's emails in their regular inbox or keep it un-checked if you prefer that they access the group's mail only from the group's inbox, and then click **OK**.



5. Add the members (you aren't able to add external users at this time), description, and a photo for the group, and then click **OK**. You can add members after the group is created as well.



6. Click **OK**. You'll see your newly created group in the left navigation and a Welcome email in your group's inbox.

Group privacy

When creating a group you'll need to decide if you want it to be a private group or a public group. Content in a public group can be seen by anybody in your organization, and anybody in your organization is able to join the group. Content in a private group can only be seen by the members of the group and people who want to join a private group have to be approved by a group owner.

Neither public groups nor private groups can be seen or accessed by people outside of your organization unless those people have been specifically invited as guests.

To change your group from public to private (or vice-versa) go to the group in Outlook 2016 and choose **Edit Group** from the ribbon. On the group settings pane that appears you'll be able to toggle the privacy setting. In Outlook on the web click the **settings** button at the top right and choose **Edit group** from the drop-down menu.

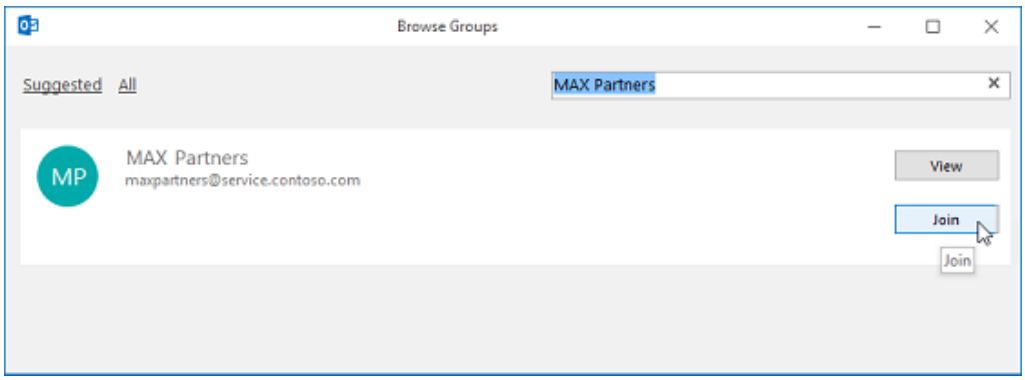
Group limits

Maximum...	Value
Owners per group	10
Groups a user can create	250
Groups an admin can create	Up to default tenant limit of 500K
Number of members	More than 1,000 Users might notice delays when accessing the calendar and conversations in large groups in Outlook
File storage	1 Terabyte + 500 Megabytes per subscribed user + any additional storage purchased. You can purchase an unlimited amount of additional storage.

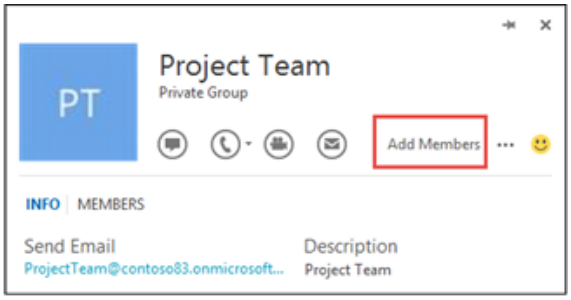
Add or remove group members

Add a member

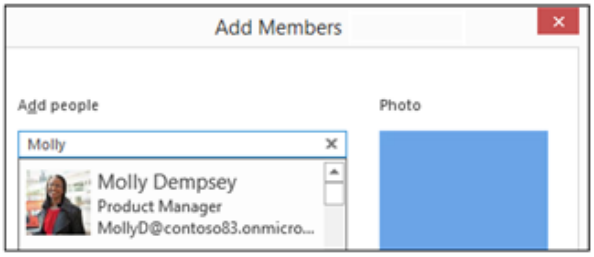
1. On the ribbon in Outlook 2016, type the group name in the **Search People** box, and then select the group.



2. Select **Add Members**.



3. In the **Add People** box, search for people within your organization either by their full name or email address, and then select the names to add.



