



CSUEB IT Introduction to Microsoft 365 [M365]

Goal

What to expect after migration and an introduction to our new way of communicating and collaborating using M365 Web version.

Hybrid life for now...

M365

Mail

Calendar

OneDrive

Chat w/ migrated
people

Teams

Google

Shared Drives

Tasks

Groups

Chat w/ non-migrated
people

Photos [not being
migrated]

M365 apps vs. Google apps

M365	Google
Outlook (e)Mail	Gmail
Outlook Calendar/To-Do	Calendar
	Tasks
OneDrive	My Drive
Teams	Workspace
MS Suite; Word, Excel, Powerpoint, Forms... etc.	Docs, Sheets, Slides, Forms... etc.

Supported Browsers

Safari and Chrome: Microsoft 365 is designed to work with the current version of the Safari and Chrome browsers.

Microsoft Edge: Microsoft 365 is designed to work with the latest version of the Microsoft Edge browser. Microsoft 365 might continue to work with older versions of the Microsoft Edge Legacy browser, but Microsoft can't provide any guarantees.

What we'll be covering

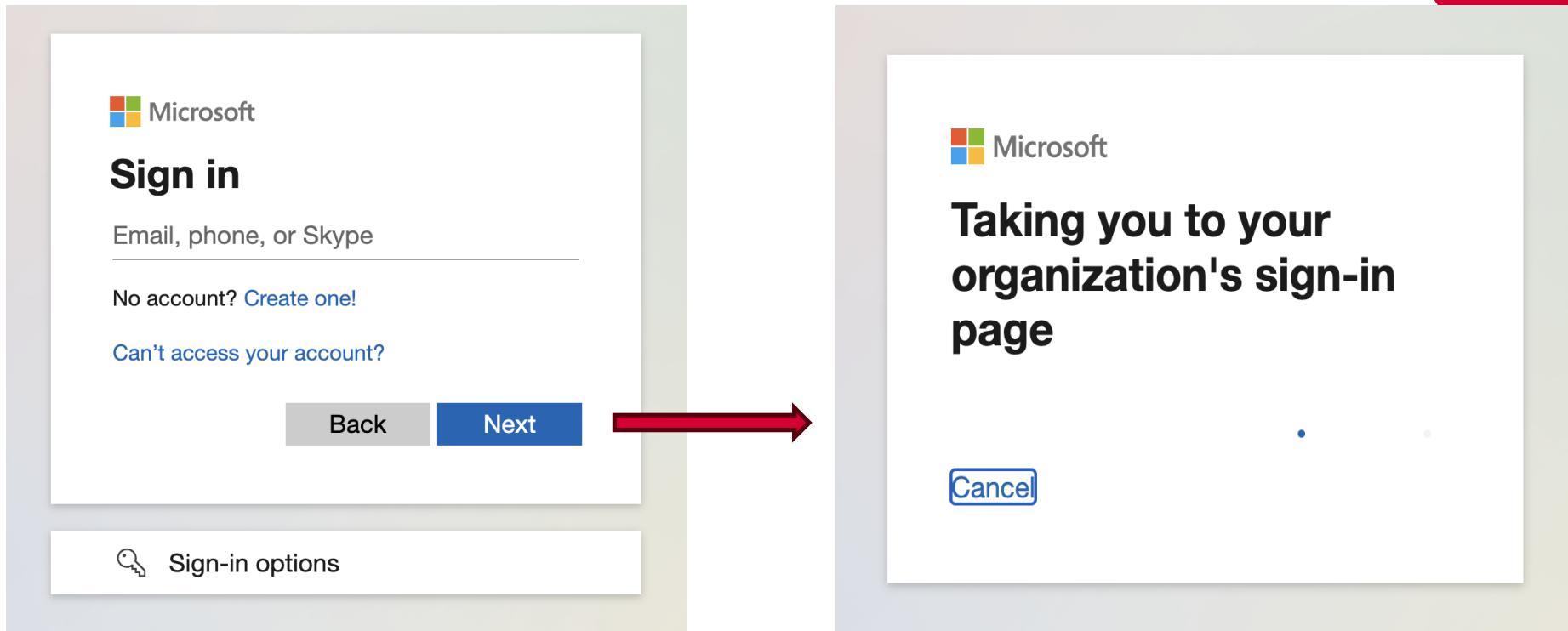
- Accessing M365
- Outlook (e)Mail
- Outlook Calendar/To-Do
- OneDrive
- Teams

Accessing Microsoft 365

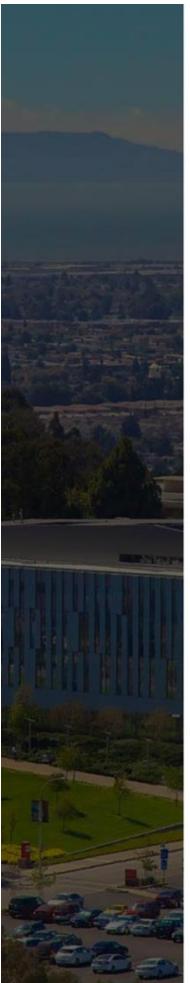
outlook.office.com/mail/

Initial Sign-in Process

1. Go to: outlook.office.com/mail/
2. Enter your CSUEB email address
3. Click Next



Duo Authentication



Sign in with your NetID and Password

NetID

Password

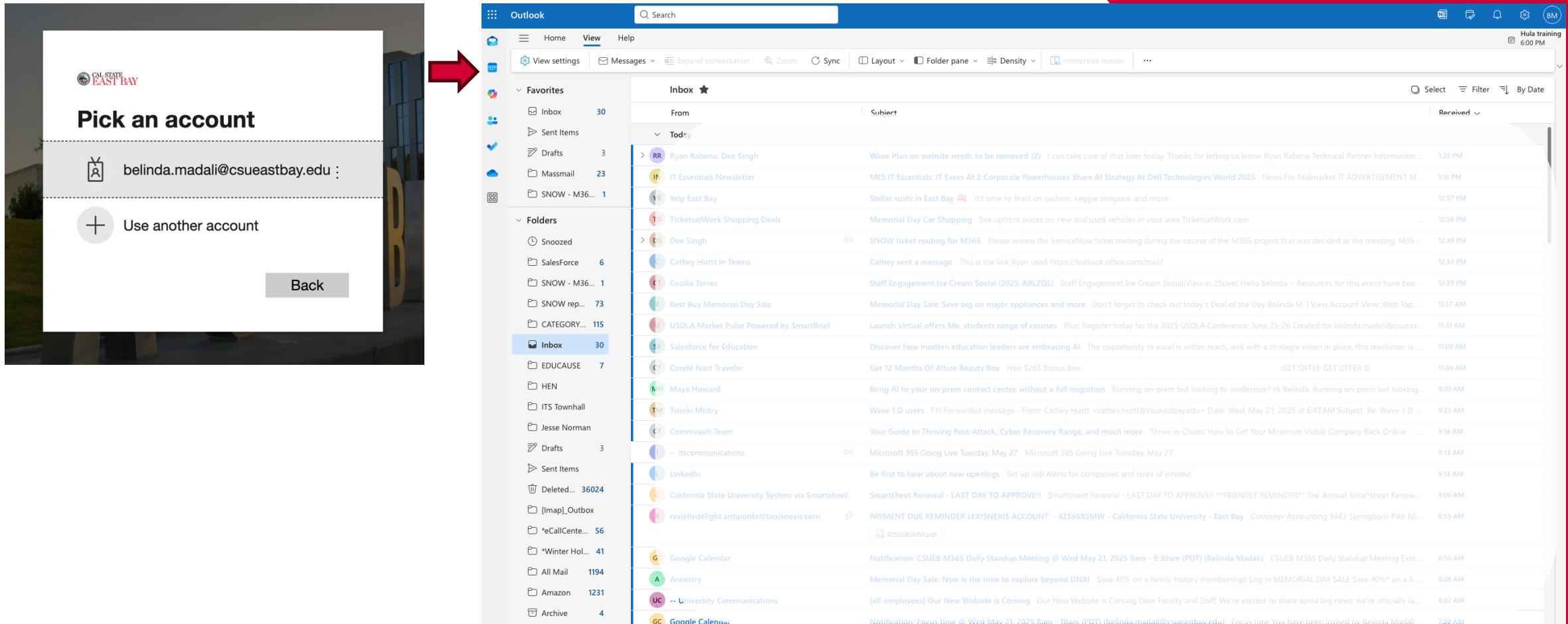
Keep me signed in

Sign in

[Manage My NetID](#)

- Enter your NetID and Password
- Click Sign In
- This will trigger the Duo authentication.

