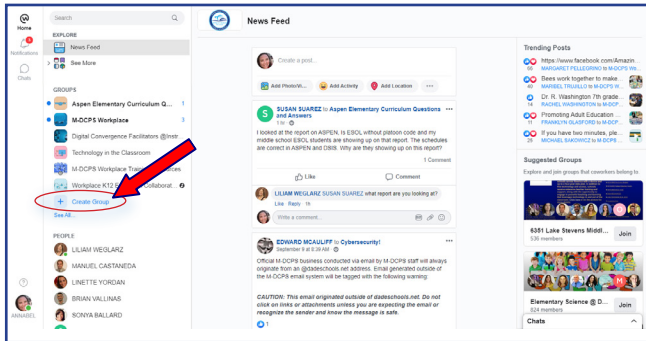


Create a Group

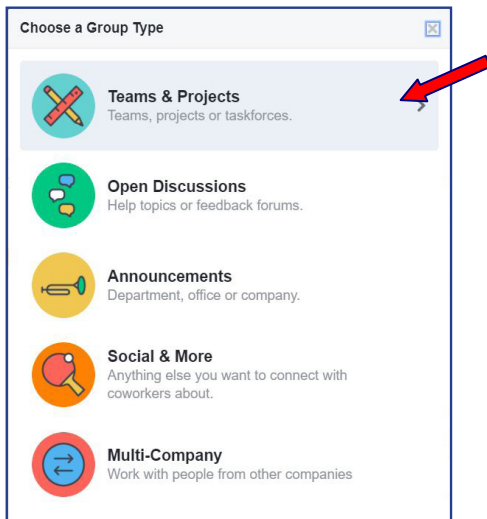
How to Create a Workplace Group. From your Workplace home page, go to the **Create Group** link under the **Explore** section on the left side of the page.



▼ Click **Create Group**

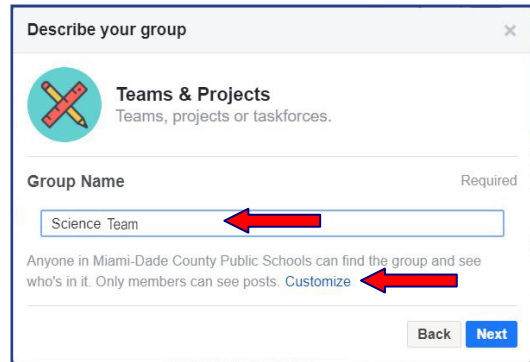
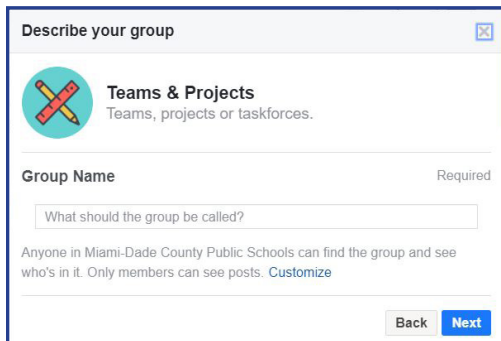
The **Choose a Group Type** page will open.

Choose a group type. *[In this example will use Teams & Projects.]*



▼ Click **Teams & Projects**

The **Describe your group** page will open.

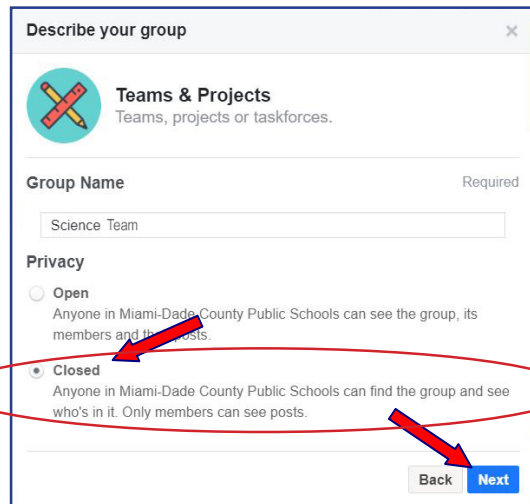


▼ **Type** the group name *[9999 Science @ School Name]*
 ▼ **Click** **Customize** to set up the privacy for the group

The **Privacy** section will display. Some group types will default to **Closed**, others to **Open**. *[For this exercise we will leave it Closed.]*

Closed means that anyone in Miami-Dade County Public Schools can find the group and see who is in it but only members can see posts.

Open means anyone in Miami-Dade County Public Schools can see the group, its members and their posts.

