



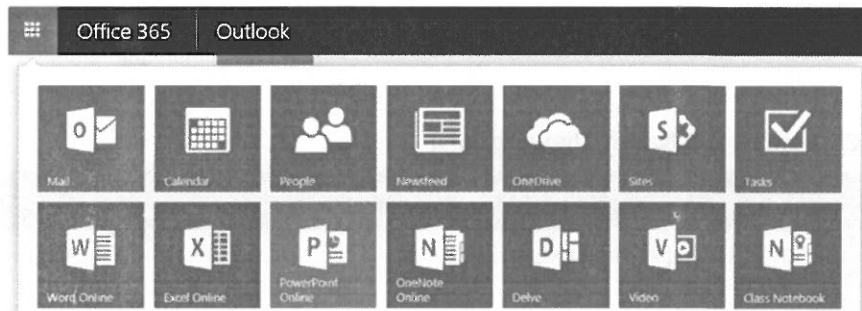
USING "GROUPS" WITH OFFICE 365

Presented by: Claudette Michel, Office of the President, Yuba College

INTRODUCTION

Office 365 is the same Office you already know and use every day, and then some. Because Office 365 is powered by the Cloud, you can get to your applications anywhere—PC, tablets, and phones—and they're always up to date. In this interactive workshop, learn how to share a workspace for, conversations, files, and calendar events where group members can conveniently collaborate and quickly get work done.

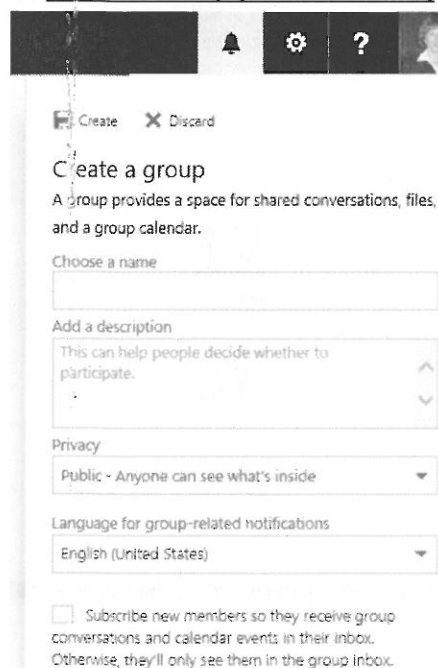
Office 365 Options



1. Create a New Group



2. Create a Group (Initial Window)



3. Public/Private Setting and "Create"

Create a group

A group provides a space for shared conversations, files, and a group calendar.

Choose a name

Add a description

This can help people decide whether to participate.

Privacy

Public - Anyone can see what's inside

Public - Anyone can see what's inside

Private - Only approved members can see what's inside

Subscribe new members so they receive group conversations and calendar events in their inbox. Otherwise, they'll only see them in the group inbox.

4. Add Members and "Add"

Add members

People you add will receive email announcing the new group.

Add people

5. Group View (Right Click on Group Name, View Details)

Office 365 Outlook

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7 contacts

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YC Executive Team

President's Cabinet

YC Administrative Assistants

Administrative Team

CHEX

AST

DMC

EEO Representatives

we

YA

YC Administrative Assistants

Private group

Conversations Files ...

All Admins

Sort by: Frequent contacts

Add members

Zulema Zermeno

Corrine Gil

Raminder Bains

Claudette Michel

Barbara Sluder

Teresa Aronson

Karen Stanis

Gloria Garcia

Kristina Page

6. Group Details (E-Mail Address)

The screenshot shows the 'Group' Workshop page in Outlook. At the top, it says '"Group" Workshop' and 'Private group'. Below this, there are two main sections: 'Info' and 'Members'. Under 'Info', there is a 'Send email' button with the address 'groupworkshop@goyccd.onmic...' and a 'Description' field containing '"Group" Workshop'. Under 'Members', there is a 'View group' button and a list of links: 'Conversations', 'Calendar', 'Members', 'Files', and 'Notebook'. An arrow points from the 'Send email' button to the 'Info' section.

7. Group Member Access (Click on three (3) dots...)

The screenshot shows the 'YC Administrative Assistants' group page in Outlook. On the left, there is a navigation pane with 'Groups' expanded, showing a list of groups including 'YC Administrative Assistants'. In the main area, there is a list of group members with their names and profile pictures. A three-dot menu is visible next to 'Amanda Smith', and a context menu is open over it, showing options: 'View details', 'Make admin', and 'Remove from group'. An arrow points from the top of the page to the three-dot menu.

