

Following an Office 365 Group

There are 2 places you can follow a group.

One is in outlook, if you follow a group in outlook you will receive all group email and events in your inbox. If you don't follow it you will need to scroll down on the left side of outlook and find groups, then select the group you want to see all email and events for.

1. Open Outlook.
2. Find Groups on the left side of Outlook.
3. Select the Group you want to follow
4. In the top right corner of the app will be your current status, following or not following.
5. To change it select your status and select what you would like to do.

The second place you can follow a group is Office 365. If you follow a group there it will add it as a favorite in all your office 365 apps ie. OneDrive.

1. Open Outlook
2. Find Groups on the left side of Outlook
3. Select the Group you want to follow.
4. Open the Group in SharePoint.
 - a. If in the Desktop Applications, select Files at the top.
 - b. If in the WebApp select the 3 dots to the right of calendar at the top, then select Site.
5. Click follow in the top right-hand corner.

Syncing a group to your PC or MAC

1. Login to office 365 through a browser.
2. Go to OneDrive.
3. Select the Group you want to sync on the left
4. Select the folder you want to sync, or if you want to sync the whole group stay at the top.
5. Select Sync from the top.
6. Select Open Link in the popup box.

Un-Sync a Group

1. Open the OneDrive app.
2. Go to settings.
3. Go to the Account tap.
4. Select stop sync on the folders you don't want to sync anymore.