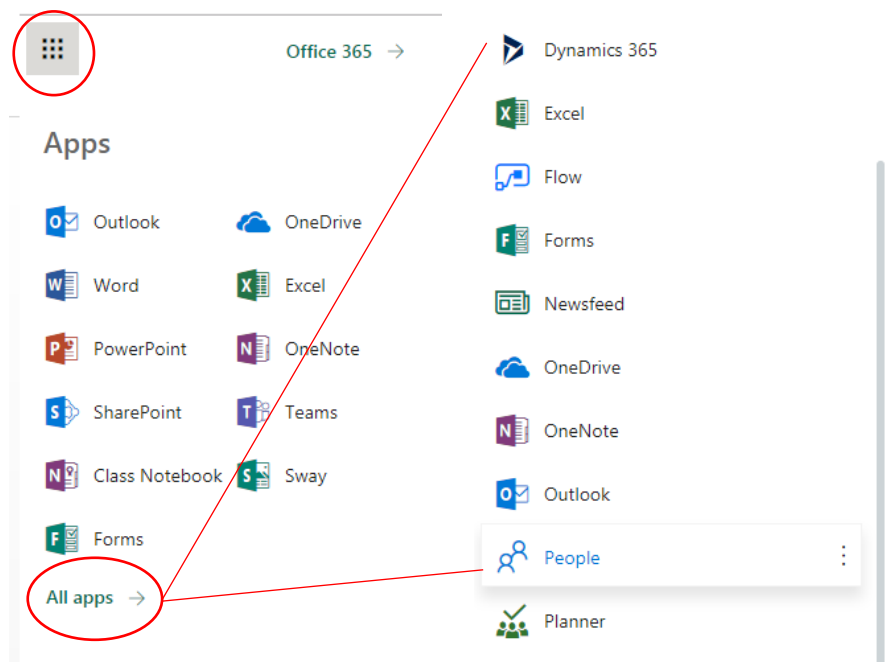## Create a personal contact group

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. If "People" is not listed in the most frequently used list of app, select "All apps" and a listing of all app on your account will appear, scoll down this list and select "People"

2) Select "Your contacts"; expand "New" and select "Group"

Note:

A <u>contact</u> is an entry in your personal contact list for an individual

A <u>contact list</u> is a personal mailing list that contains numerous email addresses so that when mail is sent to the mail list, each individual listed in the contact list will receive a copy of the email