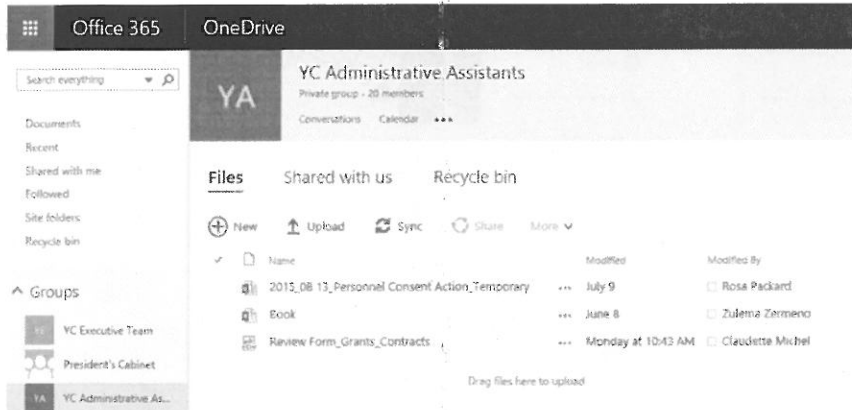
8. Conversations/Files

The screenshot shows the 'YC Administrative Assistants' group page in Outlook, focusing on the 'Conversations' and 'Files' sections. The 'Conversations' section shows a list of messages with sender names and dates. The 'Files' section shows a list of files with their names and sizes. An arrow points from the top of the page to the 'Conversations' section.

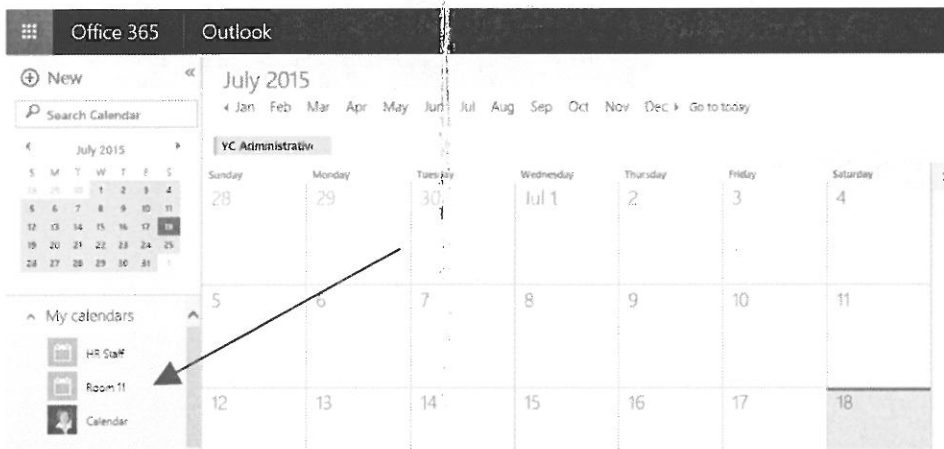
9. Conversations (Received as E-Mail)

The screenshot shows an email conversation in Outlook. The email is from 'Claudette Michel' and is titled 'An updated Personnel Directory is available...'. The body of the email contains the text: 'An updated Personnel Directory is available at: http://www.yccd.edu/about/directory.aspx. For updates, please forward revisions to my attention. Thank you.' Below the email, there is a 'Like' button. The screenshot also shows the 'Folders' pane on the left and the 'New' button at the top.

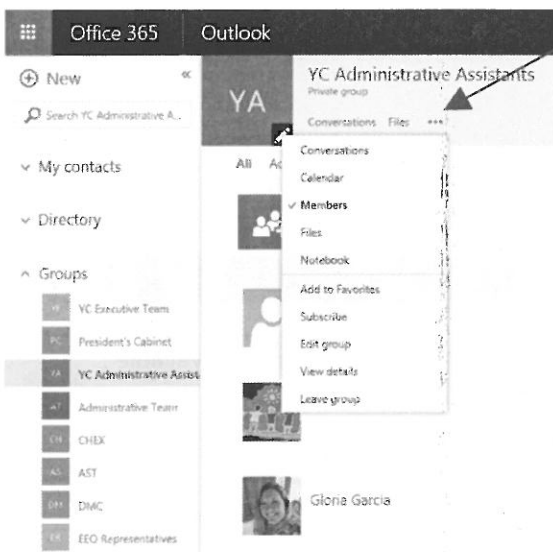
10. Files (Upload, Edit On-Line, Auto Save)



11. Calendar



12. Options (3 Dots...)



For more information on Office 365

https://yccd.instructure.com/courses/5683/pages/o365-what-is-office-365?module_item_id=20314