

Office 365 Student Groups

Adler University is piloting Office 365 Group technology for use by student groups and organizations requiring an email presence. This functionality gives our student organizations enhanced capabilities beyond traditional email:

Dedicated group email address

Incoming emails mirrored to all group members

Can send emails under the group email address

Centralized files location – share files among group members

Shared calendar

Shared notebook for group notes, etc.

Shared Planner site – manage tasks, projects, etc.

Note

- All replies are copied to the group Conversations thread to ensure members are aware of group activity
- The student organization/association president/leader is set as the group owner by default. Group owners can add members to the group. Note that they must contact the Adler Technology Helpdesk to ensure that new members are set as delegates – so that they can send email as the group mail address

Accessing the Group Site

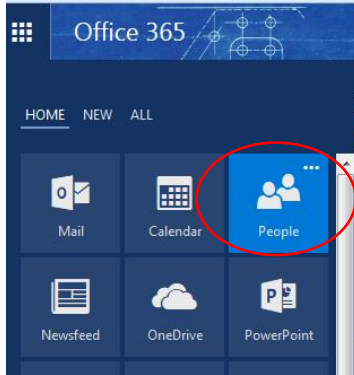
** This process assumes that you have been provided access to the appropriate Office 365 group. Access is provided by the Adler Technology Helpdesk at the request of the appropriate campus student affairs team.

Log into Office 365 by pointing your browser to 365.adler.edu with your Adler credentials using the username@adler.edu format.

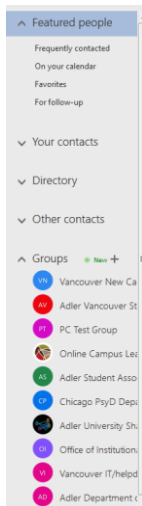
Click on the Office 365 Apps Portal



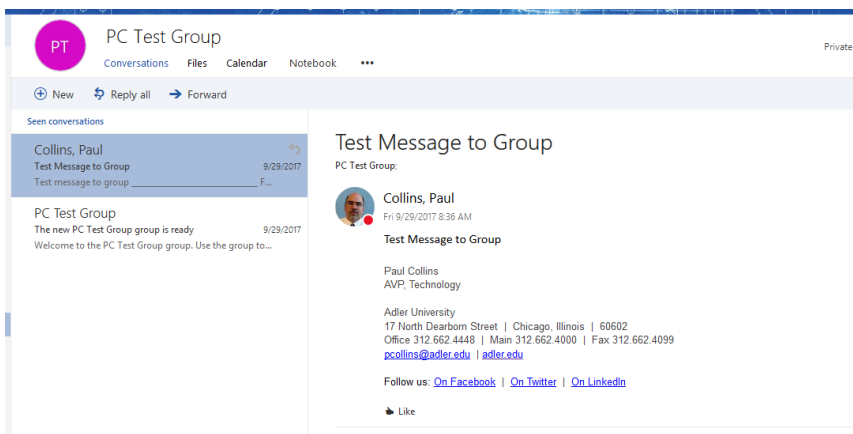
Select the **People** tool:



You are presented with all groups you belong to. Select the appropriate group:



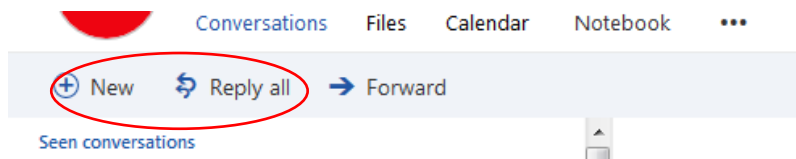
You can select the **Conversations** tab to view and reply to messages. Click the **Reply All** command to reply.



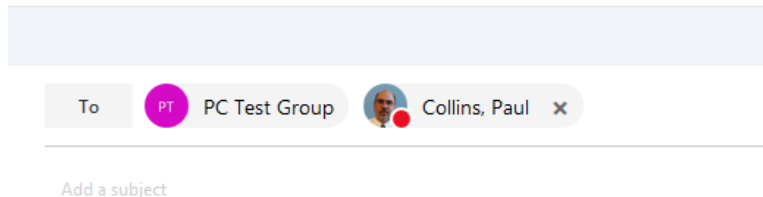
Note: By default, the reply message will be addressed as the sender and not as the group.