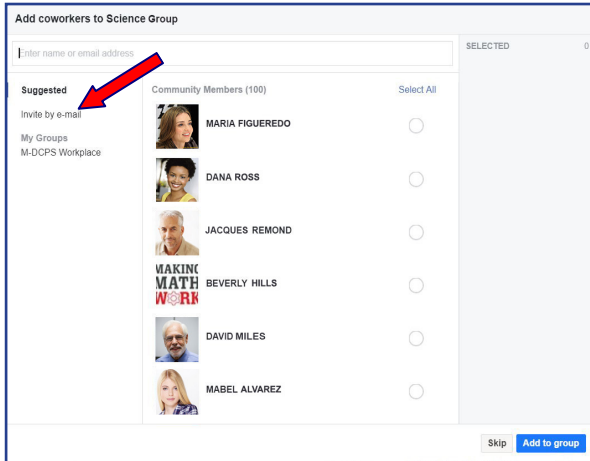


▼ Click **Next**

The **Add coworkers to 9999 Science @ School Name** page will open.

Invite by E-mail

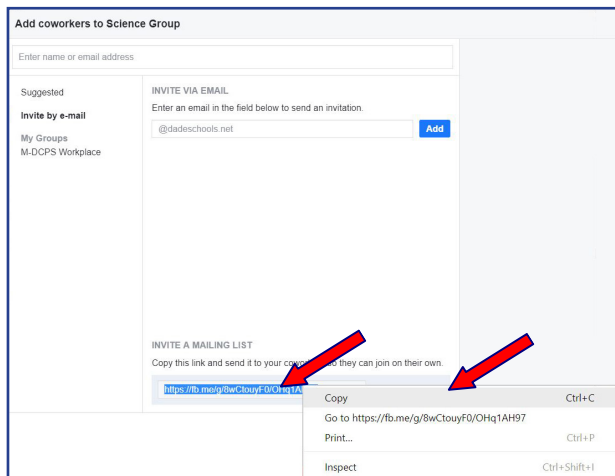
There are different options to add coworkers. We will use the **Invite by e-mail** option.



▼ Click **Invite by e-mail**

The page will change to show two options, **INVITE VIA EMAIL** and **INVITE A MAILING LIST**.

In the **INVITE A MAILING LIST** section,



▼ Click to highlight the hyperlink
 ▼ **Right Click** to copy the link

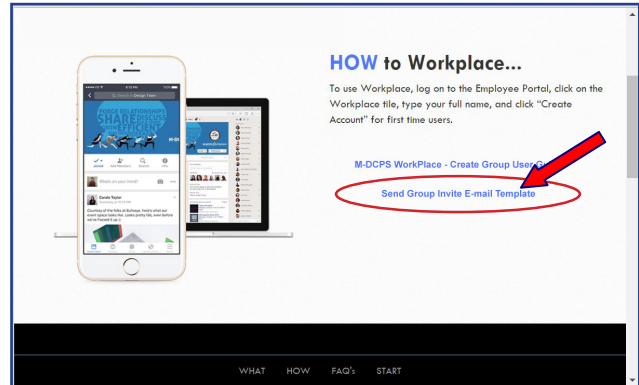
The hyperlink can now be pasted to the e-mail invitation. [See E-mail Template Invitation section in the right column on this page.]

E-mail Template

An e-mail template for inviting coworkers to join a group is available in our **Workplace** web page.

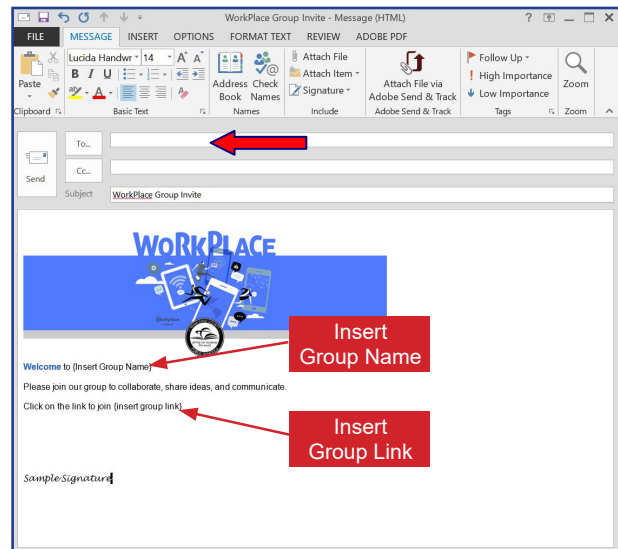
www.workplace.dadeschools.net

From the Workplace web page, scroll down to the section **HOW to Workplace**.



▼ Click **Send Group Invite E-mail Template** link

The Outlook Send Group Invite message will open.



▼ **Enter** the distribution list or e-mail group name you are inviting to join the new group

In the **{Insert Group Name}**,

▼ **Type** the group name

In the **{insert group link}**,

▼ **Paste** the group hyperlink

▼ **Click Send** to send the message