

Groups

Creating a Group

- 1.) In a web browser, navigate to **portal.office.com** and select **Outlook**.
- 2.) On the left hand side, right-click the **Groups** section and select **Create group**.
- 3.) Select the **Standard group** option and click **Next**.
- 4.) Provide a name for the group and fill out your preferences.
 - a. Note that while you can change the Display name of the group later on, you will not be able to change the email address that is associated with the group.
- 5.) Click **Create** in the top left corner of the pane.
- 6.) Add members that you would like to be added to the group.
- 7.) Click **Add** in the top left corner of the pane.

Add Members to an Existing Group

- 1.) In a web browser, navigate to **portal.office.com** and select **Outlook**.
- 2.) Under the Groups section, select the name of the group.
- 3.) In the top right corner of the window, click on the **members** section.
- 4.) Select **Add Members**.
- 5.) Enter the names of the members you would like to add to the group.
- 6.) Select **Save** in the top left corner of the pane.

Remove Members of an Existing Group

- 1.) In a web browser, navigate to **portal.office.com** and select **Outlook**.
- 2.) Under the Groups section, select the name of the group.
- 3.) In the top right corner of the window, click on the **members** section.
- 4.) Right-click on the name of the person you would like to remove from the group.
- 5.) Click **Remove from group**.

Updating the Settings for a Group and Renaming the Group

- 1.) In a web browser, navigate to **portal.office.com** and select **Outlook**.
- 2.) Under the groups section, select the name of the group you would like to update.
- 3.) In the right corner of the window, beside the **members** section of the Group, select the **gear button** for the Group settings.
- 4.) The **Manage group emails** option will allow you to edit how group messages are received in your inbox.
- 5.) The **Edit group** option will allow you to rename the group, change its language settings, and change its privacy features.
 - a. Note that renaming a group will only change the Display name that appears under the Groups section, it will not change the email address that has already been associated with the group.

Additional mailing information and resources can be found here:

<https://its.wpi.edu/article/Mailinglist-Management-Transition-Resources>