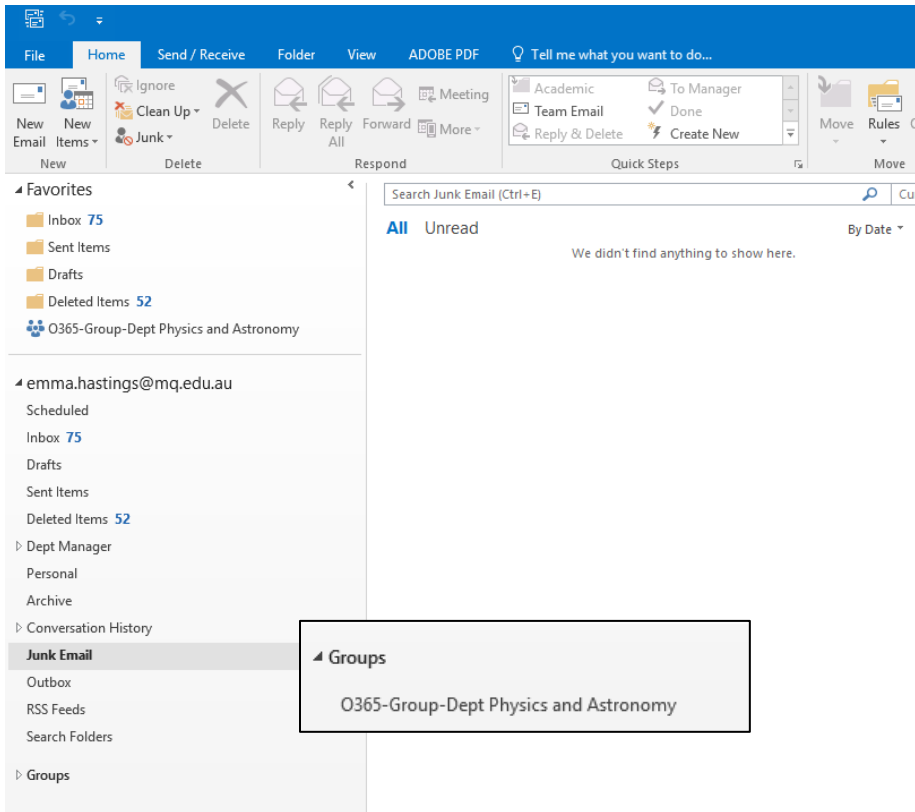


Accessing Groups in Office Outlook client and online

The following steps will show you how to access the content of an O365 Group of which you are already a member. Follow the same steps whether you are using Outlook Online, or the desktop Outlook client.

1. On the left-hand navigation pane locate “Groups” and expand the selection by clicking the arrow. Select O365-Group-Dept Physics and Astronomy (for example) from the expanded list (see inset).



2. With the Group open you can now see the “Conversations” (emails) and along the top ribbon can access “New Conversation” to send an email to the group, and can see the group Calendar and Files (sharepoint documents). These last two options will open in a new window.

