Inviting Others to Join an Office 365 Group

You can invite individuals that are within or outside of UConn to join an Outlook group.

Note

Groups are shared workspaces available through Outlook. Each shared work space has a shared inbox, calendar, document library, OneNote notebook, and planning tool.

Office 365 Web Access

Invite people within UConn

1. Login into Office 365 using your UConn account and open Mail.
2. On the left navigation pane, select the group you want to invite others to join.
3. If you don’t see “Groups”, click the arrow next to “Folders” to go back to the main navigation pane.
4. Do one of the following:
   • On the menu bar, select More group actions > Invite others.
   • At the top of the page, select the name of the group, and select More actions > Invite others.
5. Do one of the following:
   • Select Copy to copy a link to the group to your clipboard. Paste the link into a message to share it with others.
   • Select Email to open a compose window with a link to join the group.
6. Finish composing the mail and click Send.

Invite people outside UConn

1. Login into Office 365 using your UConn account and open Mail.
2. In the navigation pane, under Groups, select your group.
3. If you don’t see “Groups”, click the arrow next to “Folders” to go back to the main navigation pane.
4. In the group header, select > Members.
5. Select Add members.
6. Enter the email address of the guest. You’ll see a message informing you that the owner must approve the addition of the guest.
7. Choose Save.

Outlook Desktop Client

Invite people within UConn

2. Under Groups in the left navigation pane, select your group.
3. On the “Groups” ribbon, select Add Members.
4. In the “Add people” box, search for people within your organization either by their full name or email address, and then select the names to add.
5. Click OK.

Invite people outside UConn

2. Under Groups in the left navigation pane, select your group.
3. On the “Groups” ribbon, select Add Members.
4. In the Add people box, enter the email address of the guest and press Enter. Red text reminds you that guests will have access to group content.
5. Select OK.

Related articles

• Protecting Your Office 365 Information
• Joining an Outlook Group
• Creating a Group in Outlook
• Creating a New Group Using People in Office 365 Web Access
• Resetting Your Outlook Desktop Client or Office 365 Web Access Password