To send a new or reply message as the group:

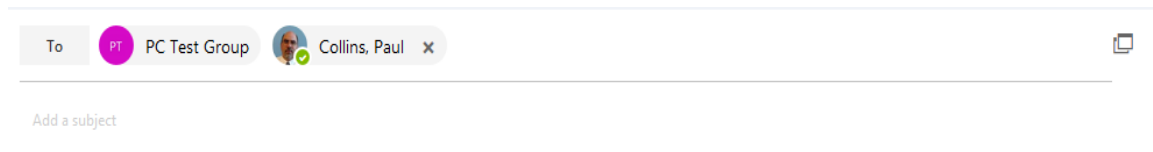
Click on the **New** or **Reply All** tool:



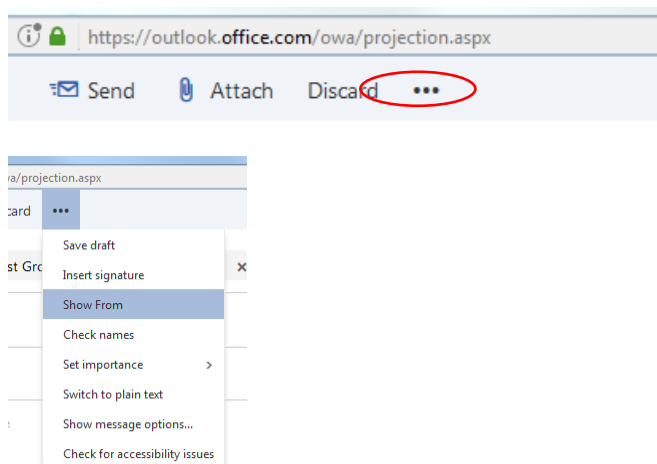
Note that the group is automatically included as a recipient. Add any additional recipients as needed:



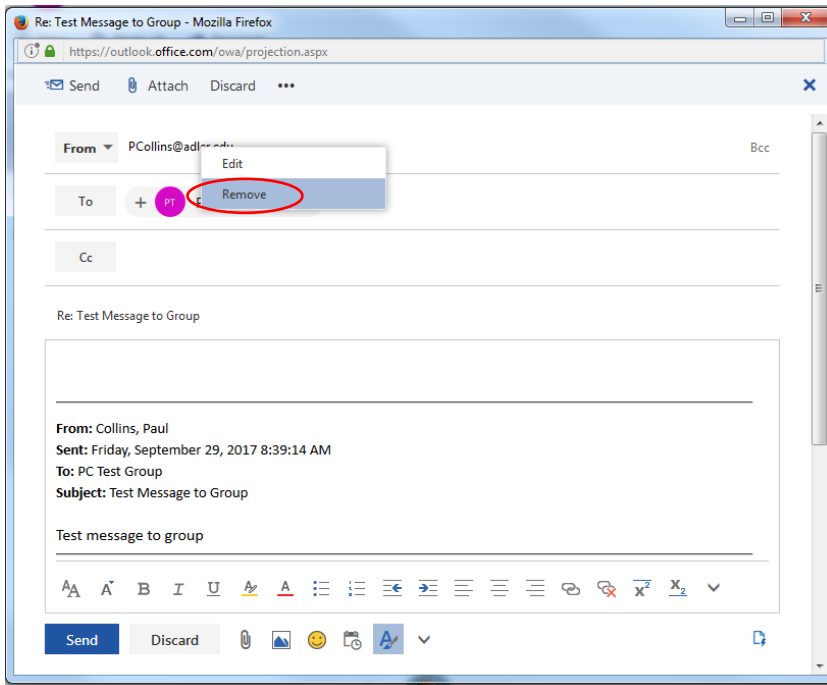
Click the message pop-out button:



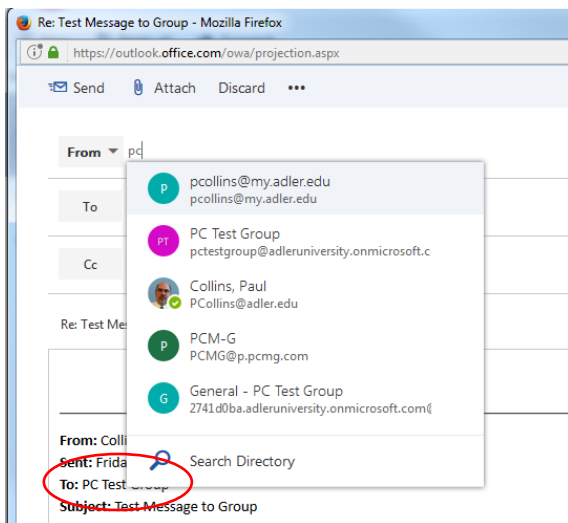
The message will appear in a new window. Click on the **more options** ellipses and then select the **Show From** option:



