
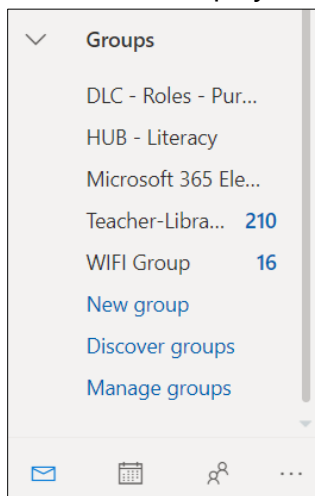


Microsoft 365: Creating Group Emails in Outlook



Outlook: Creating Groups

1. Sign in to your Office365 account and open **Outlook** ()
2. Click **Groups** to open its menu (left column, under your folders). This will display the Groups you belong to. For example: I have 5.



3. Click **New group**.
4. In the popup window, name your Group and set the email address. Add a description if you like.

New group

Working together on a project or a shared goal? Create a group to give your team a space for conversations, shared files, scheduling events, and more.

Name *
Test1234

Email address *
test1234
test1234@sd57.bc.ca

Description
This is only a test

Default settings [Edit](#)

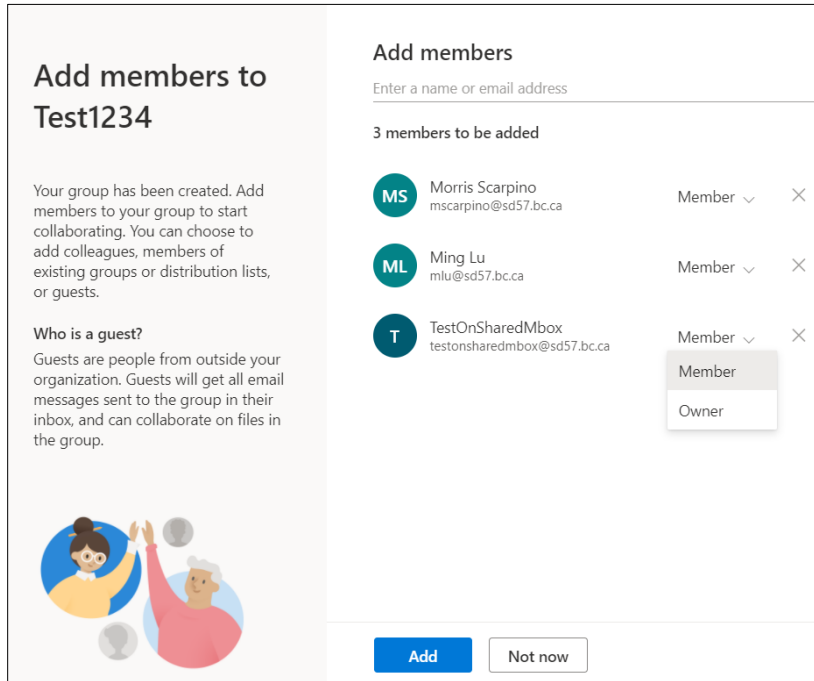
Privacy: Private

Language for group related notifications: English (Canada)

Subscription: Members will receive all group conversations and events in their inboxes.

Create **Discard**

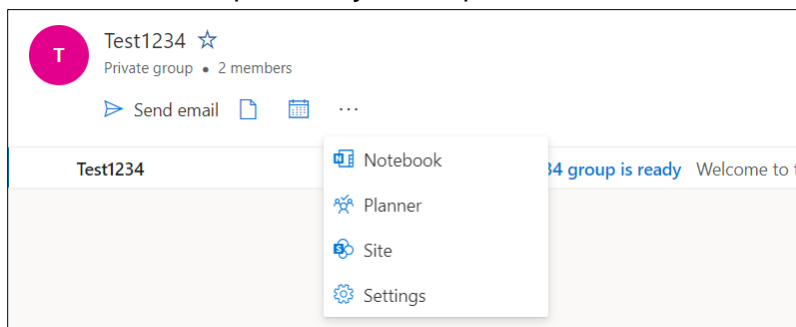
5. Click **Create**.
6. Add members by searching for people's names and selecting them. You will be able to set them as Member or Owner. Owners can edit the Group membership and features.



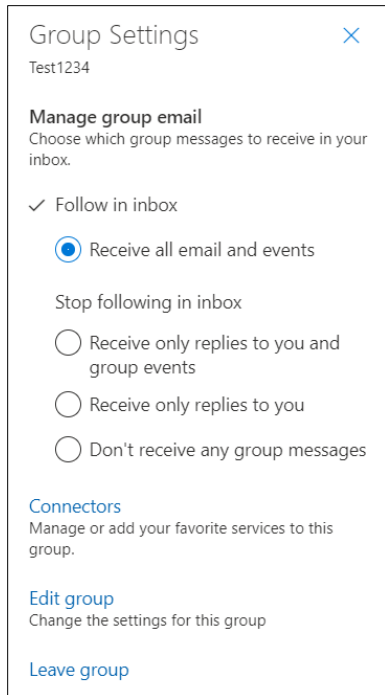
7. Click **Add**.