Choose your account and it will take you to your Outlook Mail.



Pick an account

belinda.madali@csueastbay.edu

Use another account

Back

Outlook

Home View Help

View settings Messages Expand conversation Zoom Sync Layout Folder pane Density Immersive reader ...

Favorites

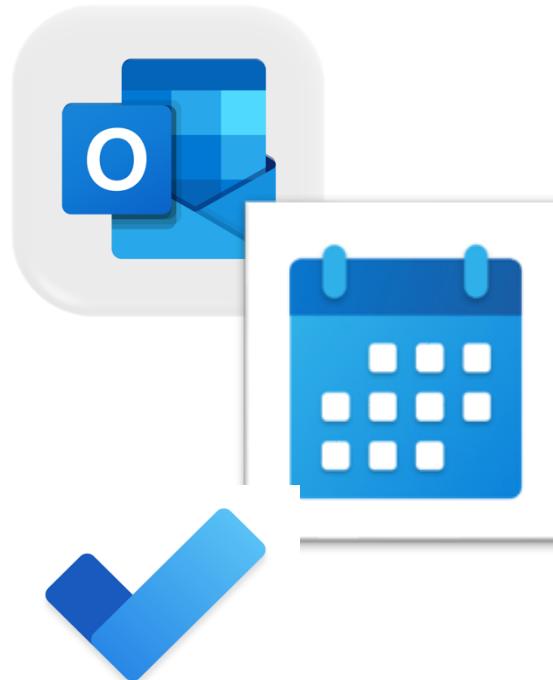
- Inbox 30
- Sent Items
- Drafts 3
- Massmail 23
- SNOW - M36... 1

Todays

- Ryan Rabena; Dee Singh Wave Plan on website needs to be removed (2) I can take care of that later today. Thanks for letting us know. Ryan Rabena Technical Partner Information ... 1:26 PM
- IT Essentials Newsletter MES IT Essentials: IT Execs At 2 Corporate Powerhouses Share AI Strategy At Dell Technologies World 2025 News For Midmarket IT ADVERTISEMENT M... 1:16 PM
- Yelp East Bay Stellar sushi in East Bay It's time to feast on sashimi, veggie tempura, and more. 12:57 PM
- TicketsatWork Shopping Deals Memorial Day Car Shopping See upfront prices on new and used vehicles in your area TicketsatWork.com ... 12:56 PM
- Dee Singh SNOW ticket routing for M365 Please review the ServiceNow ticket routing during the course of the M365 project that was decided at the meeting. M36... 12:39 PM
- Cathay Hurt in Teams Cathay sent a message This is the link Ryan used https://outlook.office.com/mail/ 12:33 PM
- Cecilia Torres Staff Engagement Ice Cream Social (2025-ABLZQL) Staff Engagement Ice Cream Social(View in 25Live) Hello Belinda ~ Resources for this event have bee... 12:29 PM
- Best Buy Memorial Day Sale Memorial Day Sale: Save big on major appliances and more Don't forget to check out today's Deal of the Day Belinda M. | View Account View: Web Top ... 11:57 AM
- USDLA Market Pulse Powered by SmartBrief Launch Virtual offers Mo. students range of courses Plus: Register today for the 2025 USDLA Conference: June 23-26 Created for belinda.madali@csueas... 11:31 AM
- Salesforce for Education Discover how modern education leaders are embracing AI The opportunity to excel is within reach, and with a strategic vision in place, this revolution is ... 11:08 AM
- Condé Nast Traveler Get 12 Months Of Allure Beauty Box Free \$265 Bonus Box GET OFFER GET OFFER G 11:04 AM
- Maya Howard Bring AI to your on-prem contact center, without a full migration Running on-prem but looking to modernize? Hi Belinda. Running on-prem but looking... 9:30 AM
- Twinki Mistry Wave 1 D users FYI Forwarded message - From: Cathay Hurt: <cathay.hurt@csueastbay.edu> Date: Wed, May 21, 2025 at 6:43 AM Subject: Re: Wave 1 D ... 9:23 AM
- CommVault Team Your Guide to Thriving Post-Attack, Cyber Recovery Range, and much more Thrive in Chaos: How to Get Your Minimum Viable Company Back Online ... 9:16 AM
- itscommunications Microsoft 365 Going Live Tuesday, May 27 Microsoft 365 Going Live Tuesday, May 27 9:13 AM
- LinkedIn Be first to hear about new openings Set up Job Alerts for companies and roles of interest 9:13 AM
- California State University System via Smartsheet Smartsheet Renewal - LAST DAY TO APPROVE!! Smartsheet Renewal - LAST DAY TO APPROVE!! **FRIENDLY REMINDER** The Annual Smartsheet Renew... 9:06 AM
- rexilledelight.antiporda@LexisNexis.com PAYMENT DUE REMINDER LEXISNEXIS ACCOUNT: - 42565BSMW - California State University - East Bay Customer Accounting 9443 Springboro Pike Mi... 8:55 AM
- 42565BSMW.pdf
- Google Calendar Notification: CSUEB M365 Daily Standup Meeting @ Wed May 21, 2025 9am - 9:30am (PDT) (Belinda Madali) CSUEB M365 Daily Standup Meeting Exte... 8:50 AM
- Ancestry Memorial Day Sale: Now is the time to explore beyond DNA! Save 40% on a family history membership! Log In MEMORIAL DAY SALE Save 40%* on a 6-... 8:28 AM
- University Communications [all-employees] Our New Website is Coming Our New Website is Coming Dear Faculty and Staff, We're excited to share some big news: we're officially la... 8:02 AM
- Google Calendar Notification: Forum time @ Wed May 21, 2025 8am - 10am (PDT) belinda.madali@csueastbay.edu Forum time You have been invited by Belinda Madali ... 7:50 AM

Outlook

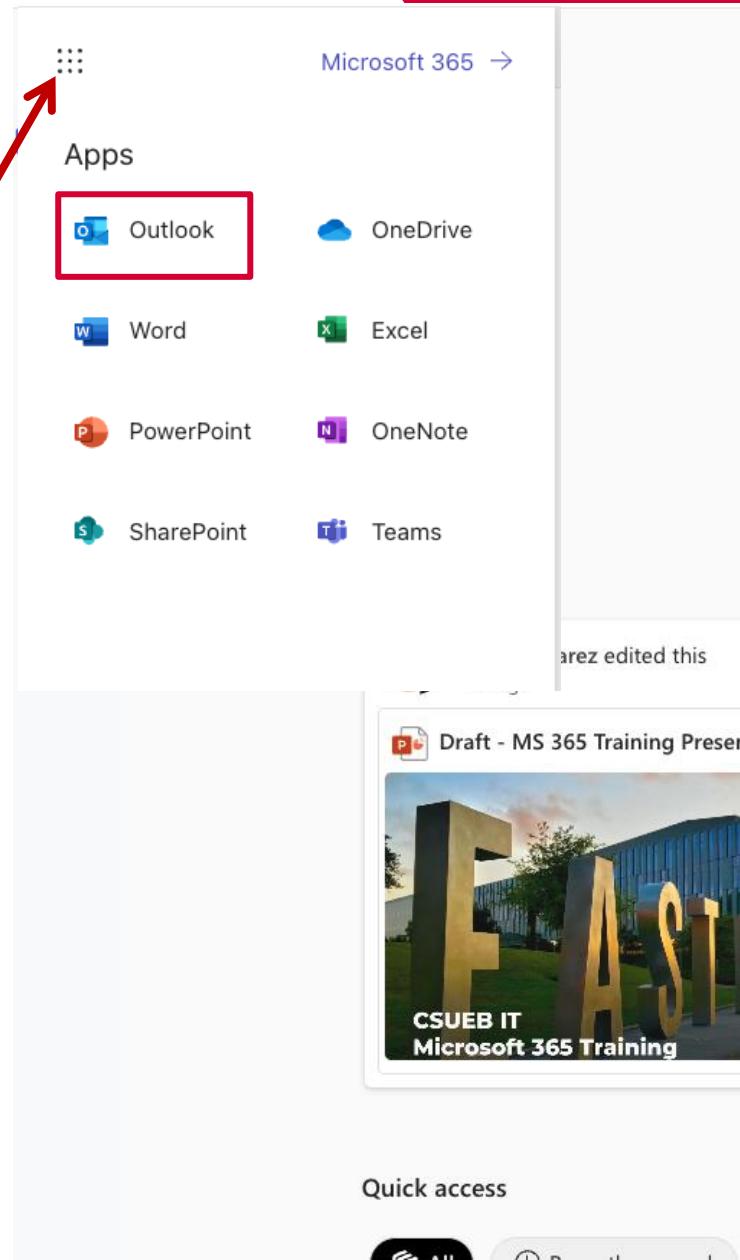
- (e)Mail
- Calendar
- To-Do



Outlook through App Launcher

If you are not in your Mail app already, here is how you would get to it.