Right-click the sender name in the **From** field and select **Remove**:

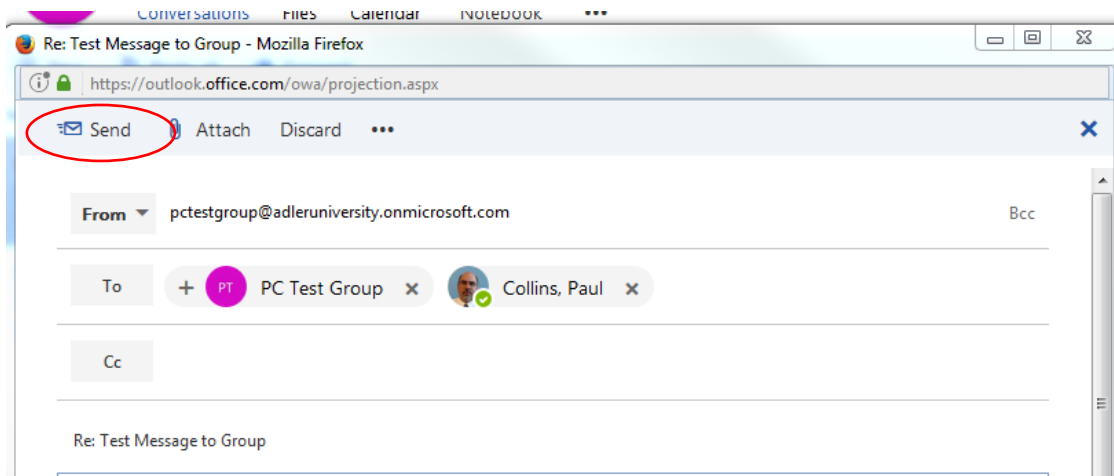


Now, start type the name of the group and select it from the name options list:



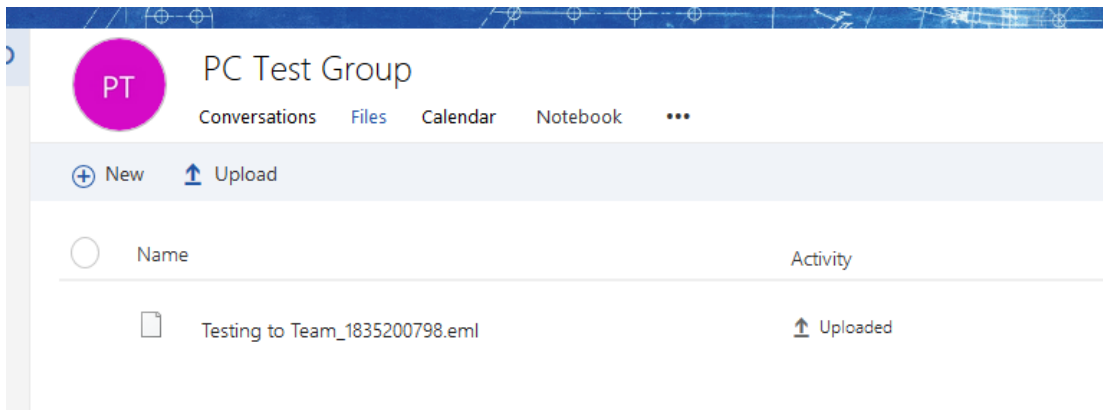
Note: The group email address may show as *groupname@adleruniversity.onmicrosoft.com*. We have set the email address as *groupname@adler.edu* – this is the formal address of the group.

Next, finish composing the email message and click on the **Send** tool:



Shared Files

The shared files tool allows you to share files/folders with all members of the group:



Shared Calendar

The shared calendar allows for shared calendar events. Please visit the following resource for more information:

<http://www.learningsharepoint.com/2016/05/19/office-365-groups-how-shared-calendar-works-tips/>

Shared Notebook

The shared notebook provides a common OneNote file. You can add text, drawings, sections, etc. OneNote is opened in a new browser tab. You can always click on the group name to return to the group site:

