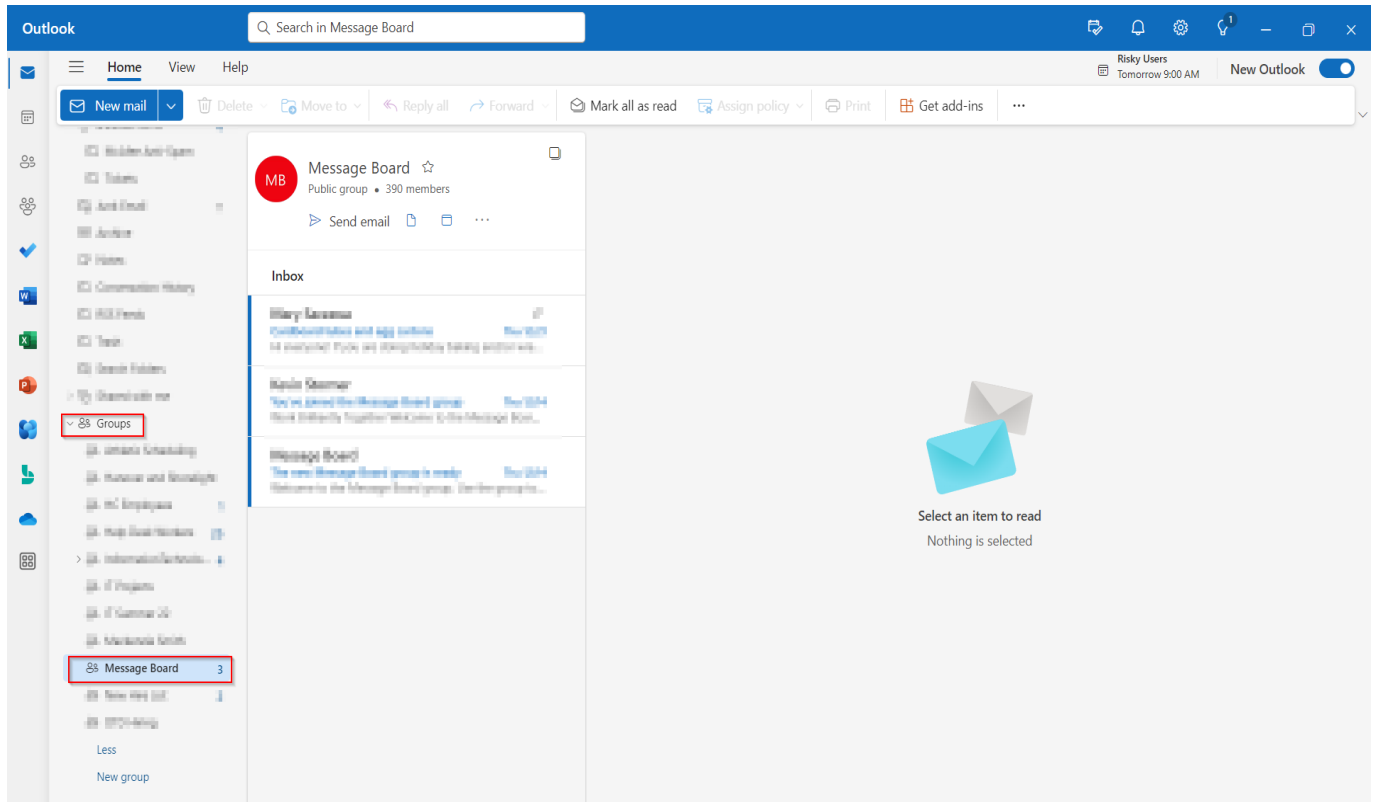


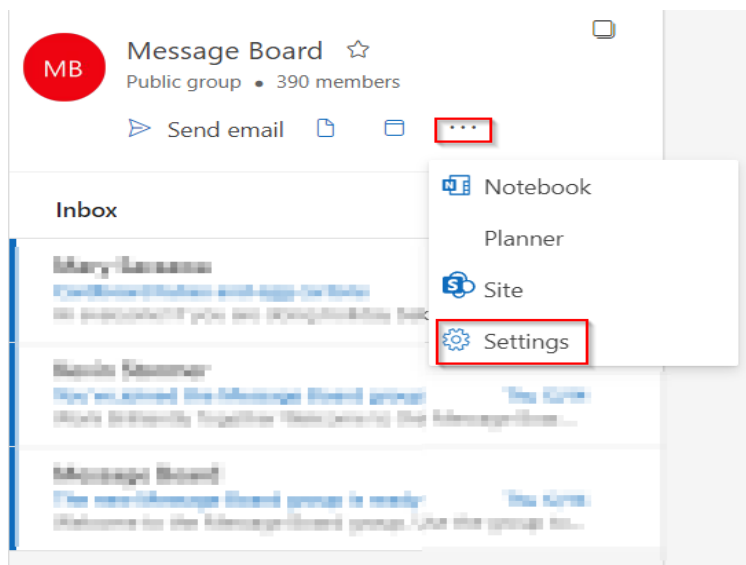
Leaving a Microsoft Group

Microsoft Outlook (New Desktop and Web Versions)

1. In the Outlook application, find the "Groups" section and open the mailbox of the group you wish to leave.



2. Click the "..." icon and select "Settings"



3. Select “Leave Group”

Group Settings ×

Message Board

Manage group email