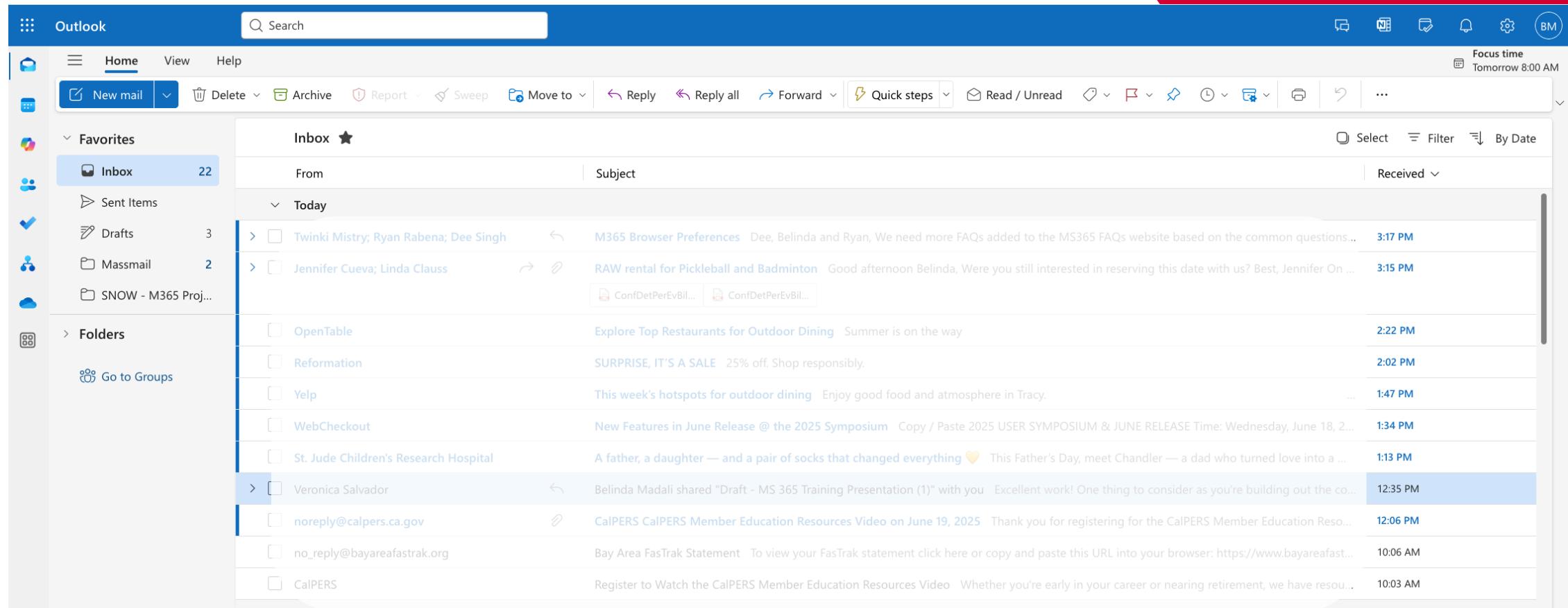
- Top left click the Apps Launcher.
- Choose Outlook



Outlook - Mail

outlook.office.com/mail/

Outlook Mail

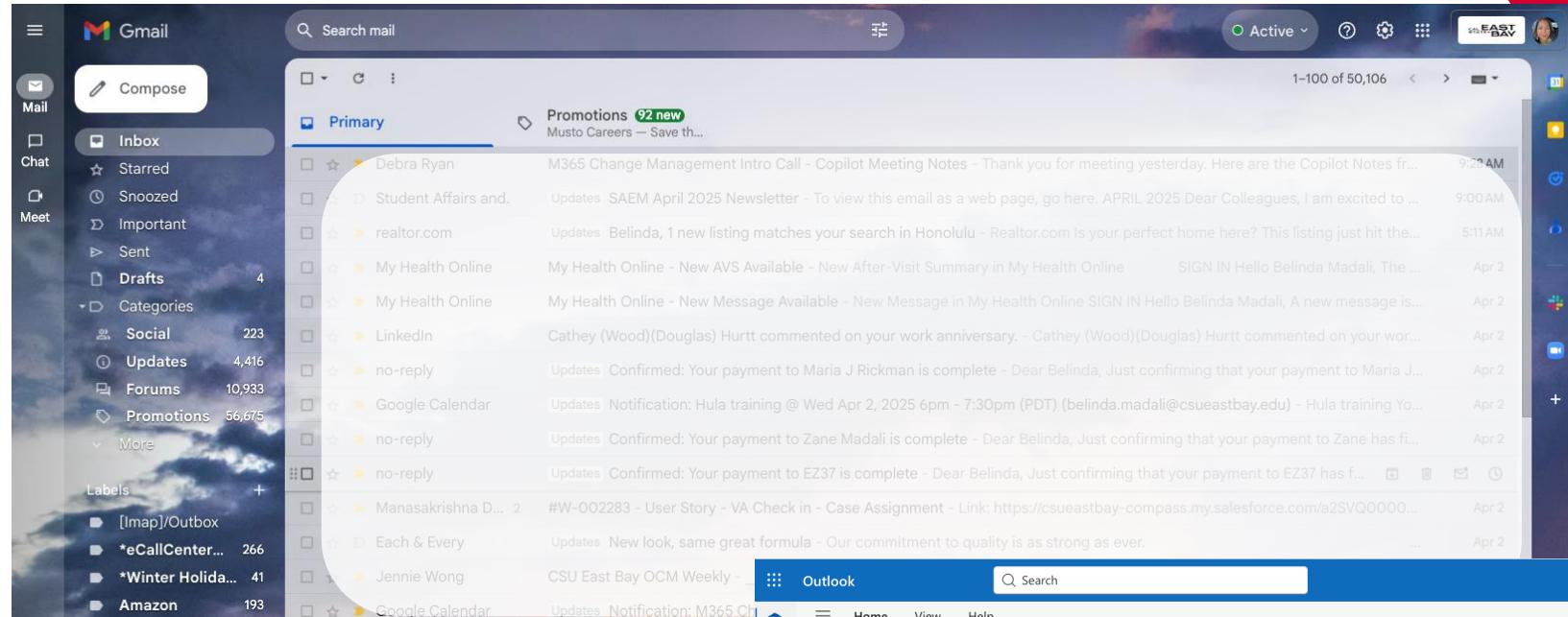


The screenshot shows the Microsoft Outlook Mail interface. The top navigation bar includes 'Outlook', a search bar, and various icons for account management and settings. The main menu bar has 'Home' selected, along with 'View' and 'Help'. Below the menu is a toolbar with buttons for 'New mail', 'Delete', 'Archive', 'Report', 'Sweep', 'Move to', 'Reply', 'Reply all', 'Forward', 'Quick steps', 'Read / Unread', and other message-related actions. A 'Focus time' notification is visible in the top right, indicating a scheduled task for tomorrow at 8:00 AM.