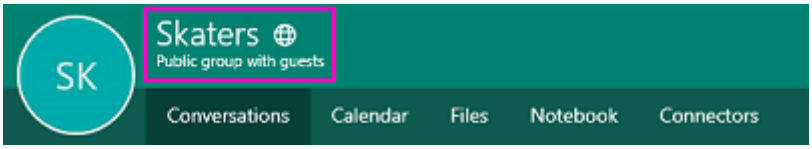
Tip: *If you want to add multiple people at the same time, add the names or email addresses, separated by a semicolon.*

4. Click **OK**.

Add guests

When you add guests, also known as external users, to a group, you're granting them access to all information within the group. This includes emails, calendar, project notes, project files, and project plans. Guests don't see a Groups node in their navigation pane in Outlook but do receive group emails and links to files through their inbox.

The groups header indicates when guest users are included in the group. Indicators include text and a globe icon, as shown in this example.



The members page also includes visual indicators to differentiate guest members.

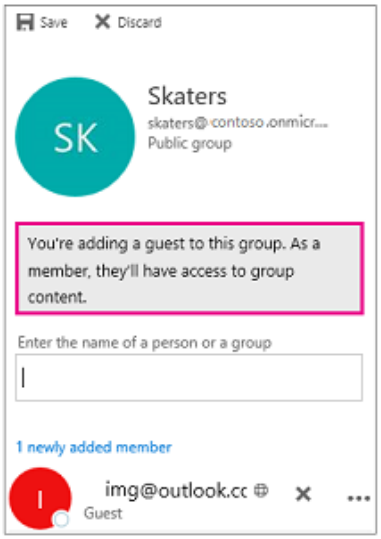
When you invite a guest to join a group, they will be notified by email that they've been added. They'll begin to receive group conversations and calendar events in their inbox. But guest members do have limitations as to what they can see and do in a group. For example, guests can't:

- Be group owners
- View the global address list
- View all information on group member contact cards
- View membership of the group

The group owner can revoke guest access at any time.

To add guests to a group

1. Open Outlook on the web.
2. In the navigation pane, under **Groups**, select your group.
3. In the group header, select ••• > **Members**.
4. Enter the email address of the guest.
5. Select **Search Directory**. You'll see a message that explains what access you're granting to the guest.

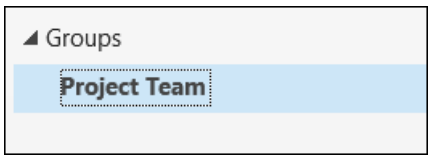


6. Choose **Save**.

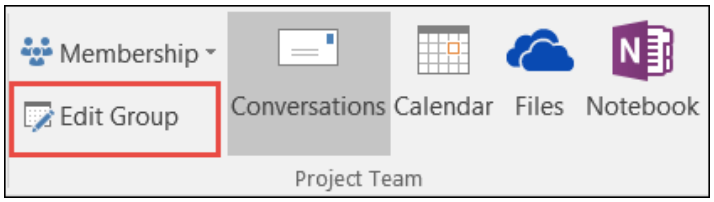
Remove a member

Only group owners are permitted to remove members.

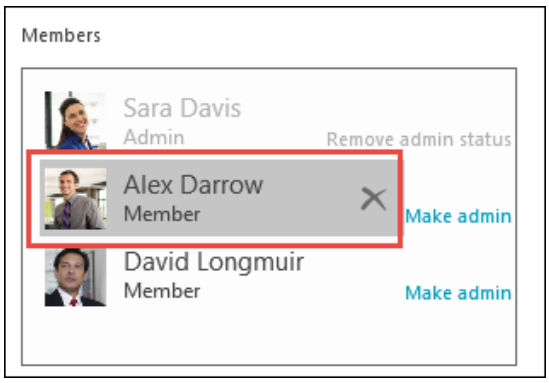
1. Under **Groups** in the left navigation, select your group.



2. On the ribbon, select **Edit Group**.



3. In the **Edit group** box, point to the name of a member you want to remove, and click the **X**.

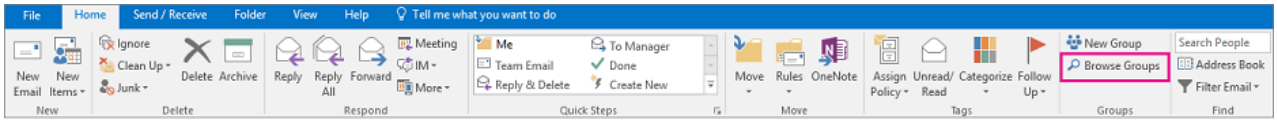


Warning: *When using a touch screen, if you tap the name of a group member, the entry is deleted and no prompt for confirmation is displayed.*

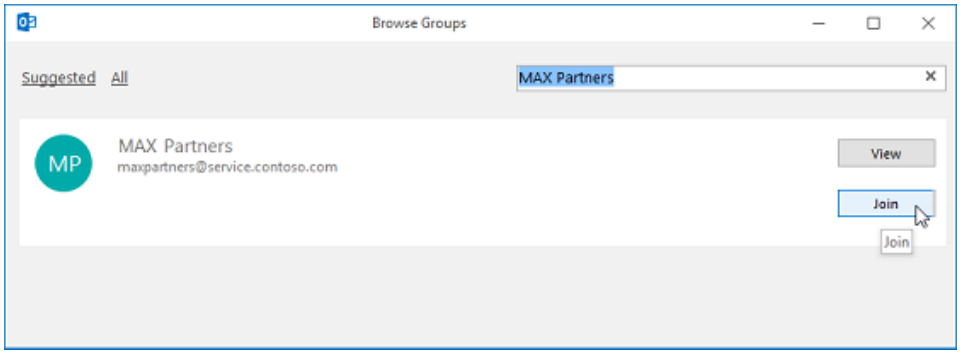
Join a group

Search for a group to join

1. On the **Home** tab, select **Browse Groups**.



2. Enter a group name in the search box or scroll the list to find the one you want.
3. Click **Join**.

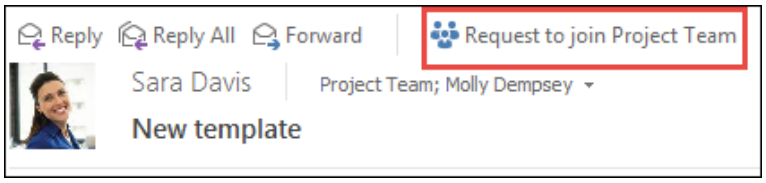


If the group is private, a request will be sent to the group's admin, who can accept or decline the request.

Join a group from an email

1. If you receive an email message from a group that you're not a member of and decide to join the group, select **Join** on the group header in the right corner of the reading pane.

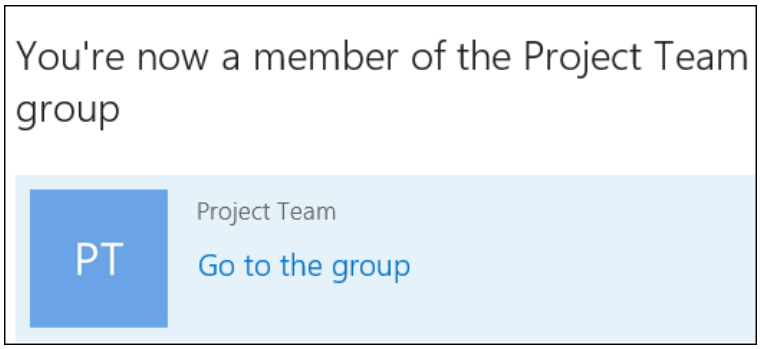
If the group is private, you'll see **Request to Join** instead, and will be asked to provide a reason for joining.



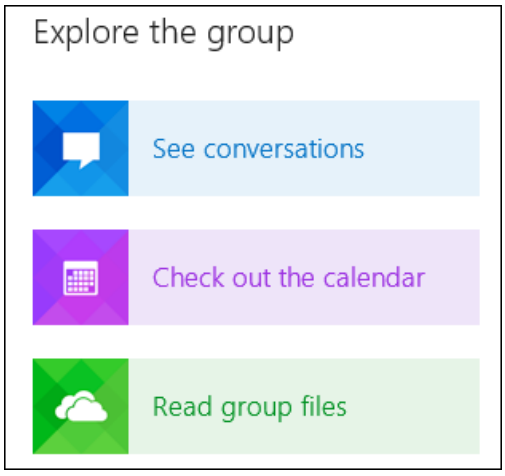
2. Wait for your request to go through, or for the group's admin to add you if you're trying to join a private group.
3. Once you've joined the group, you'll see detailed membership status as well as a shortcut to navigate to the group's inbox.

