Microsoft 365 includes five types of groups that are used to manage access to resources and for communication. Group membership is based on Azure Active Directory accounts. As an admin, your team creates some groups to manage conditional access, devices, and other resources.

Many groups are created by members of your organization for collaboration using Teams, SharePoint, and other collaboration tools. While membership in these groups can be highly dynamic, you still manage the underlying Azure AD accounts, including enforcing conditional access, using Azure AD Identity Protection, and other controls to protect your organization.

### Types of groups and where they are created

Groups can be created in several of the admin centers and by users from within apps.

<table>
<thead>
<tr>
<th>Type of group</th>
<th>Security group</th>
<th>Office 365 group</th>
<th>Mail-enabled security group</th>
<th>Distribution list</th>
<th>Shared mailbox</th>
</tr>
</thead>
<tbody>
<tr>
<td>Used for granting access to resources and for managing devices.</td>
<td>Used for collaboration. Includes a group email and shared workspaces.</td>
<td>Includes the ability to send mail to a group. Cannot be dynamically managed. Cannot contain devices.</td>
<td>Used for sending notifications to a list of people.</td>
<td>Used when multiple people need to access the same mailbox, such as a support email address.</td>
<td></td>
</tr>
</tbody>
</table>

### Where groups can be created

- Azure AD
- Microsoft 365 admin center
- Exchange Admin
- Outlook
- Teams
- SharePoint
- Planner
- Yammer
Managing groups

Groups can be managed across admin centers. Controls vary depending on the scope of the admin center. For example, Azure AD provides control over dynamic group membership and licensing.

Manage all group types

- Sort on group type
- Manage group members and owners
- Create a friendly email address when creating mail-enabled groups
- Edit the email address for distribution lists and mail-enabled security groups
- Edit name and description
- Edit privacy and subscription settings
- Allow or prevent outside senders
- Delete groups

Manage most group types

- Manage all group types, except shared mailbox groups
- Manage group members and owners
- Manage dynamic group membership
- Assign licenses and applications
- Assign Azure resources
- Review activity (access reviews, audit logs)

Exchange admin center

- Manage all group types, except security groups
- Manage group members and owners
- Manage where messages are accepted and rejected from
- Allow delegates to send mail from the group
- Edit privacy and subscription settings
- Change the language for group notifications
- Manage additional mail settings for distribution lists, mail-enabled security groups, and shared mailboxes

Governance for admin-created groups

Use naming conventions for groups created by admins so you can find and manage these.

Additional governance practices

- **Conditional access**: Create Office 365 groups in Azure AD to manage access to Microsoft 365 services and other SaaS applications.
- **Group-based licensing**: Create security groups in Azure AD to assign licenses based on groups.
- **Device management**: Create security groups in Azure AD to manage devices.
- **Azure resources**: Create security groups in Azure AD for managing access to Azure resources.

Collaboration spaces for Office 365 groups

Collaboration spaces for Office 365 groups differ based on where the Office 365 group is created.

<table>
<thead>
<tr>
<th>Where the group is created</th>
<th>Who/what creates it</th>
<th>Shared Outlook inbox</th>
<th>Shared calendar</th>
<th>SharePoint team site and document library</th>
<th>Shared OneNote notebook</th>
<th>Planner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Azure AD</td>
<td>Admin</td>
<td></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Microsoft 365 admin</td>
<td>Admin</td>
<td></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Outlook</td>
<td>User</td>
<td></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Teams</td>
<td>Teams</td>
<td>Hidden</td>
<td>Hidden</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>SharePoint</td>
<td>SharePoint</td>
<td></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Planner</td>
<td>Planner</td>
<td></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Yammer</td>
<td>Yammer</td>
<td>Hidden</td>
<td>Hidden</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Office 365 connected</td>
<td>Yammer</td>
<td>Hidden</td>
<td>Hidden</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Yammer</td>
<td>Yammer</td>
<td>Hidden</td>
<td>Hidden</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

While users can create Office 365 groups in Outlook, other apps create Office 365 groups behind the scenes when users create Teams, SharePoint team sites, Planner plans, and Yammer groups.

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