Know Your Glow

Know Your Office 365 Groups

- In Office 365, it is possible to create a 'workspace' for a specific groups of users. This is called an Office 365 Group.

- The group users must belong to the Glow organisation – i.e. they must be in Glow and therefore can be pupils or teachers/educators only.

- The user who creates the Group immediately becomes the owner/admin.

- When other users are added to a Group, they are added 'only' as members. Only the owner/admin can change other users to become owner/admin.

- Groups can be created as "Private" or "Public", but once the group status has been set and the group named/saved - it cannot be changed*.*

- ***It is not possible to change a public group to private, or a private group to public.***

- All groups, once created and saved, can be found in the Glow national directory (the GAL – Global Address List) and can therefore be searched/found by any Glow user.

- If a Group has been made public, any Glow user can access the files and conversations.

- If a Group has been made private, other Glow users can request access – but this can only be granted by a Group owner/admin.

- ***Teacher Groups must be created as Private Groups.***

- Groups should have a maximum of 2 or 3 owner/admins, otherwise security becomes compromised (as unknown users are more likely to be accidentally accepted into the Group).
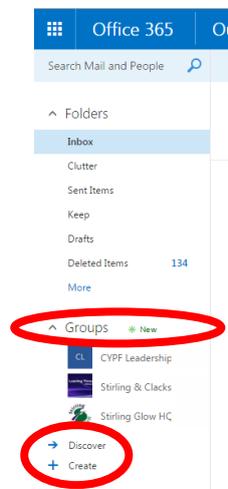
Improving Life Through Learning

20#20 Excellence in Learning Technology Vision is one of high achievement, attainment, ambition and inclusion, promoting excellence for all our children and young people across Stirling and Clackmannanshire through the use of 21st Century learning technologies.

How to create an Office 365 Group

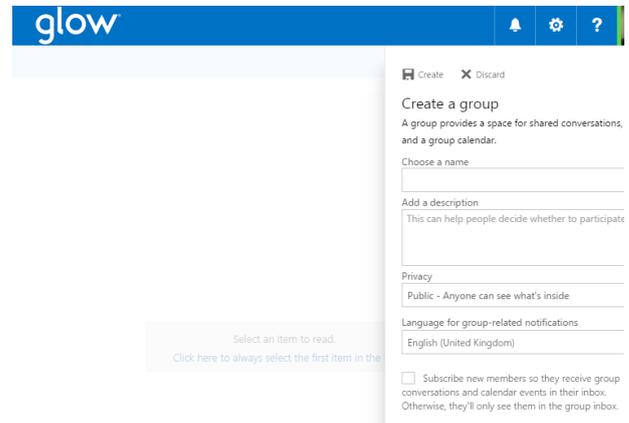1. Log in to your Glow Launchpad, then select the Outlook Mail Tile.

2. From your Outlook email screen, at the left hand side

3. Find the Groups panel and choose "+ Create"

4. A new panel will appear at the right hand side of the page.

   - Enter a name for your group, bearing in mind that the group will be seen in the national directory, so starting with your Council/School/Establishment name is a good idea.

   - Add a brief description to inform 'browsing users' who/what your group is intended for.

   - Check the Privacy box – *staff groups should be Private (see above)*

   - Check the subscribe box – You will probably want to have this ticked so that initially all new users get group emails sent to their normal inbox. At a later date, any member can change their subscription setting to switch email/notifications off.

   - Save your new group by clicking on the Create save icon at the top.

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5. In the final screen, you are then asked to add new members to your group.

- Find and add new members by entering their username and checking the directory.

- Beware of entering and adding someone you do not know!

- In Stirling, search and add by using the surname, initial, school code format

- In Clacks, search and add by using the CL, initial, surname format

6. Once you have added your group members, click on the save icon at the top

Further help and guide-sheets

https://blogs.glowscotland.org.uk/st/sctech4learning/

https://blogs.glowscotland.org.uk/st/sctech4learning/know-your-glow/know-your-glow-helpsheets/

https://support.office.com/

http://tinyurl.com/kq2de56

https://glowscotland.sharepoint.com/sites/GlowHelp/SitePages/Home.aspx

Our Vision

The 20#20 Excellence in Learning Technology Vision is one of high achievement, attainment, ambition and inclusion, promoting excellence for all our children and young people across Stirling and Clackmannanshire through the use of 21st century learning technologies.

The 20#20 Excellence in Learning Technology Vision is closely aligned with the Scottish Government's ICT in Learning Vision; *"Scotland's educators, learners and parents take full advantage of the opportunities offered by technology in order to raise attainment, ambition and opportunities for all."*

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