Choose which group messages to receive in your inbox.

✓ Follow in inbox

Receive all email and events

Stop following in inbox

Receive only replies to you and group events

Receive only replies to you

Don't receive any group messages

Connectors
Manage or add your favorite services to this group.

Edit group
Change the settings for this group

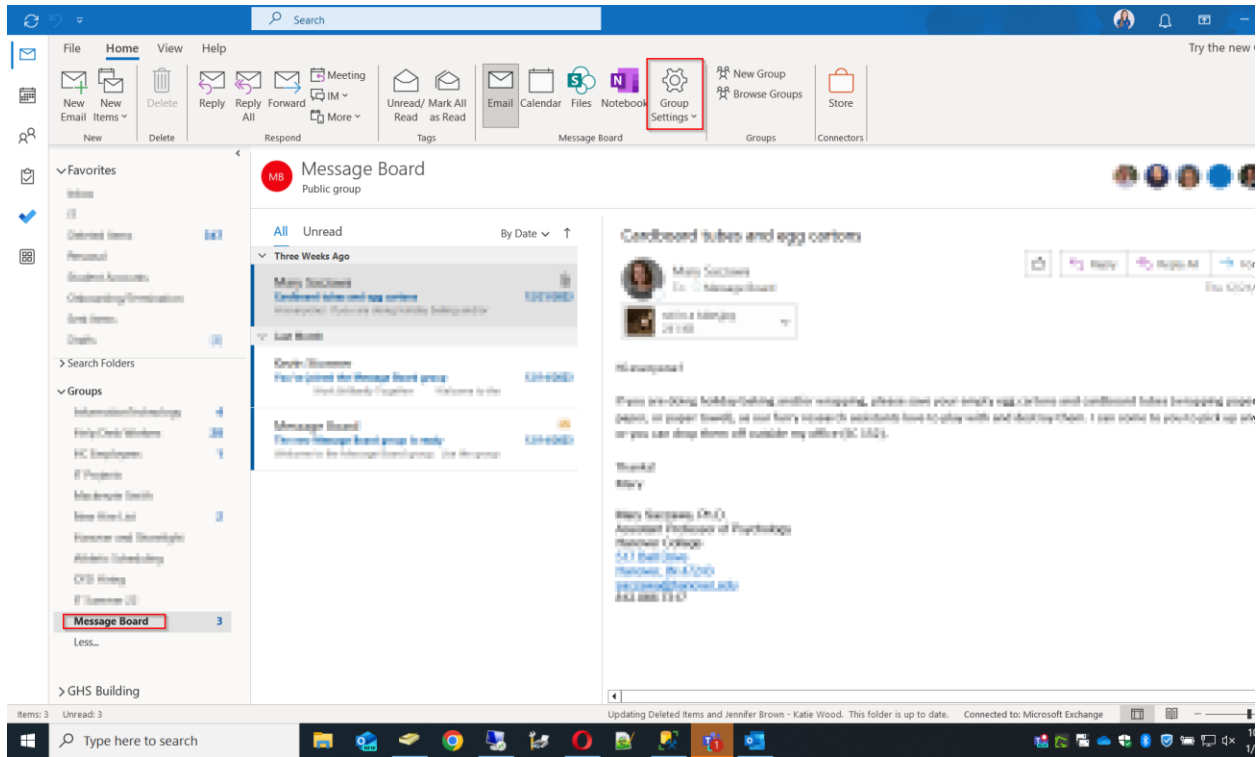
Rules
Create, view & edit rules for this group

