



# THE AMERICAN SCHOOL

Developing Academic Excellence and Strength of Character

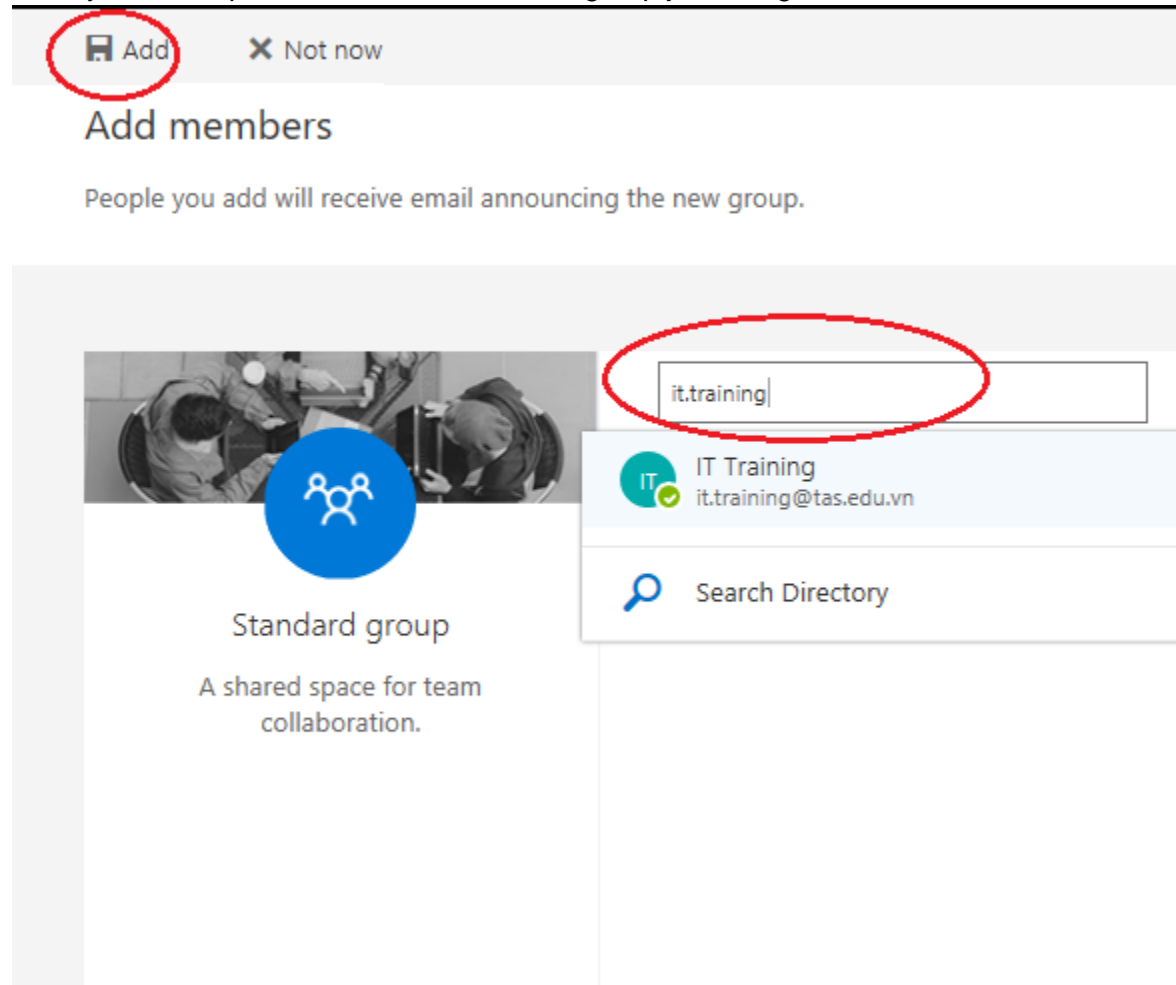
This document will show you the way to create a group in Office 365

The screenshot displays the Outlook interface. At the top, the navigation bar shows 'Office 365' and 'Outlook'. Below this is a search bar labeled 'Search People' and a toolbar with '+ New | Manage | Pin this view'. The left sidebar contains several sections: 'Featured people' with sub-items 'Frequently contacted', 'On your calendar', 'Favorites', and 'For follow-up'; 'Your contacts'; 'Directory'; 'Groups' (with a green asterisk and 'New' text next to it, circled in red); and 'Discover' and 'Create' options. Below the 'Groups' section, there is a group card for 'Creative Arts & ICT de'. At the bottom of the sidebar, there are icons for mail, calendar, a circled 'Groups' icon, and a task list. The main pane shows 'Your contacts' with '0 total' and a table with columns for 'Full name' and 'Email'.

A window will appear which require your information to create a group. Entering necessary information to corresponding boxes.

The image displays two sequential screenshots of the 'Create a group' interface. The left screenshot shows the initial selection screen with two options: 'Standard group' and 'Professional Learning Community (PLC)'. Both options have a 'Next' button, with the 'Next' button for the 'Standard group' circled in red. The right screenshot shows the configuration screen for a 'Standard group'. The 'Create' button at the top left is circled in red. The configuration fields include: 'Group name' (TESTING), 'Group email address' (testing), 'testing@tas.edu.vn' (Available), a 'Description' text area, 'Privacy' (Private - Only approved members can see what's), 'Language for group-related notifications' (English (United States)), and a checked checkbox for 'Send all group conversations and events to members' inboxes. They can stop following this group later if they want to.'

Now, you are requested to add members to group just being created.



**Add** **Not now**

## Add members

People you add will receive email announcing the new group.

Standard group  
A shared space for team collaboration.

it.training|

IT Training  
it.training@tas.edu.vn

Search Directory

- **Note:** when you enter the name of person you want to add to group, if the name appears right away, just click on the name to add, unless click **Search directory**.

Now you can start to work with feature of your new group like: **Start Conversation**, **Visit the document library** or **Use Calendar**.