Go to a group that you were added to as a member

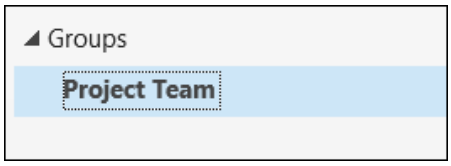
1. When you're added to a group, you receive an email notification. Open the email and click **Go to the group** link.



2. Use the options on the ribbon to start a conversation, change your membership status, and so on.
3. You can also go to the **Explore the group** section in your email notification to view the conversations as well as the group's calendar and files.

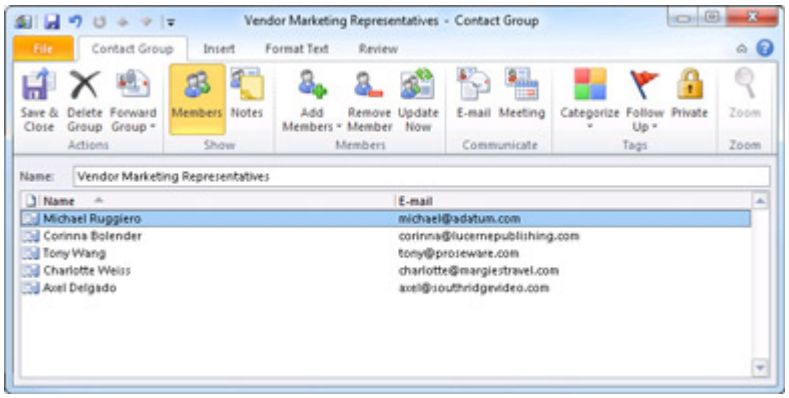


All the groups that you've created or were invited to are on the left navigation bar under **Groups**. You can access any of them by just clicking the group name. Then, you can participate in the conversations or use the options on the ribbon to access the files, calendar, notebook, and other information.

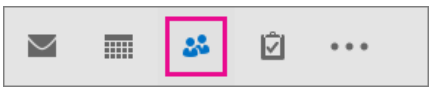


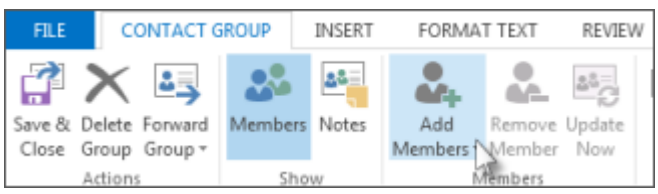
Create a contact group

Use a contact group (formerly called a "distribution list") to send an email to multiple people—a project team, a committee, or even just a group of friends—without having to add each name each time you want to write them. To create contact group:



1. On the Navigation bar, click **People.**
2. For Outlook 2013:

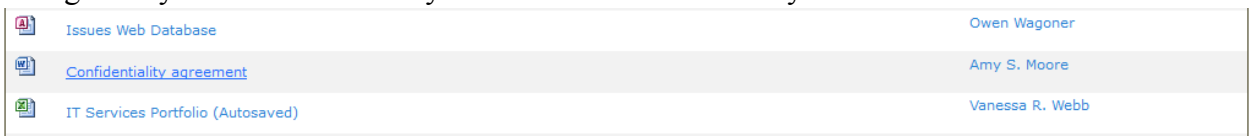
3. For Outlook 2016: 
    - Under **My Contacts**, pick where you want to add the contact group. For this example, click **Contacts**.
    - Click **Home** > **New Contact Group**.
    - On the **Contact Group** tab, in the **Name** box, type a name for the group.
    - Click **Add Members**, and then add people from your address book or contacts list.



