Outlook 365 and Microsoft Team Groups

Microsoft Teams and Outlook 365 Groups

**Contact group** allows users and guest (outside of MU is guest access) to be able to share files documents, calendars and so much more that can be collaborated on with the entire group. You can share via Microsoft Teams and SharePoint.

**Creating a Group in Outlook**

1. Log in here: [https://www.millersville.edu/logins/](https://www.millersville.edu/logins/)
2. Select the orange Office 365 icon seen here
3. Sign in with your Mu email and password. *Note you may be prompted to enter your DUO security feature*
4. Select you Microsoft Outlook 365 icon seen here
5. Select your people icon seen here *Note depending on view the icon could be on side of email or bottom of email*
6. Select the down arrow next to New Contact top left corner of your page
7. Select New group
8. Fill in the name of your group and select private or public then select Create *Note Public - MU people can find your group and Private – shows in your own portal *
9. To add members, you can either add one by one or you can add an entire contact group

**Creating a Group in Microsoft Team (Web Version)**

1. Log in here: [https://www.millersville.edu/logins/](https://www.millersville.edu/logins/)
2. Select the orange Office 365 icon seen here
3. Sign in with your Mu email and password. *Note you may be prompted to enter your DUO security feature*
4. Select you Microsoft Outlook 365 icon seen here
5. Select Join or create a team towards bottom of team’s page
6. Select create a team
7. Choose a team type Staff or Other (This integration only works with these two options)
8. Select Create a team using a group set by you or Millersville University at bottom of pop-up window
9. Select the group name you just created
10. Select Choose Group
11. When adding additional members, you can either use Outlook group or Teams Group or individual add users.

**Adding multiple users to your Microsoft Team**

1. Open your teams and select the three dots next to your team
2. Get link to your team. As seen below

- Get link to team
- Manage tags
- Delete the team

3. Now share link via your outlook email either by using aa contact list that you have created or one by one. Note Guest users (Outside Millersville University or don’t have an outlook account) may have to look in their spam folder awhile also joining via the web app instead seen below.

For more in depth instructions using your Office 365 desktop applications please see Outlook 365 resources by clicking here.

Note it is possible to add bulk users via groups already created