Office 365 Groups

Create a new group

1. Login to OWA at http://outlook.com/furman.edu
2. Find "Groups" in left pane and click New Group

3. On the "New Group" screen enter:
   a. **Group Name** - this name will be displayed in the Global Directory
   b. **Description** - What is the purpose of your group?
   c. **Privacy** - What level of access would you like to your group?
      i. Private - you must approve members who can see what is inside your group
      ii. Public - anyone at Furman can see what's inside
   d. **Language** - default language is English US
   e. **Send Copies of Messages**
      i. Checked - every member will get an email when a message is sent to the group
      ii. Unchecked - Members must activate this feature themselves

4. To add new members
   a. Select your group in the left pane of OWA
   b. Click **Members** in upper right corner
   c. In the members list that appears, click the **Add Members** icon in the upper right corner
   d. Enter a name or email address and click the **Add** button
Office 365 Groups FAQ

How can I see messages and other events in the Group?

You can choose to “follow” a group to see messages and other events which will send messages and other event notices to your email inbox. Select your group in OWA and select “Follow in inbox” in the upper right corner of the Group window. To no longer receive these messages just change to “Not following”.

What is the difference between a group owner and a member?

Group owners are the moderators of the group. They can add or remove members and have permissions such as deleting conversations from the group inbox or changing group settings. Members use the group to collaborate. They have access to everything in the group but cannot change settings.

Can I have someone outside Furman participate in my group?

Yes, to an extent. Guest members will receive all messages and have access to the group files but will not access to all of the group features. The group owner will need to invite them to be a member of the group. Guests will get an option to “unsubscribe” from future emails should they decide they no longer want to receive group messages.