



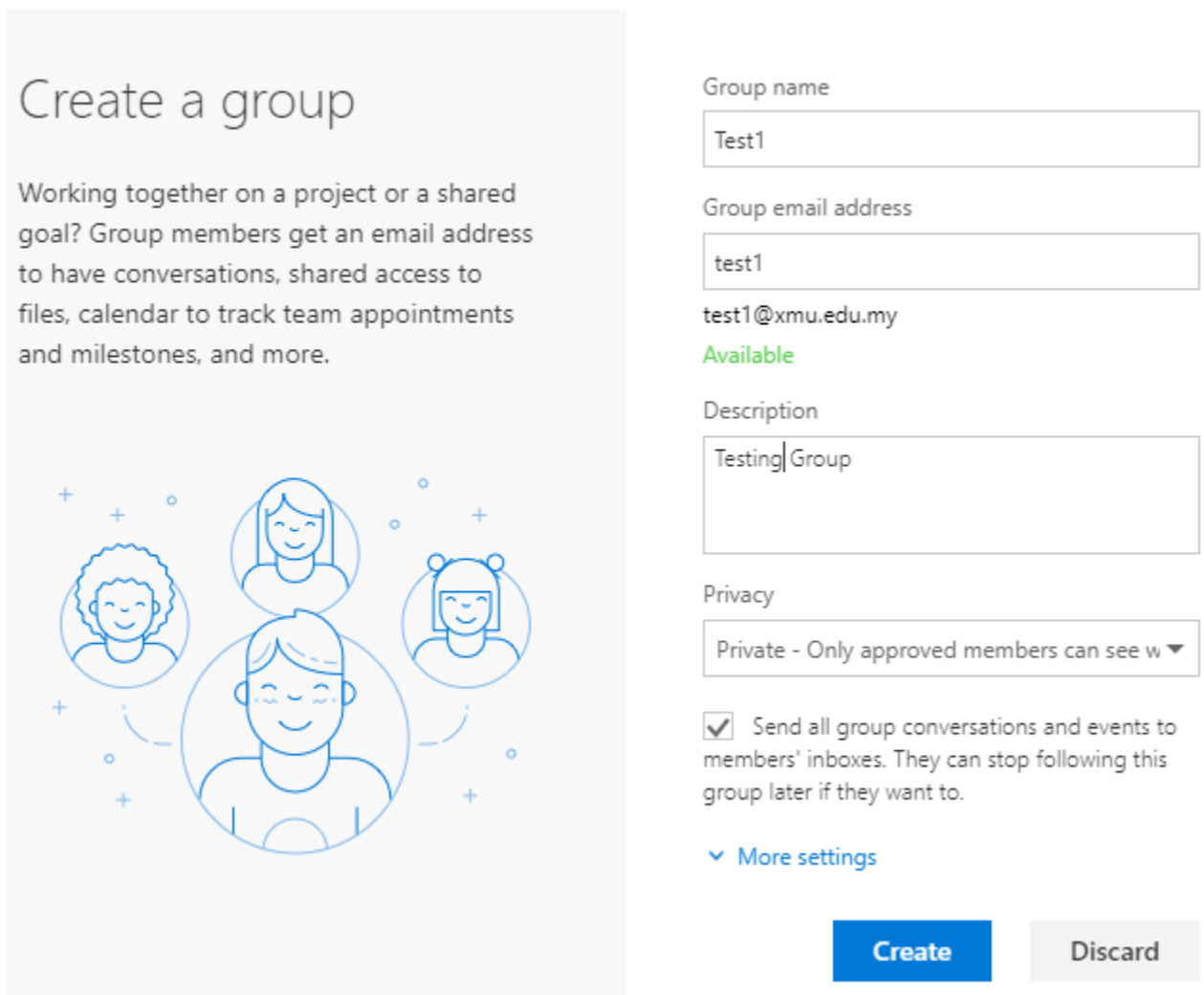
Office 365 groups are used for collaboration between users in the University. With each Office 365 group, student members can create a group email and shared workspace for conversations, files, and calendar events etc.

Refer below simple steps on how to create a group /email for club member communication.

1. User can create a new Group using the campus email.

- a. Go to 
- b. Select  People

2. To Create a Group, Enter Group Name and Description



**Create a group**

Working together on a project or a shared goal? Group members get an email address to have conversations, shared access to files, calendar to track team appointments and milestones, and more.

**Group name**  
Test1

**Group email address**  
test1  
test1@xmu.edu.my  
**Available**

**Description**  
Testing|Group

**Privacy**  
Private - Only approved members can see w ▼

Send all group conversations and events to members' inboxes. They can stop following this group later if they want to.

[More settings](#)

**Create** **Discard**

3. Start adding member to the group, first member should be the owner of the Group created.

Owner can start adding new member or add more owner for this Group.

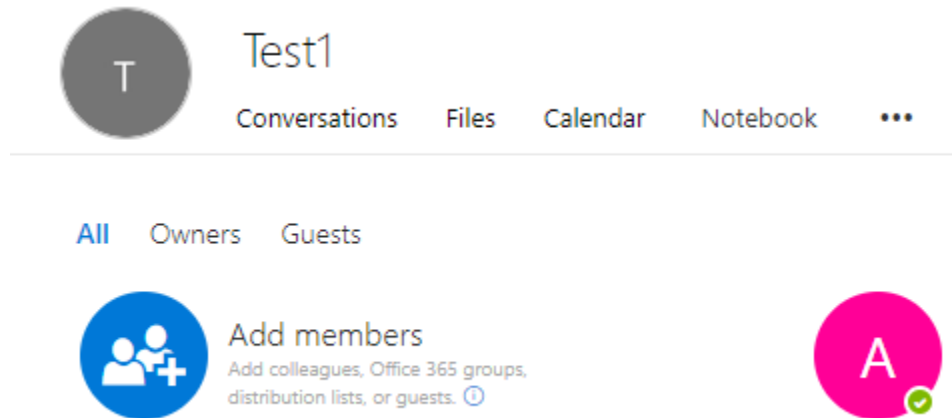
 Add  Not now

Add members

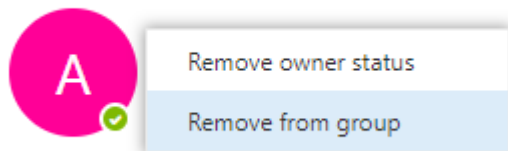
Add

Not now

4. Continue to add team members in the Group



5. To remove the member from the Group, simply right click on the existing member, and select Remove from Group



6. Members can share the group email created for further communication purposes.