[Leave group](#)

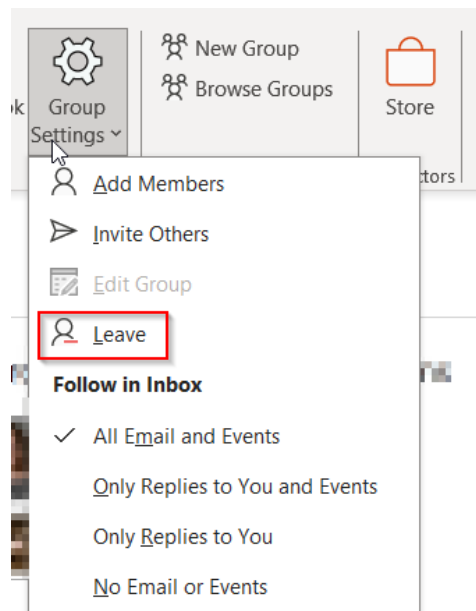
You will receive a confirmation message that you have successfully left the group.

Microsoft Outlook (Old Desktop Version)

1. In the Outlook application, find the “Groups” section and open the mailbox of the group you wish to leave. Click the “Group Settings” button in the ribbon.

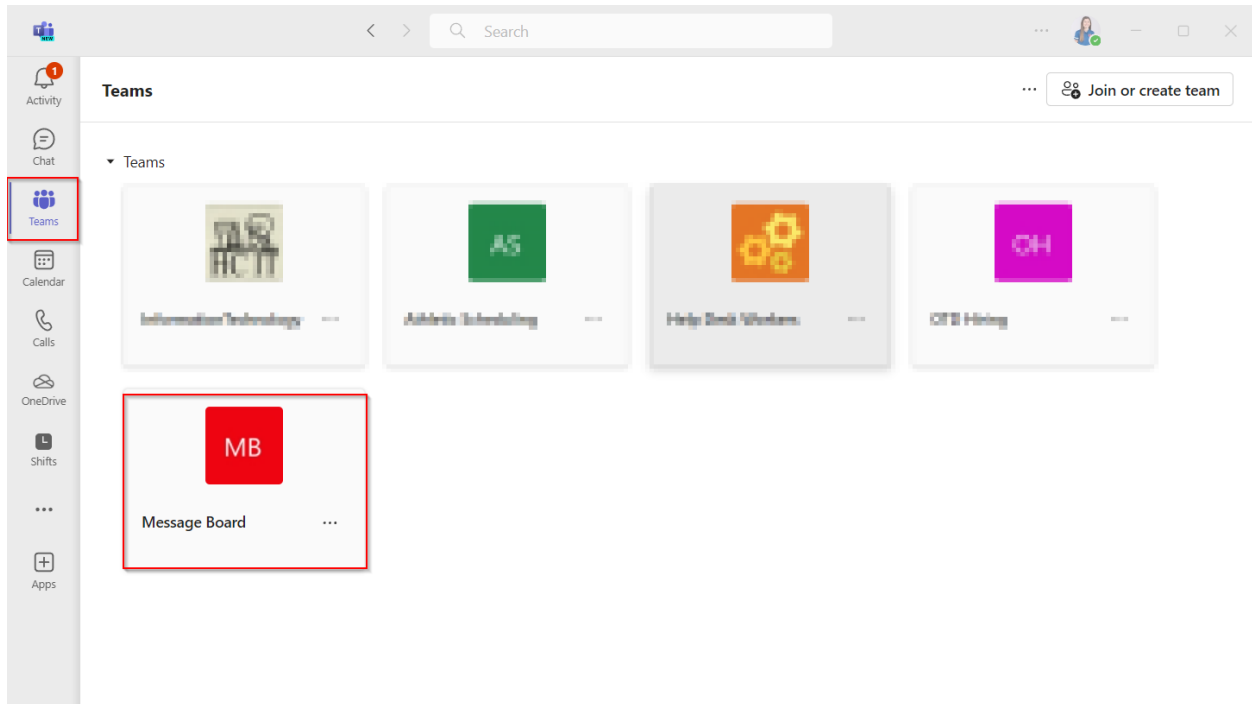


2. Under “Group Settings” click the “Leave” button.

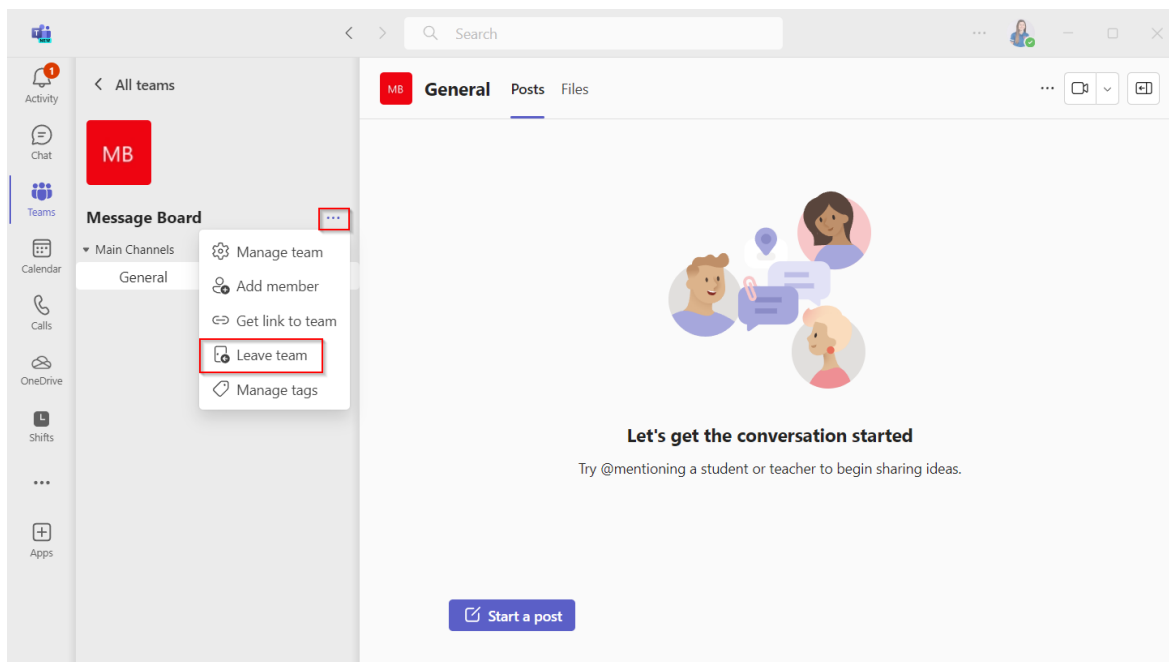


Microsoft Teams

1. In the Teams application, find the “Teams” section and click on the group you would like to leave.



2. Click the “...” button and select “Leave Team”



3. Click “Yes” to confirm your choice.

