Office 365 Sites
“Sending Invitations to Staff”

- Click Share (sharing occurs twice for 2 different permissions)
- Invite Individuals and/or use G School Number to add both certified and classified staff
  - Check with Building Tech Support they can provide you with the names in each group of staff members. Some teachers like the traveling may not be included in these groups and will need to be invited individually.
- Click Show Options (see screen-shot below)
• Uncheck “Send an email invitation”
• Select School Name Members [Contribute]
• Click Share

![Screen shot showing the steps]

• Click Share a Second Time
• Invite the same staff members
• Click Show Options (see screen-shot below)
• Check “Send an email invitation”

• Select School Name Visitors [Read]

• Click Share

Demonstrate to Staff how to click “Follow” to add school site to Outlook 365

• Open Outlook 365

• Click the Waffle

• Click Sites - Select School Site from List