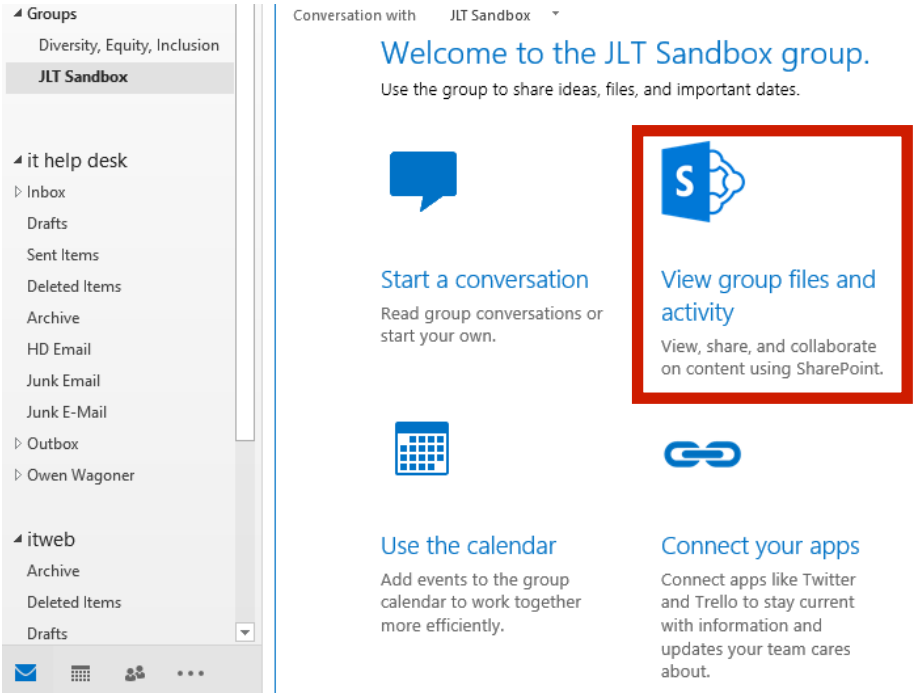
4. **Note:** To add someone who is not in your **address book** or **contacts**, create or add a person as a contact.
    - Click **Save and Close**.

To migrate documents from a Team Site to Microsoft Groups

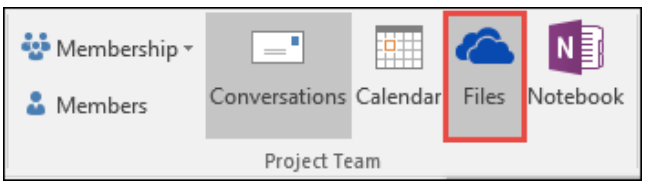
1. Navigate to your Team Site in MyMoreheadState and access your Team Site.



2. Highlight and click the file you want to open.
3. The document will open on your computer. Save the file in a location of your choice on your machine. This step will need to be repeated for each document or file you need to move to a Group from your existing Team Site.
4. In your Microsoft Outlook client, access the Microsoft Group where the document will need to be saved.



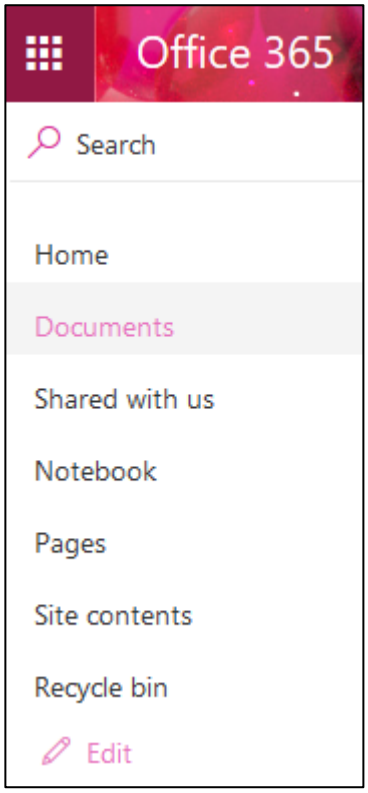
OR



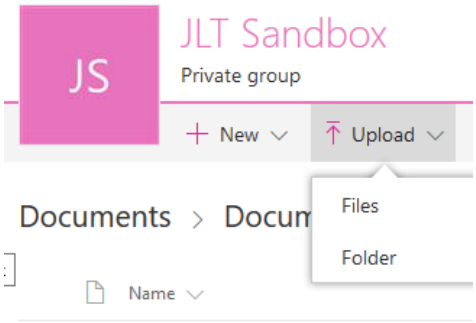
5. Click View group files and activity or click Files on the Home ribbon. This will open a web browser where you will sign in your Office 365 account.