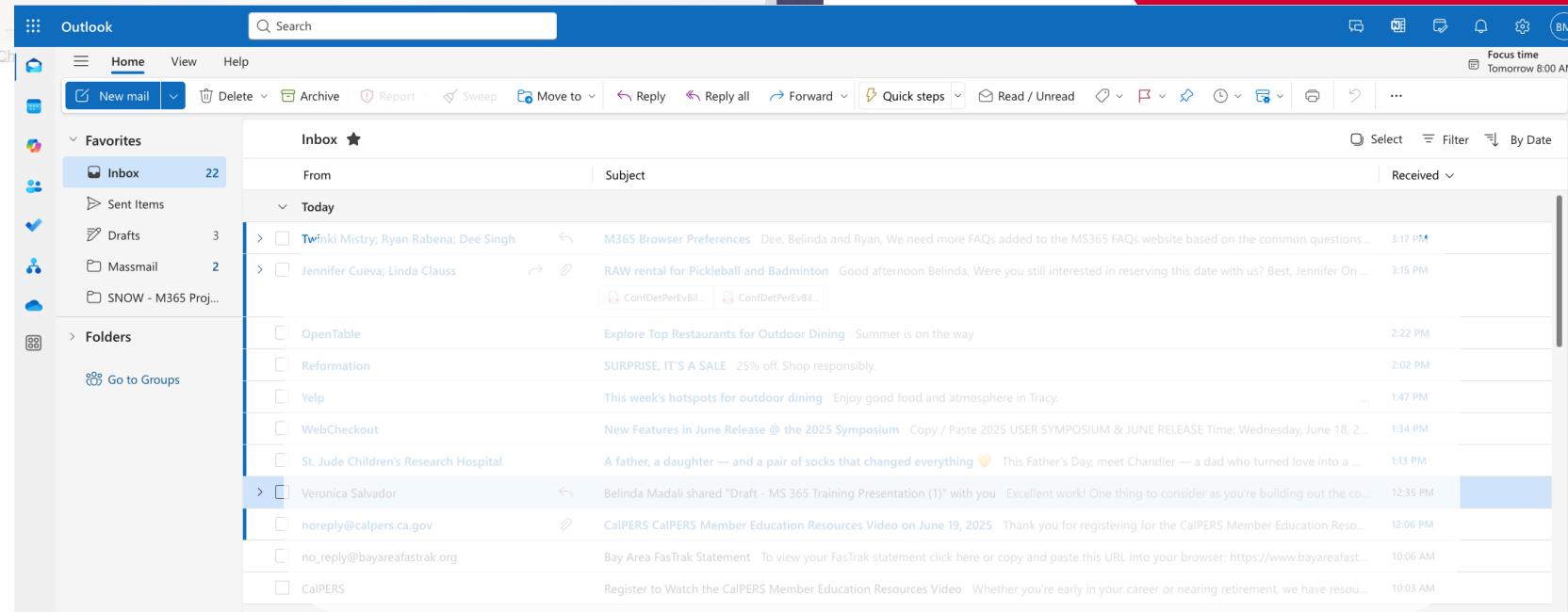
The left sidebar contains a 'Favorites' section with links to 'Inbox' (22 messages), 'Sent Items', 'Drafts' (3 messages), 'Massmail' (2 messages), and 'SNOW - M365 Proj...'. Below that is a 'Folders' section and a 'Go to Groups' link. The main content area is the 'Inbox' folder, titled 'Inbox ★'. It displays a list of messages with columns for 'From', 'Subject', and 'Received'. The messages are as follows:

From	Subject	Received
Twinki Mistry; Ryan Rabena; Dee Singh	M365 Browser Preferences Dee, Belinda and Ryan, We need more FAQs added to the MS365 FAQs website based on the common questions...	3:17 PM
Jennifer Cueva; Linda Clauss	RAW rental for Pickleball and Badminton Good afternoon Belinda, Were you still interested in reserving this date with us? Best, Jennifer On ...	3:15 PM
OpenTable	Explore Top Restaurants for Outdoor Dining Summer is on the way	2:22 PM
Reformation	SURPRISE, IT'S A SALE 25% off. Shop responsibly.	2:02 PM
Yelp	This week's hotspots for outdoor dining Enjoy good food and atmosphere in Tracy.	1:47 PM
WebCheckout	New Features in June Release @ the 2025 Symposium Copy / Paste 2025 USER SYMPOSIUM & JUNE RELEASE Time: Wednesday, June 18, 2...	1:34 PM
St. Jude Children's Research Hospital	A father, a daughter — and a pair of socks that changed everything This Father's Day, meet Chandler — a dad who turned love into a ...	1:13 PM
Veronica Salvador	Belinda Madali shared "Draft - MS 365 Training Presentation (1)" with you Excellent work! One thing to consider as you're building out the co...	12:35 PM
noreply@calpers.ca.gov	CalPERS CalPERS Member Education Resources Video on June 19, 2025 Thank you for registering for the CalPERS Member Education Reso...	12:06 PM
no_reply@bayareafastrak.org	Bay Area FasTrak Statement To view your FasTrak statement click here or copy and paste this URL into your browser: https://www.bayareafast...	10:06 AM
CalPERS	Register to Watch the CalPERS Member Education Resources Video Whether you're early in your career or nearing retirement, we have resou...	10:03 AM

