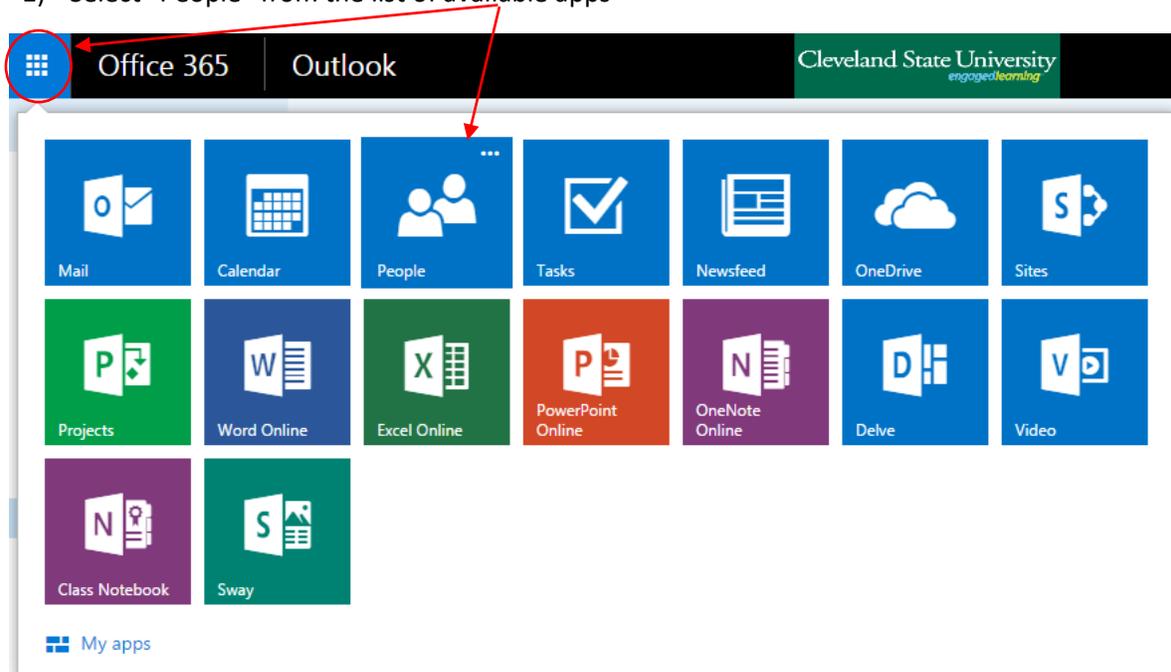




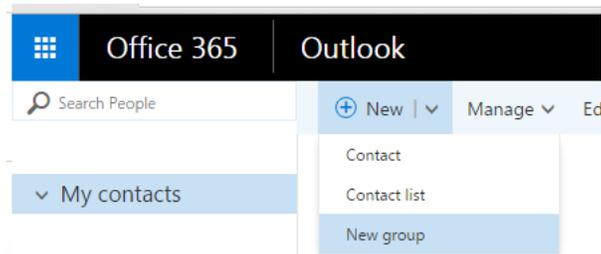
## Create a personal contact group

Note: the option to create public groups is not available in our environment. A group will permit the sharing of a posting, such as on forums. The individuals listed in a group will not receive the actual posting, but will receive a notice that a posting has been made and will contain a link back to your group. The individuals then link back to your group to view the posting and may add comments, or additional information. A group is NOT a mailing list, where each individual receives their own copy of an email. To create a mailing list follow the procedure for creating a contact list.

- 1) Select "People" from the list of available apps



- 2) Expand "New" and select "New group"





- 3) Choose a name for the group. If the name has not already been selected by another individual, then the system will permit you to continue, otherwise you will be required to select a another name. Enter a description of the group, it is recommended that the purpose of the group be included in the description. Under “Privacy”, you have an option between public and private, it is recommended that this option be set to private. Once completed, select “Create”.

Note: Once the privacy setting has been defined it cannot be changed once the group has been created

Create    Discard

### Create a group

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

Choose a name  
New Group

Group ID:  
newgroup

Available

Add a description  
This is a group

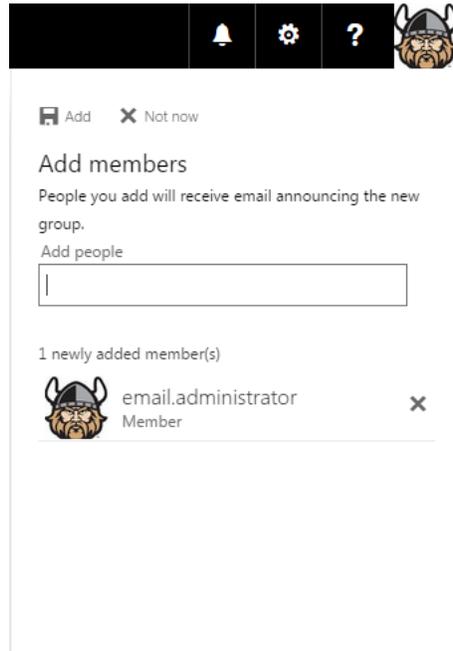
Privacy  
Private - Only approved members can see what's in

Language for group-related notifications  
English (United States)

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) The final step is to enter the email addresses of the members of the group. Note: the email address must be an Engage365 address, outside addresses cannot be added. Once all members have been added, select "Add"





- 5) The group will be listed under “Groups”. To manage the group, select the “...” next to “subscribe”.

The screenshot displays the Outlook interface. At the top, the navigation bar includes 'Office 365', 'Outlook', and 'Cleveland State University'. The left sidebar shows a 'New' button and a search box for 'New Group'. Below this, there are sections for 'Folders' (Inbox: 12, Clutter: 1, Sent Items, Deleted Items, More) and 'Groups' (New Group, More). The main pane shows a 'New Group' card with a green 'NG' icon, 'Private group' status, and 'Files' and 'Subscribe' buttons. A red circle highlights the three-dot menu icon next to 'Subscribe', with a red arrow pointing to it from the instruction above. Below the card is a 'Start a group conversation' button and a message from 'New Group' with the subject 'The new New Group group is ready' and a timestamp of '1:32p'. The right pane shows a welcome message: 'The new New Group group is ready' and 'New Group started a conversation with New Group'. It includes a 'New Group' card with a 'Welcome to the New Group group.' message and a timestamp of 'Wed 9'. Below this are three action cards: 'Start a conversation' (with a speech bubble icon), 'View group files' (with a house icon), and 'Use the calendar' (with a calendar icon). A 'Like' button is visible at the bottom of the right pane. At the very bottom of the right pane, there is a 'Reply all' button.