Note: Adding members will send them an email, inviting them to view your Group, so I am not going to add Morris and Ming in this example 😊

8. Your Group is ready! To explore further, click the three dots for more options.



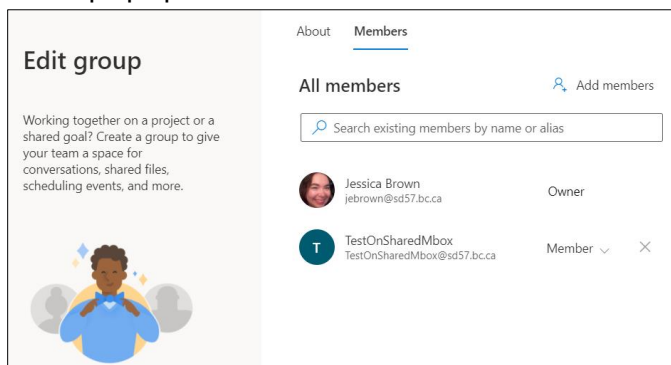
9. Click **Settings**.



10. Click **Edit group** to change the name, email, privacy, and to add or remove members.

Note: Select **Let people outside the organization email the groups** if you want the Group to be accessible from outside SD57.

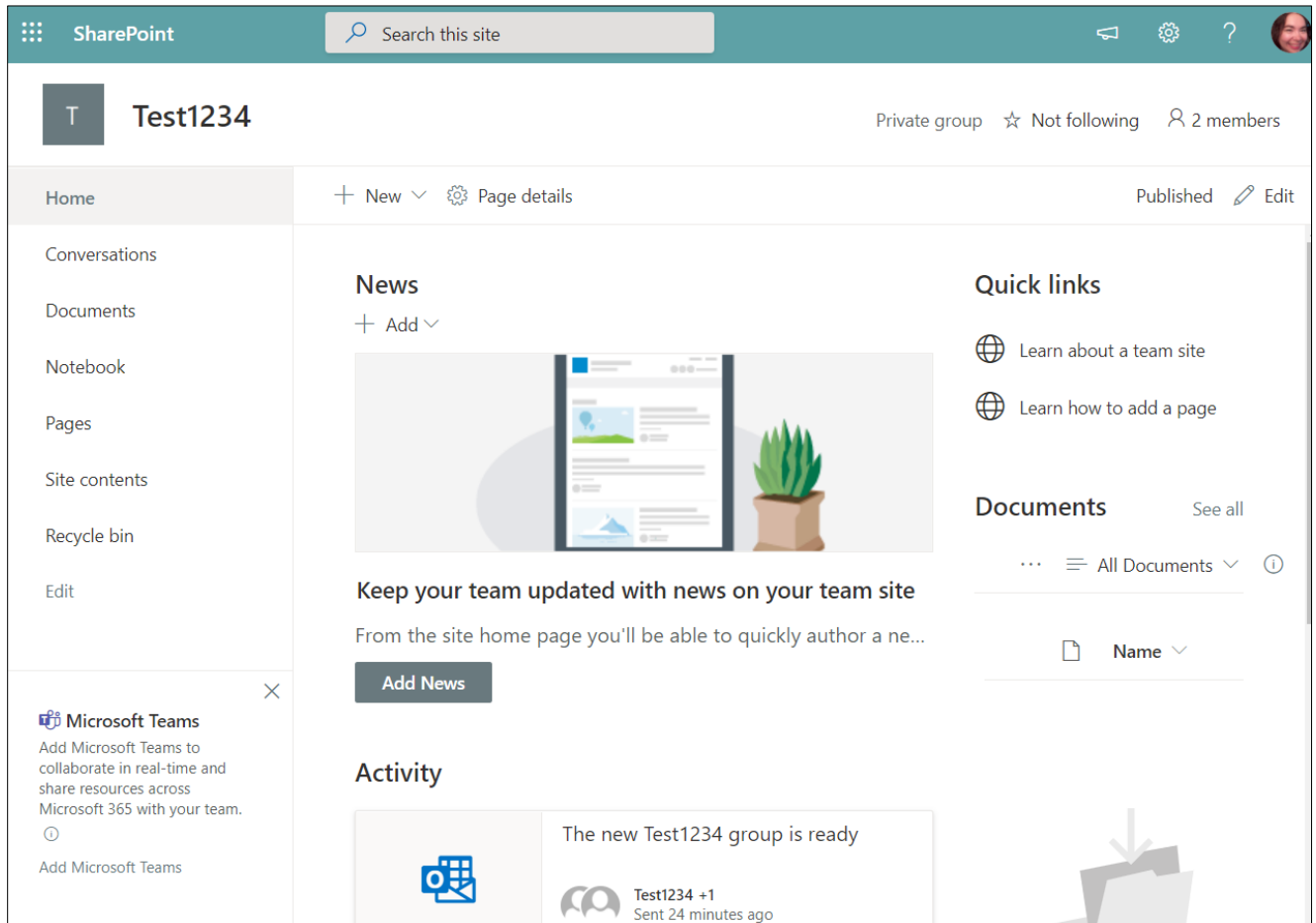
11. To add or remove members: click the **Members** tab at the top of the Edit group popup.



12. To add members: Click **Add members**. Search for names, select the ones you want, and click **Add** when you are finished.

13. To remove members: Click the X beside their name. You can search for existing members by typing their names in the search bar.

Note: Each Group created also has a SharePoint site associated with it, as well as an option to create a Team. Click **Site** in your Group options to view and edit your SharePoint site and add a Team, if you like.



For more step-by-step guides on how to use Office 365 features, please go to: <https://www.sd57curriculumhub.com/office-365>