Gmail

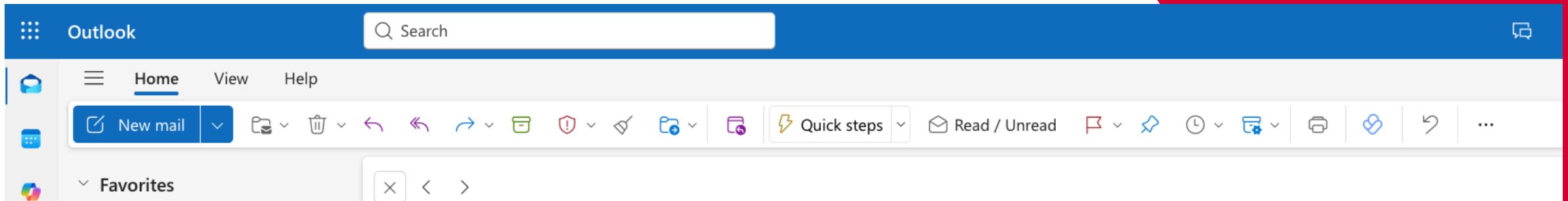


Outlook Mail

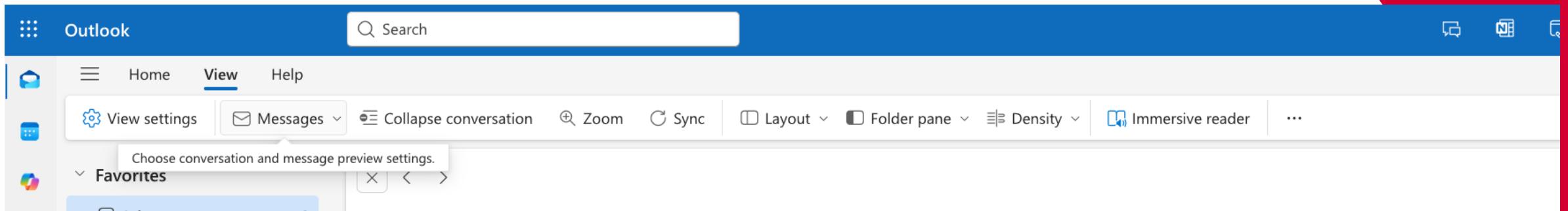


Menu Tabs – Home & View

Home Tab



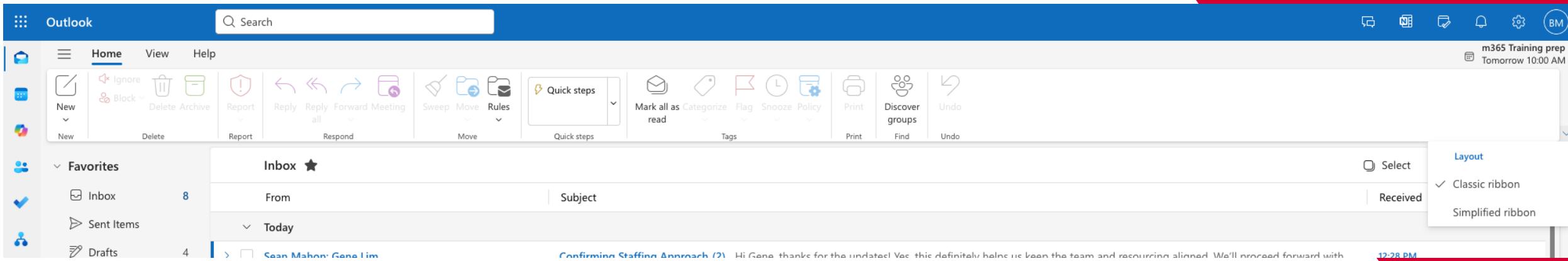
View Tab



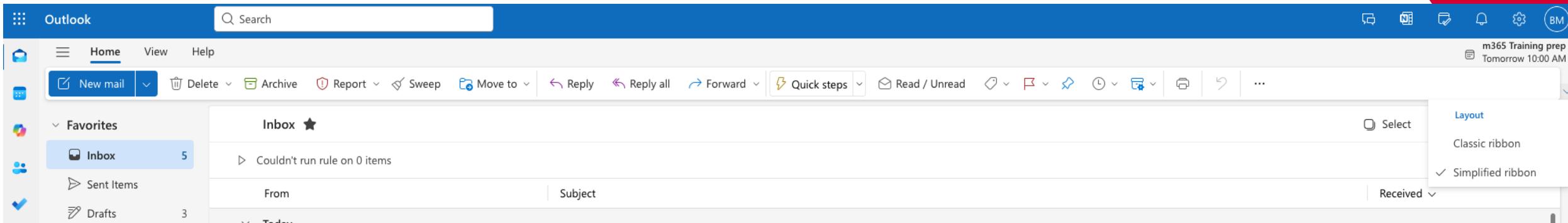
Outlook Mail – Ribbons (top menu)

Two different views for the menu ribbon.

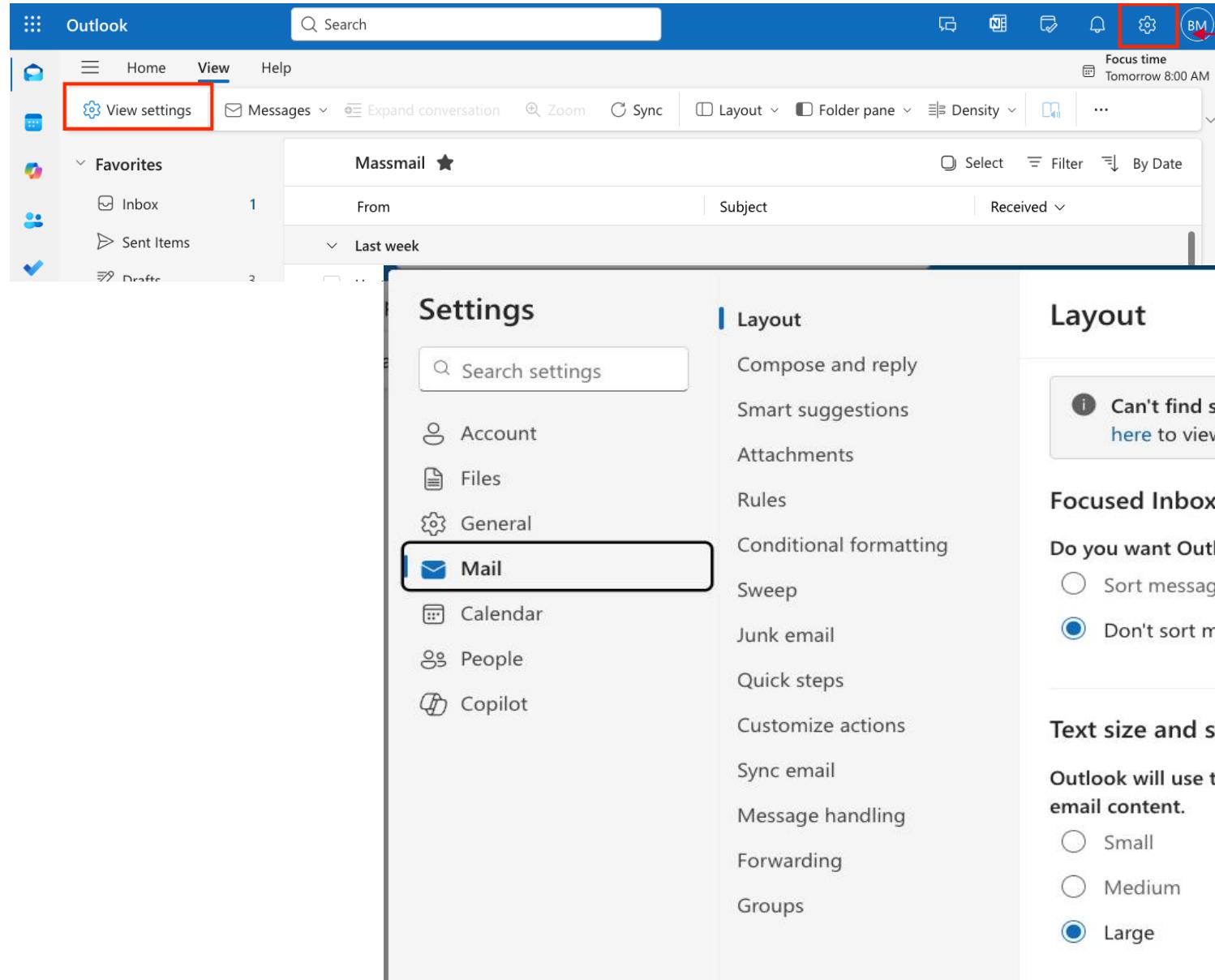
Classic Ribbon



Simplified Ribbon



View Settings (what it covers)



The screenshot shows the Microsoft Outlook interface. At the top, the ribbon has 'Outlook' selected. The 'View' tab is highlighted. The 'View settings' button is highlighted with a red box. In the top right corner, there is a gear icon and a profile icon labeled 'BM'. The main pane shows a 'Massmail' list with columns for 'From', 'Subject', and 'Received'. The left sidebar shows 'Favorites' with 'Inbox' (1), 'Sent Items', and 'Drafts'. The 'Settings' dialog is open in the foreground. The left sidebar of the settings dialog shows categories: 'Account', 'Files', 'General', 'Mail' (which is selected and highlighted with a blue box), 'Calendar', 'People', and 'Copilot'. The right side of the settings dialog is divided into sections: 'Layout' (with options like 'Compose and reply', 'Smart suggestions', 'Attachments', 'Rules', 'Conditional formatting', 'Sweep', 'Junk email', 'Quick steps', 'Customize actions', 'Sync email', 'Message handling', 'Forwarding', and 'Groups') and 'Focused Inbox' (with a note about moved settings and two radio button options: 'Sort messages into Focused and Other' and 'Don't sort my messages', where 'Don't sort my messages' is selected). There is also a 'Text size and spacing' section with options for 'Small', 'Medium', and 'Large', where 'Large' is selected.

Tip: You can, also, click the gear icon next to your profile to get to "Settings"