To upload a file from your computer

1. Click Documents in the left side navigation menu.



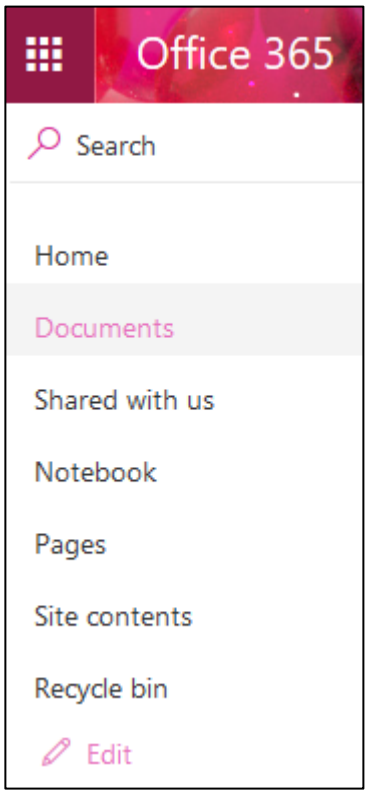
2. Click upload, then select File from the menu that appears.



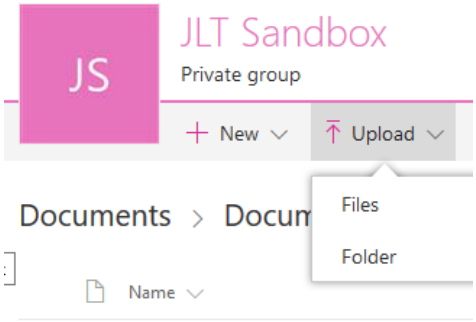
3. A file upload dialog box will open. Navigate to the location where you saved the file you want to upload. Double click the file to upload it to your Group.
4. Repeat Steps 2 and 3 for all other files you want to add to the Group.

To upload a folder from your computer

1. Click Documents in the left side navigation menu.



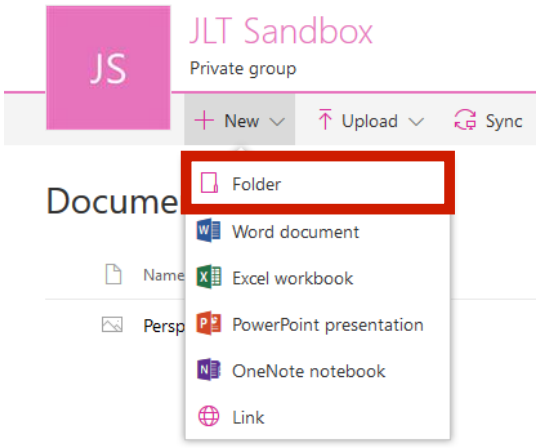
2. Click upload, then select Folder from the menu that appears.



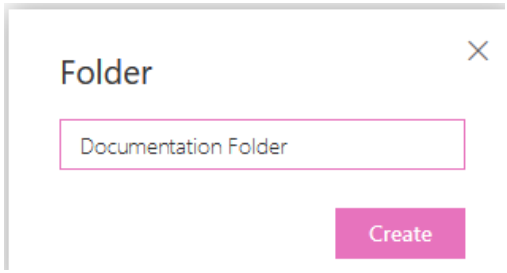
3. A Select Folder to Upload dialog box will open. Navigate to the location where the folder you want to upload is saved. Click the folder you want to upload to select it, then click upload.
4. Repeat Steps 2 and 3 for all other folders you want to add to the Group.

To create a new folder

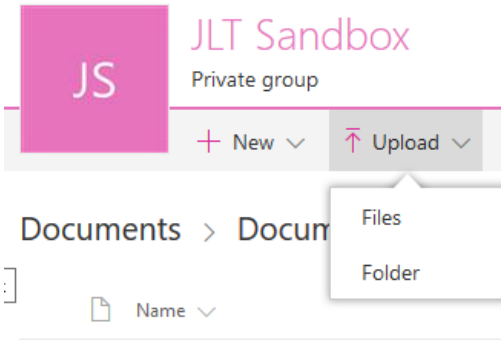
1. If you would like to create a new folder to upload your document to, click New then select Folder from the dropdown menu that appears.



2. Enter the name of the new folder, and click Create.



3. Click the new folder you just created to open it. Click Upload, and select whether you want to upload a single file or an entire folder from your computer.