A <u>group</u> 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.
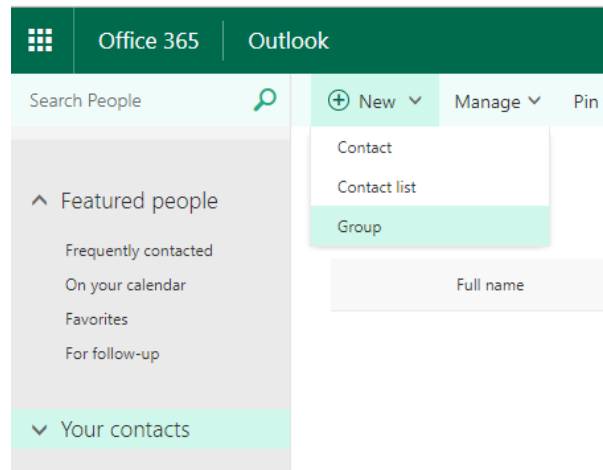
3) You will be presented with an option of creating a "Standard group" or a "Professional Learning Community", it is recommended that "Standard group" be selected. Choose a name for the group. If the name has not already been selected by another individual, then the system will permit you to continue, otherwise you will be required to select another name.   Please note that the email address is automatically generated based upon the group name and does not default to the CSU email address format (@csuohio.edu) you must change this if you wish to have that format.   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 (this setting can be changed after the group has been created as need dictates). Once completed, select "Create".
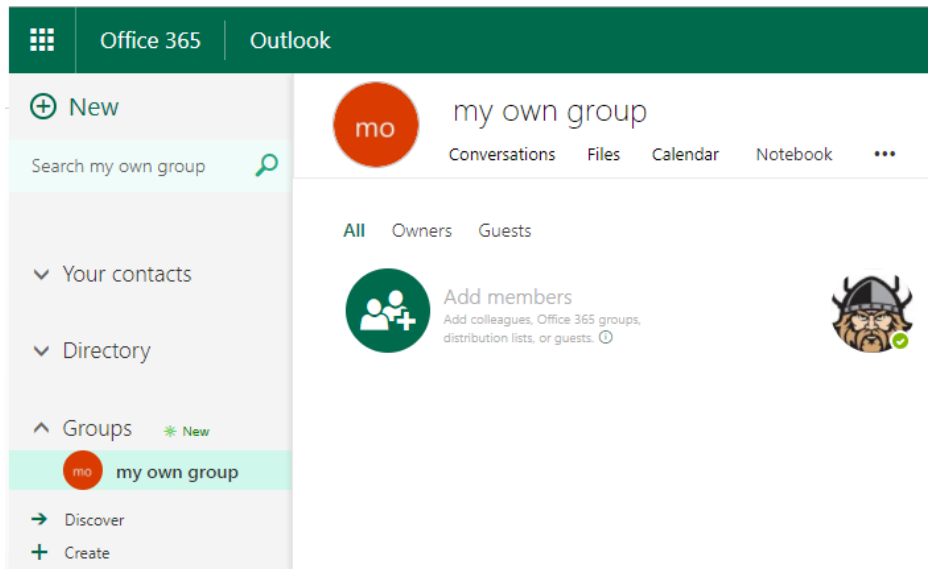
4) The final step is to enter the email addresses of the members of the group. Note: the email address must be an Engage365 address, outside addresses cannot be added. Once all members have been added, select "Add"
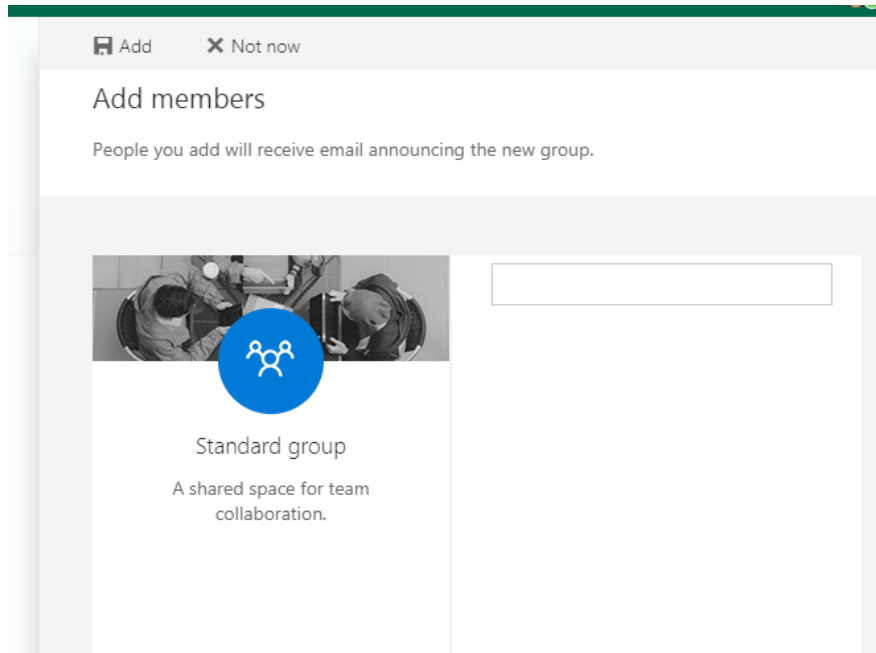
5) The group will be listed under "Groups".

To manage the group, select the gear icon locate in the upper right corner