*****Important:**

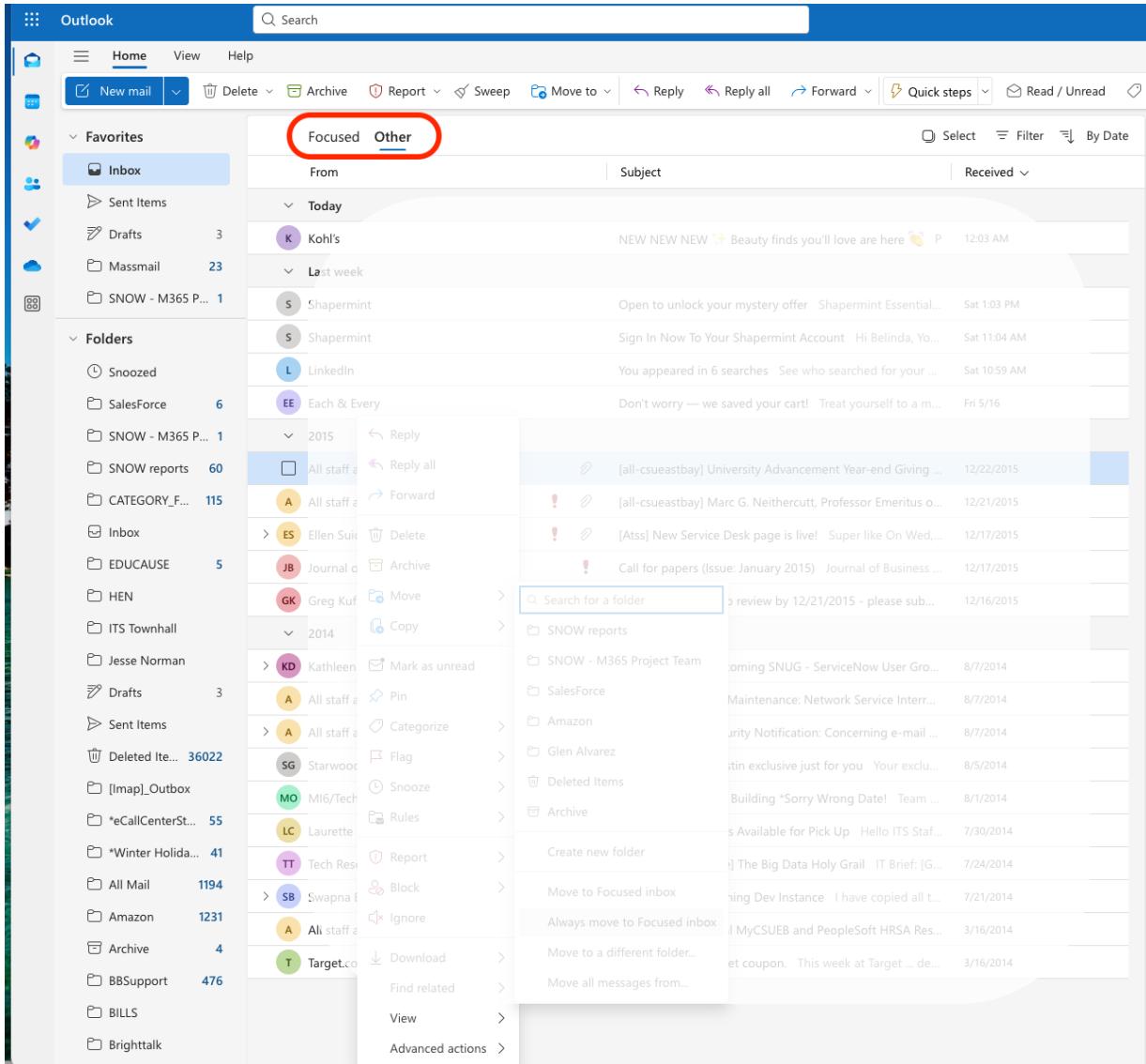
When you log into M365 Outlook you may receive a message stating "your mail is being forwarded to xxxx@gm.csueastbay.edu"

DO NOT CHANGE THIS SETTING.

This is used for the migration purposes.

This will remain this way until we are fully off of Google.

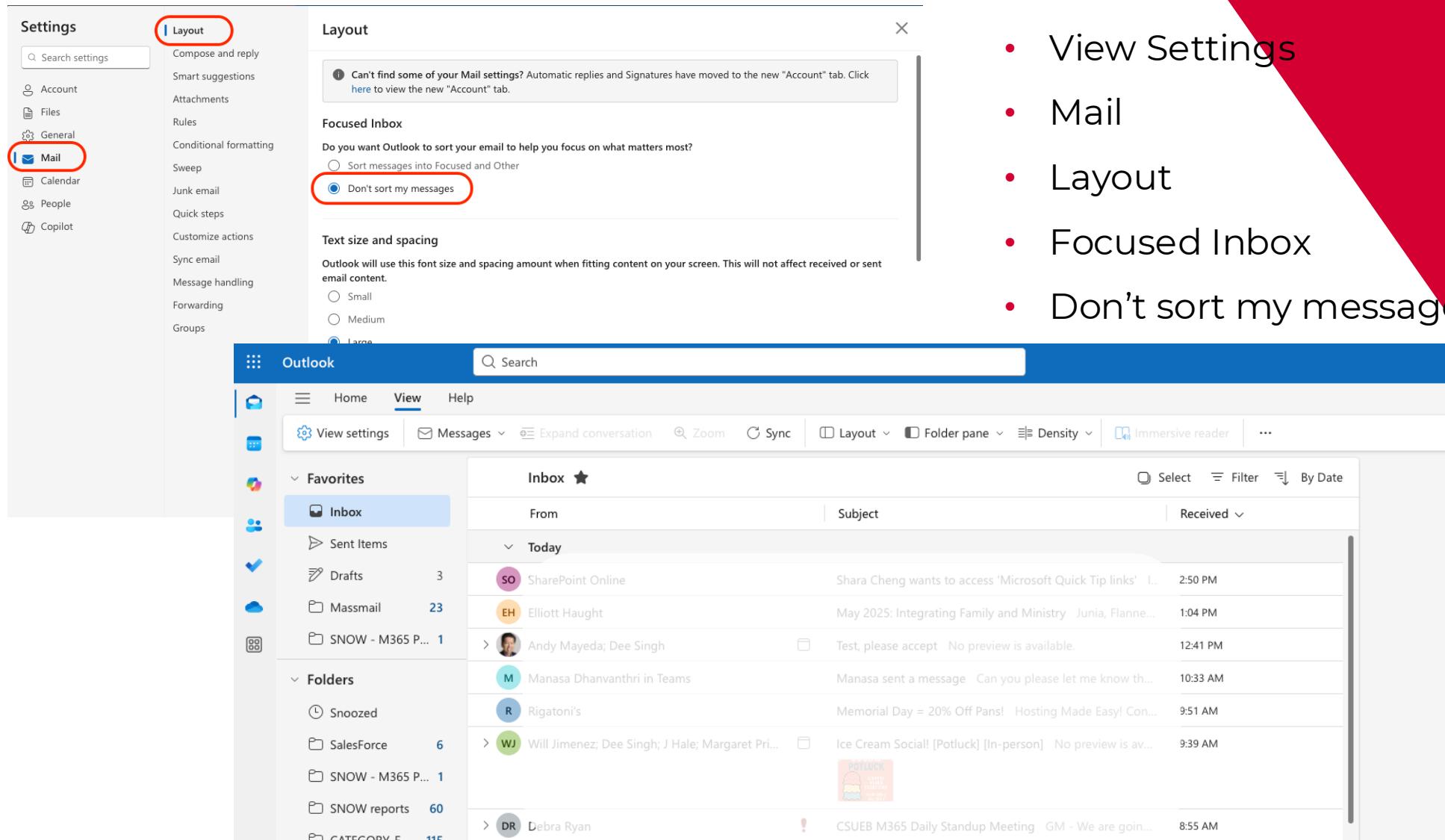
Focused vs. Other



“Focused Inbox intelligently pre-sorts your email so you can focus on what matters. It places your most important emails in Focused and the rest in Other. Focused Inbox works across all your email accounts, personal and professional.”

~ Microsoft

Stop sorting by Focused/Other



The image shows the Microsoft Outlook settings interface and the inbox screen. The settings window is open, showing the 'Layout' tab under 'Mail' settings. A red box highlights the 'Mail' tab in the sidebar and the 'Layout' tab in the header. Another red box highlights the radio button for 'Don't sort my messages' in the 'Focused Inbox' section. The inbox screen shows a list of messages with columns for 'From', 'Subject', and 'Received'. A red box highlights the 'Focused' icon in the message list header.

Settings

Layout

Compose and reply

Smart suggestions

Attachments

Rules

Conditional formatting

Sweep

Junk email

Quick steps

Customize actions

Sync email

Message handling

Forwarding

Groups

Mail

Focused Inbox

Do you want Outlook to sort your email to help you focus on what matters most?

Sort messages into Focused and Other

Don't sort my messages

Text size and spacing

Outlook will use this font size and spacing amount when fitting content on your screen. This will not affect received or sent email content.

Small

Medium

Large

Outlook

Home View Help

View settings Messages Expand conversation Zoom Sync Layout Folder pane Density Immersive reader ...

