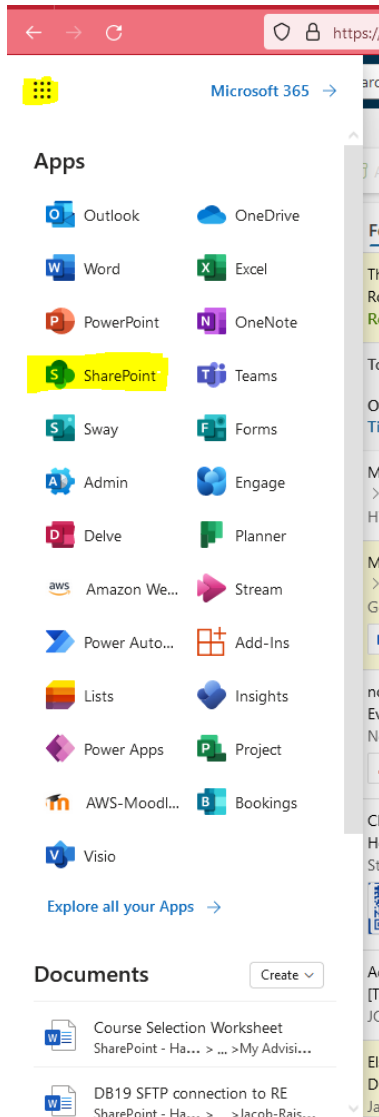
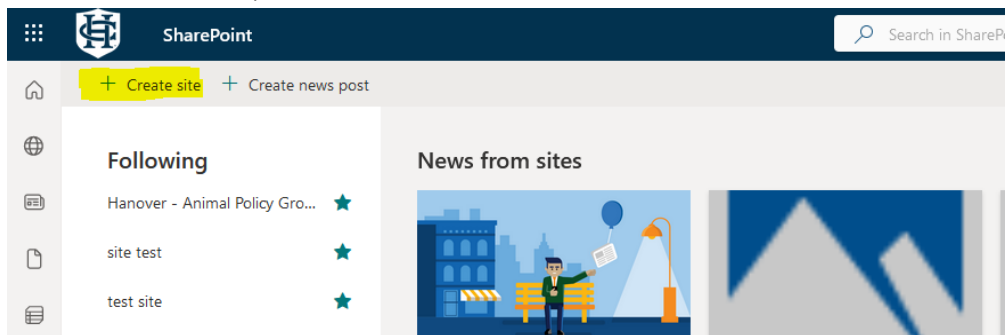


Creating a SharePoint Group

1. Go to mail.hanover.edu, open the apps menu in the upper left corner of the screen, and select the SharePoint icon.



2. Once in SharePoint, select the 'Create site' button



3. Then select 'Team site.'
4. Enter group information and then click 'Next'.


←

✕

Create a team site

Your team site will be connected to a Microsoft 365 group, which gives your site a shared OneNote notebook, group email address, and team calendar.

Connect your team site to a Microsoft Team to enable persistent chat by selecting **Next steps** in the suite navigation and then **Add real-time chat**. [Learn more](#)



Site name *

Test Sites

The site name is available.

Group email address *

TestSites

The group alias is available.

Site address *

TestSites

The site address is available.
<https://hanovercollege.sharepoint.com/sites/TestSites>

Site description

Tell people the purpose of your site

Privacy settings

Private - only members can access this site

Select a language

English

Select the default site language for your site. You can't change this later.

Next

Cancel


5. Enter all group members using the 'Add members' search.


6. If you would like to give a user Owner privileges, click the arrow next to the word 'Member' under the user's name and select 'Owner' from the drop down.

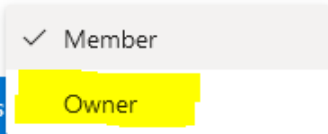
Add members

hanover


1 member to be added

 Joe Student

Member 



- ✓ Member
- Owner



Finish

7. Once all group members and owners have been added click the finish button.
8. You now have a new SharePoint group.