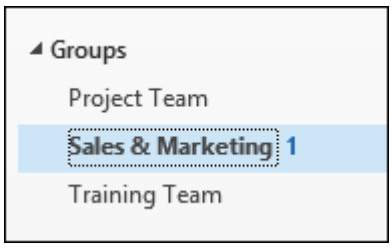
4. Repeat steps 1 – 2 to create additional folders. Repeat step 3 to upload files or folders to a new folder you have created.

Any files and folders added to your group's **OneDrive for Business** library are automatically shared with all the members of the group. By default, group members have view/edit access to the files, while everyone else in your organization has view access.

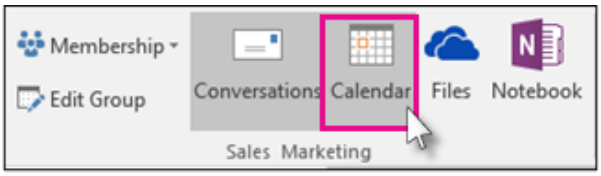
Schedule a meeting on a group calendar

All events that you create on the group calendar are delivered to both the group mailbox and the personal inboxes of all group members. Every member of the group can edit the events, which means that if the organizer of the event is sick or decides to take a vacation day and forgets to cancel the event, anyone else in the group can cancel it for them.

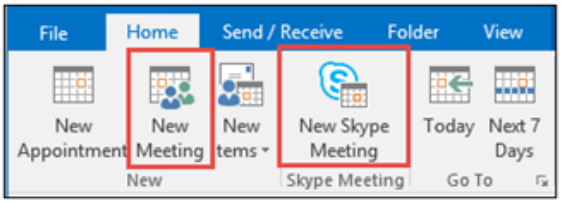
1. In Outlook 2016, choose a group from the left nav.



2. On the ribbon, select **Calendar**.



3. Select **New Skype Meeting** or **New Meeting**. If you make this a Skype meeting, call details will be added to the message body. For information about Skype meetings, see Skype for Business meeting help.



4. You'll notice the group's alias is entered automatically in the **To** line. Enter a subject, location, and start and end time for your meeting.
5. In the meeting area, type an agenda. If you're setting up a Skype Meeting, be careful not to change any of the online meeting information.
6. Select **Scheduling Assistant** on the ribbon to make sure you have the best time for the meeting.
7. Select **Send**.

The meeting appears on the group's calendar, as well as the personal calendar of each member.

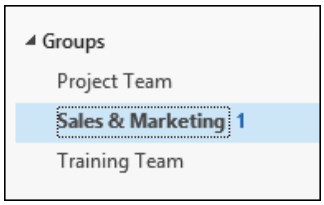
Start a group conversation

Group conversations are stored in the group's mailbox, separated from individual members' mailboxes. The messages in the group inbox are displayed in a list view, which includes members' photos to visually show the contributors to the conversation.

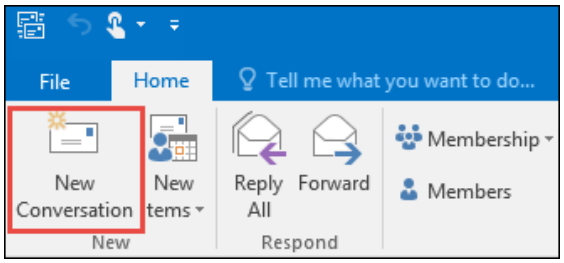
You can start a new conversation with the group members or reply inline to a message. Conversation details are displayed in the reading pane, organized from oldest to newest messages for easy reading.

Create a conversation

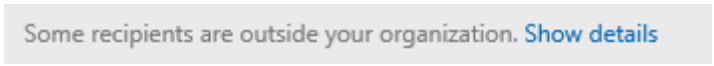
1. Choose a group on the left navigation side.



2. Select **New Conversation** on the upper left corner of the ribbon.



   Notice the group's alias is automatically added in the **To** line.