Favorites

Inbox

Sent Items

Drafts 3

Massmail 23

SNOW - M365 P... 1

Folders

Snoozed

SalesForce 6

SNOW - M365 P... 1

SNOW reports 60

CATEGORY F 115

Inbox

From Subject Received

Today

SO SharePoint Online Shara Cheng wants to access 'Microsoft Quick Tip links' 1... 2:50 PM

EH Elliott Haught May 2025: Integrating Family and Ministry Junia, Flanne... 1:04 PM

Andy Mayeda; Dee Singh Test, please accept No preview is available. 12:41 PM

M Manasa Dhanvanthri in Teams Manasa sent a message Can you please let me know th... 10:33 AM

R Rigatoni's Memorial Day = 20% Off Pans! Hosting Made Easy! Con... 9:51 AM

WJ Will Jimenez; Dee Singh; J Hale; Margaret Pri... Ice Cream Social! [Potluck] [In-person] No preview is av... 9:39 AM

DR Debra Ryan POTLUCK

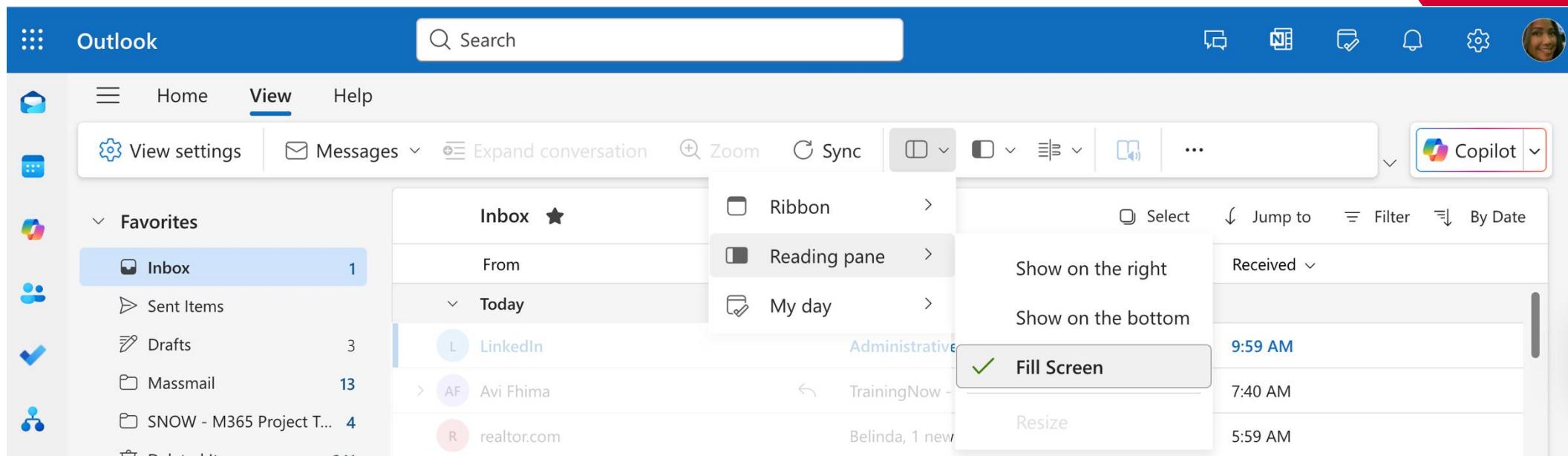
CSUEB M365 Daily Standup Meeting GM - We are goin... 8:55 AM

- View Settings
- Mail
- Layout
- Focused Inbox
- Don't sort my messages.

Layout – Reading pane

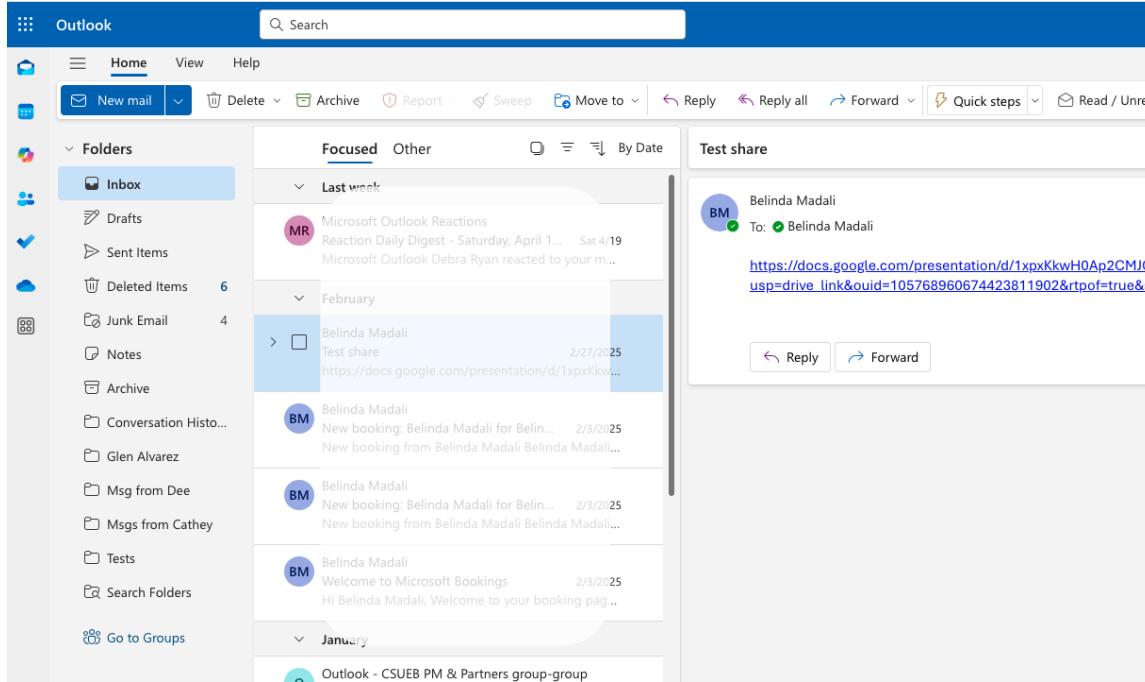
Show on the right | Show on the bottom | Fill Screen

- In Mail go to "View"
- Click "Layout"
- Click "Reading pane"



Examples of Layout – Reading panes

Right



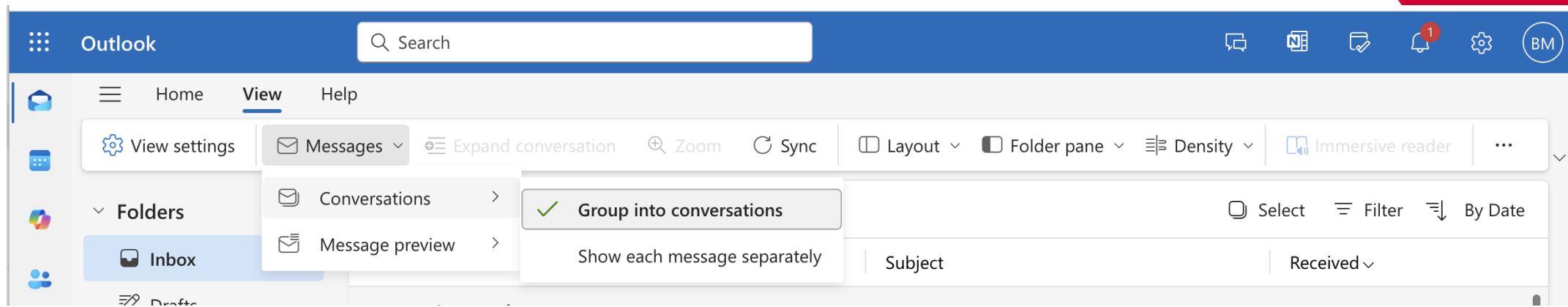
Fill screen (list view)

The image contains two screenshots of Microsoft Outlook. The top screenshot shows the 'Focused' view with a message from 'Belinda Madali' with the subject 'Test share'. The message content is: 'Belinda Madali To: Belinda Madali https://docs.google.com/presentation/d/1xpxKkwH0Ap2CMJQuI6lqYMAwVW1UeZ-a'. The bottom screenshot shows the 'Focused' view with a message from 'Outlook - CSUEB PM & Partners group-group' with the subject 'You've joined the Outlook - CSUEB PM & Partners group-group group'. The message content is: 'You've joined the Outlook - CSUEB PM & Partners group-group group Work Brilliantly Together'.

