

## Additional Information about Groups

### Conversations and e-mail

- A Group has its own mailbox so all Group emails are easy to locate and manage. In the Outlook Web App, users can also have a conversation with Group members by posting and replying to short messages. The entire history of conversations are preserved, helping new members get up to speed quickly.
- Conversations are sorted by date from oldest to newest. Users can quickly catch up with new conversation messages which are marked with a blue tab and even add attachments.
- Occasionally, users might want to send an email message to the Group, to ensure everyone gets the message right away. When a user creates an e-mail message, the user can type the Group name on the “To” line.

### Group calendar

- A dedicated Group calendar helps all members coordinate their schedules. Everyone in the Group automatically sees meeting invites and other events.
- If a user belongs to more than one Group, users can easily view each Group calendar side-by-side.
- Events that you create in the Group calendar are automatically added and synchronized with your personal Outlook calendar. Other Group members that elected to subscribe to the group receive a meeting notice to accept or decline for their Outlook calendar.
- For events that other Group members create, in Groups you have not subscribed to, you can add the event from the Group calendar to your personal Outlook calendar, and the event automatically synchronizes with your personal calendar.
- You can overlay your personal calendar with a group calendar, to see how schedules align.

### Subscribing to a Group

- When a user subscribes to a group, the user agrees that Group conversations and Group calendar events be sent to the user’s Outlook inbox. If a user prefers to use Outlook instead of Outlook Web App, DTS recommends subscribing, because it ensures that users receive Group email messages and calendar events in Outlook in a timely way so Group members can stay up-to-date on Group activity.
- Users can also reply to the conversations from Outlook, and the replies are immediately posted to the Group conversation.
- Subscribing to a Group is also helpful when users are actively working in different Groups and related projects, and want to stay on the top of each conversation and calendar event from a User’s inbox.
- Subscribing is not enabled by default. Administrators can enable subscribing for the group when you first create the group. After creating a group, administrators can also enable subscribing when adding a new member. Finally, each individual can enable or disable subscribing to suit their individual preferences.

### SharePoint Team Sites vs Groups

Both groups and SharePoint team sites are part of the County's Office 365 environment. They each have advantages and a purpose for different business needs.

- 1) SharePoint team sites - Large scale collaboration and situations where teams from different organizations collaborate on a major County project or initiative.
- 2) Groups - Ad Hoc collaboration with basic needs for email, file storage and a calendar to facilitate small scale collaboration's with short duration. These situations do not require the need to preserve the documents created.

### Differences between Groups and SharePoint team sites

<b>Feature /Function</b>	<b>Team Site</b>	<b>Groups</b>
Calendar	Yes	Yes
Workflow	Yes	No
Create site	Department IT or DTS	Anyone
Security	Defined by Site	Individual Responsibility
Integration w/systems	Available	Not Available
Deleted Files	Recycle Bin (30 days)	Lost/No Recovery
Deleted Site/Group	Recycle Bin (30 days)	Lost/No Recovery