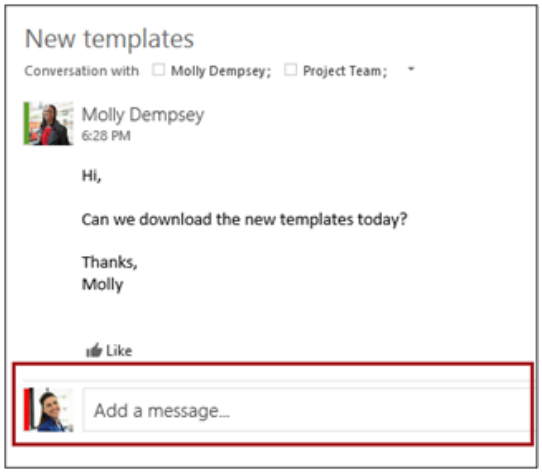


3. Type your message, add any attachments, and select **Send**. All the members of the group will receive your email.

Tip: *You can also send an email to a group from your main Outlook Inbox, just like using a distribution list. Just add the group's alias in the* ***To*** *line in your email.*

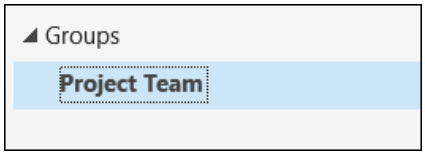
Reply to a conversation

1. To reply only to the sender, right-click a message and select **Reply**. Your messages is sent only to that person, and not the group.
2. To reply to the group, either right-click the message and choose **Reply all**, or type in the **Add a message** box in the reading pane and select **Send**.



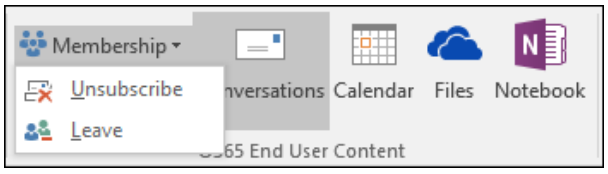
Leave or unsubscribe from a group

1. Select a group that you're a member of in the left navigation bar.



2. Choose **Membership** on the ribbon. Then select:

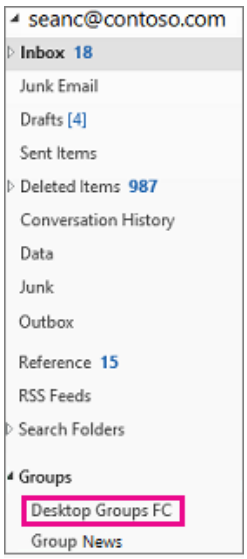
   - **Unsubscribe** You'll still be a part of the group, but won't receive any conversations or invitations in your inbox, except in these two cases:
     - When someone replies to a message that was sent to the group by an unsubscribed user, the unsubscribed user receives those messages in his or her inbox.
     - When someone replies to a message that was replied to by the unsubscribed user, the unsubscribed user receives those messages in his or her inbox.
   - **Leave** You'll no longer be a part of the group and won't be able to access the files or other data.



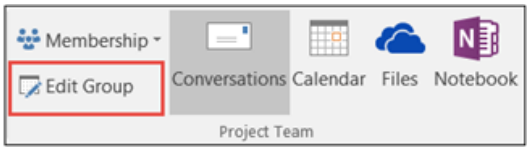
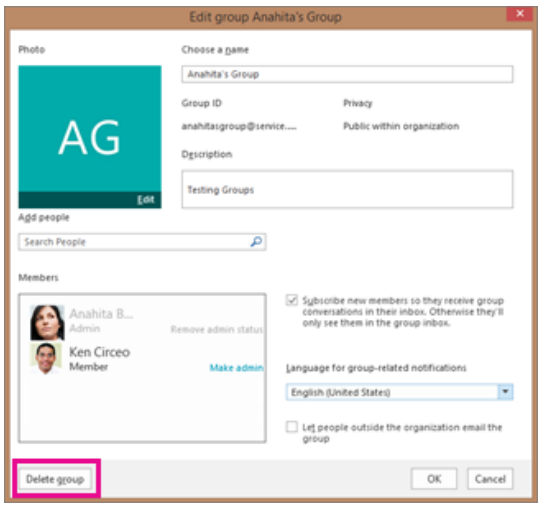
Delete a group

Warning: When you delete a group, you are permanently removing the group team site, group conversations, email messages, files, calendar events, and any other related information. There is no way to recover the information once it's been deleted.

1. Under **Groups** on the left navigation bar, select your group.



2. Select **Edit Group** on the ribbon.



3. Click the **Delete group** button in the lower left corner of the window.