

Manage Groups in Office 365

Last Modified on 23/01/2020 2:02 pm GMT

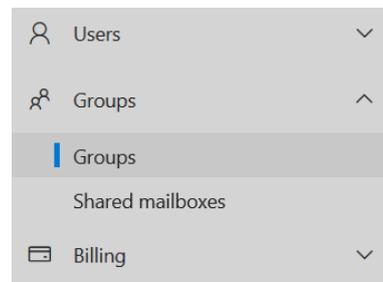
In Office 365, groups can be used to manage teams or departments made up of users within your organisation. Office 365 provides several options for groups depending on what they need to be used for.

Create a Group

Whilst groups can be managed in several locations, you will generally manage them through the Microsoft 365 Admin Center.

1. Log into the Microsoft 365 Admin Center using global admin credentials for the tenant:

<https://admin.microsoft.com>



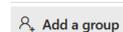
2. Go to 'Groups > Groups' on the left-hand menu

3. Select **Add a group**

Groups

It can take up to an hour for new distribution groups and mail-enabled security groups to appear in your groups list. If you don't see your new group yet, [go to the Exchange admin center](#).

[Learn more about group types](#)

4. Select the **type of group** required:

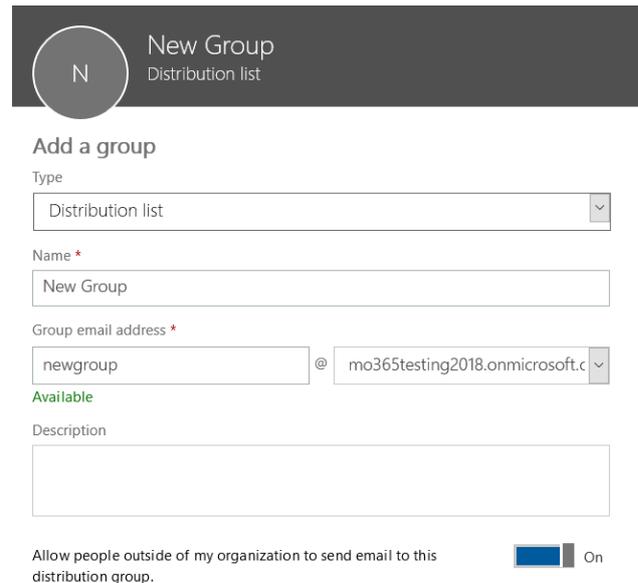
- a. **Distribution Group:** Emails sent to it will be distributed to the group members
- b. **Security Group:** Can be used to control access to resources, such as SharePoint files & folders. Cannot be used for emails.
- c. **Mail-Enabled Security Group:** A combination of both a Security Group and a Distribution Group

d. Office 365 Group: A service that provides a group of users the tools to collaborate, including shared email and document storage. [Learn more about Office 365 Groups.](#)

5. Add a **Name** for the group

6. If selecting a group type that allows for email service, enter the required email address and if it can receive external emails

7. If creating an Office 365 Group, enter the email address for the group, who should be the owner of the group and who can see group content



The screenshot shows the 'New Group' creation interface. At the top, there is a dark header with a circular icon containing the letter 'N' and the text 'New Group Distribution list'. Below this, the form is titled 'Add a group'. It includes a 'Type' dropdown menu set to 'Distribution list'. The 'Name' field contains 'New Group'. The 'Group email address' field is split into two parts: 'newgroup' and 'mo365testing2018.onmicrosoft.c', with an '@' symbol between them. Below the email address field, there is a green 'Available' status indicator. A 'Description' text area is empty. At the bottom, there is a toggle switch for 'Allow people outside of my organization to send email to this distribution group.', which is currently turned 'On'.

8. Press **Add**

The group can take some time to appear in the list of groups. Return to the Groups list later to configure the group you created.

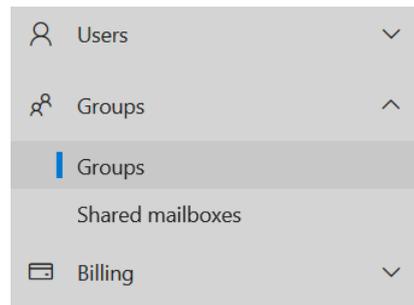
Add Members to a Group

If you've recently created a group or have a new user join an existing team or department, you will need to add them to the relevant groups.

1. Log into the Microsoft 365 Admin Center using global admin credentials for the tenant:

<https://admin.microsoft.com>

2. Go to 'Groups > Groups' on the left-hand menu



3. Click on the Group you want to edit

Group name	Group email	Type	Sync state
<input type="radio"/> New Group	newgroup@mo365testing2018.onmicrosoft.	Distribution list	

4. Select the **Members** heading



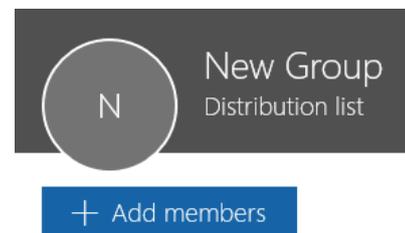
5. Select **View all and manage members**

General **Members** Settings

Members (0)

[View all and manage members](#)

6. Select **Add Members**



7. Tick the checkbox next to each user you want to add

Add members

Search to add members

Adding (2)

Results (3)

- | | | |
|-------------------------------------|---------------|-----------------------------|
| <input checked="" type="checkbox"/> | User 1 | user1@mo365testing2018.o... |
| <input checked="" type="checkbox"/> | User 2 | user2@mo365testing2018.o... |
| <input type="checkbox"/> | User 3 | user3@mo365testing2018.o... |

8. Press **Save**

9. Press **Close**

