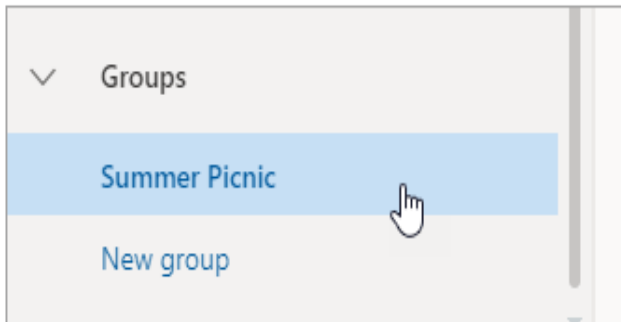


Follow an Outlook.com group

For ONLINE OFFICE 365

1. In the left pane, under **Groups**, select the group you want to follow.



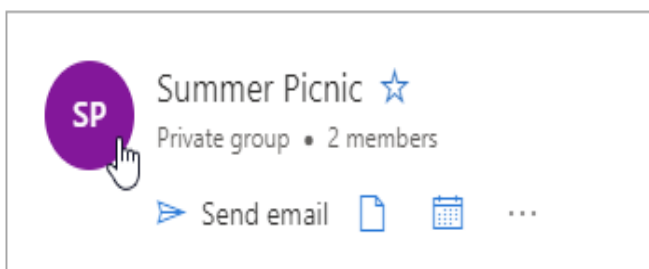
ONLINE OFFICE 365

Open your Mail.

On the left-hand side near the bottom of the page you will see **Groups**. Choose a group. **Click on the group you wish to follow.**

It will open then step 2

2. At the top of the message list, select the group picture or name.



Make sure you click on the **group icon** you wish to follow.

It will then open a new pane - step 3

3. Move the **Follow in inbox** toggle to **On**.

