**Outlook Groups & Calendars-Shared Group**

A shared group can utilize a common email address for related/needed communication, documents, and chats in teams. A shared group can be helpful or built around unit(s) or project teams or task(s). Some important notes about shared groups are that only “owners” can delete emails from the common email inbox and emails can be sent directly there or cc’ed for archival reasons.

**Create a Shared Group**

* Open Outlook, select the people icon
* Click New Group button 
* Complete the Group Information such as name, email address, suggest to keep private
* Once group is create, will appear in your Outlook inbox under group settings
* Click Group name, click group setting button at the top
* Select “add members” from drop down to add people who should be in the group
	+ Can delete any previous members or accidental adds by clicking the red “X” next to name
* Click “OK” button once changes are completed
	+ All members will get an invite to join the group from this step and this group will appear in their group section of the Outlook Inbox

**Changing Email Preference for Shared Group**

* Go to shared group in Outlook Inbox
* Click Group Settings
* Select Inbox Preference:
	+ If want all emails and events in your main inbox as well as the group box keep default
	+ If only want responses to you directly or events pick that one, than the emails will only be in the group inbox and not your direct one-same for event responds
	+ If only responses to you (no events) then only appear in group email unless responding directly to you
	+ If no emails or events, then always in group email and NEVER in your inbox

**Sharing Group Documents (SharePoint)**

* Open Outlook, select group
* Click “Files” button at top of page
* This will take you directly to the SharePoint or shared documents that all members can view and change.
	+ How the documents are set up in folders or not is up to the team
* Copy and paste the web address and can bookmark to go directly there as well and not go thru outlook to reach group’s documents

**Shared Group Calendar**

* In Outlook, select the calendar icon
* Under list of calendar search for “All Group Calendars”
	+ All your groups you are members of will appear under this section
* Put meeting(s) for dates/ times and select invite for in-person meetings and teams for mix or virtual meetings.
	+ All members have access to the calendar and can make changes to meeting as needed
	+ Events part of emails come from the calendar area/section

**Shared Group Teams Chat**

* In MS Teams app, select groups
* All your groups you are members of will appear, and select group of choice that needs communication
* Type chat to entire group and all members can reply at same time for better collaboration and response time