Email threads = Mail Conversations

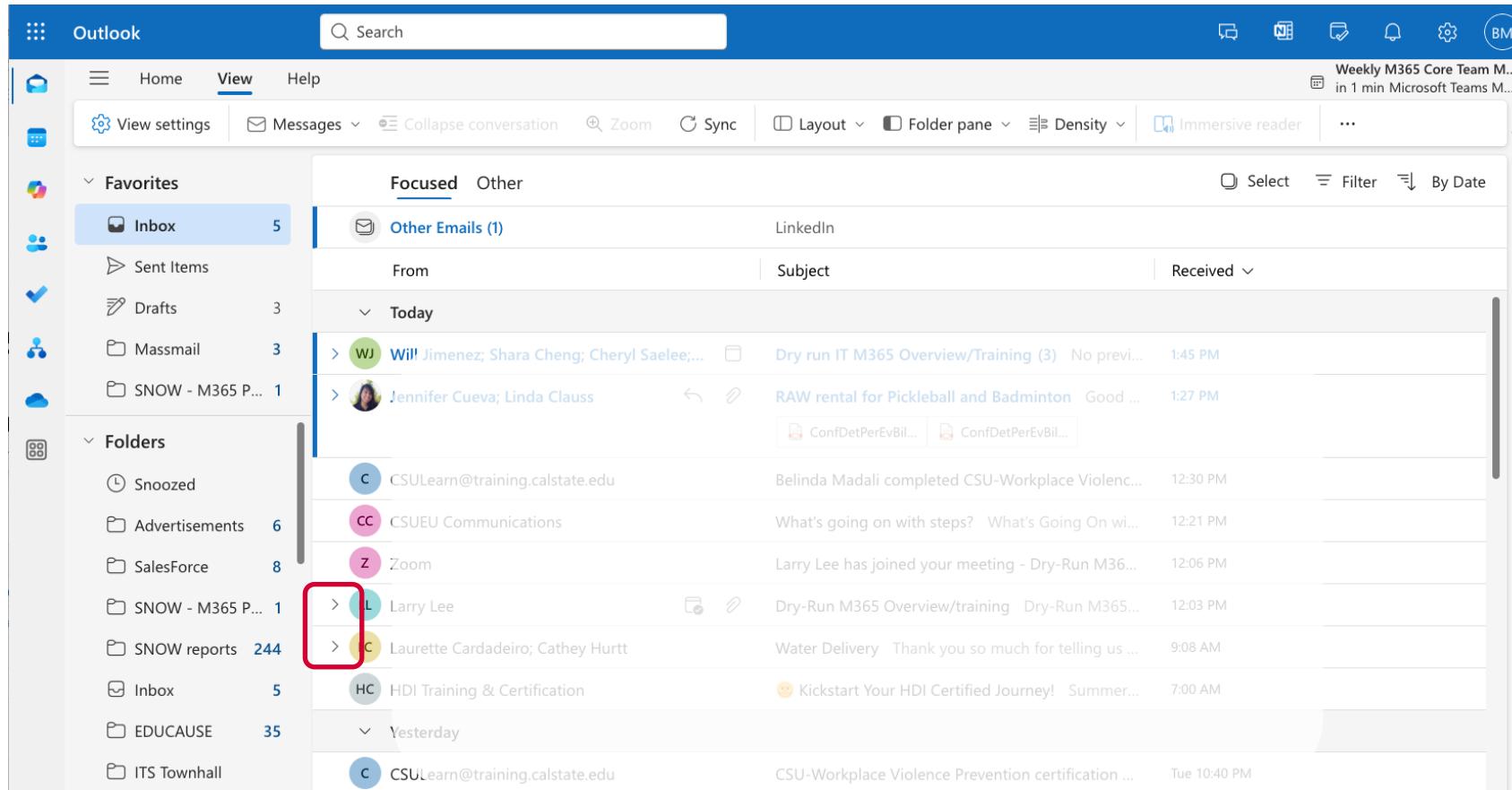
Group into conversations or Show each message separately:

- Go to the "View" tab
- Click "Messages"
- Click "Conversations"



Mail Conversations

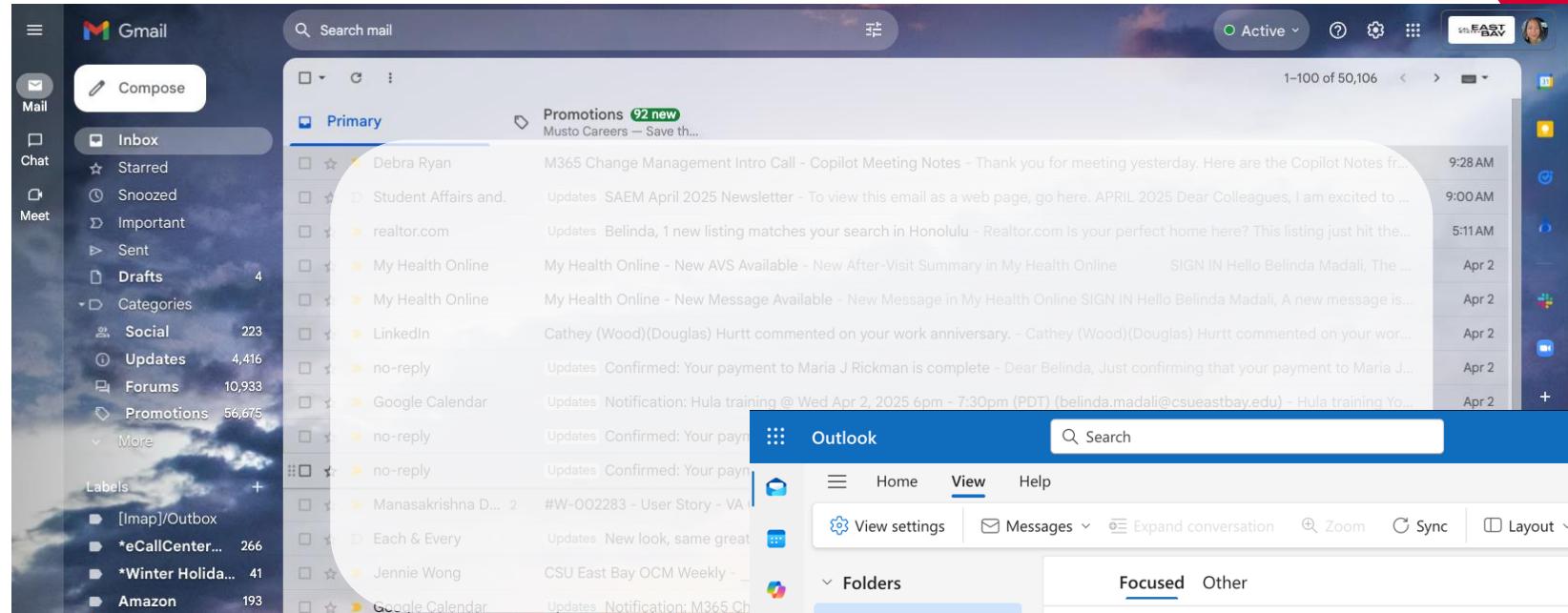
Grouped conversations ">" icon in list.



The screenshot shows the Microsoft Outlook interface in list view. The left sidebar displays various folders: Favorites (Inbox, Sent Items, Drafts, Massmail, SNOW - M365 P...), Folders (Snoozed, Advertisements, SalesForce, SNOW - M365 P..., SNOW reports, Inbox, EDUCAUSE, ITS Townhall), and a search bar. The main pane shows a list of emails under the 'Focused' tab. A red box highlights the '>' icon next to the subject line of the first email in a conversation group, which is a dry-run M365 Overview/training email. Other emails in the group include a RAW rental for Pickleball and Badminton, a CSULearn@training.calstate.edu message, and a Zoom meeting invite. The list also shows messages from CSUEU Communications, Larry Lee, Laurette Cardadeiro, and Cathey Hurt. The interface includes a header bar with search, ribbon, and various settings icons.

From	Subject	Received
Will! Jimenez; Shara Cheng; Cheryl Saelee;...	Dry run IT M365 Overview/Training (3)	1:45 PM
Jennifer Cueva; Linda Clauss	RAW rental for Pickleball and Badminton	1:27 PM
CSULearn@training.calstate.edu	Belinda Madali completed CSU-Workplace Violenc...	12:30 PM
CSUEU Communications	What's going on with steps? What's Going On wi...	12:21 PM
Zoom	Larry Lee has joined your meeting - Dry-Run M36...	12:06 PM
L Larry Lee	Dry-Run M365 Overview/training	12:03 PM
Laurette Cardadeiro; Cathey Hurt	Dry-Run M365 Overview/training	12:03 PM
HDI Training & Certification	Water Delivery Thank you so much for telling us ...	9:08 AM
CSULearn@training.calstate.edu	Kickstart Your HDI Certified Journey! Summer...	7:00 AM
CSULearn@training.calstate.edu	CSU-Workplace Violence Prevention certification ...	Tue 10:40 PM

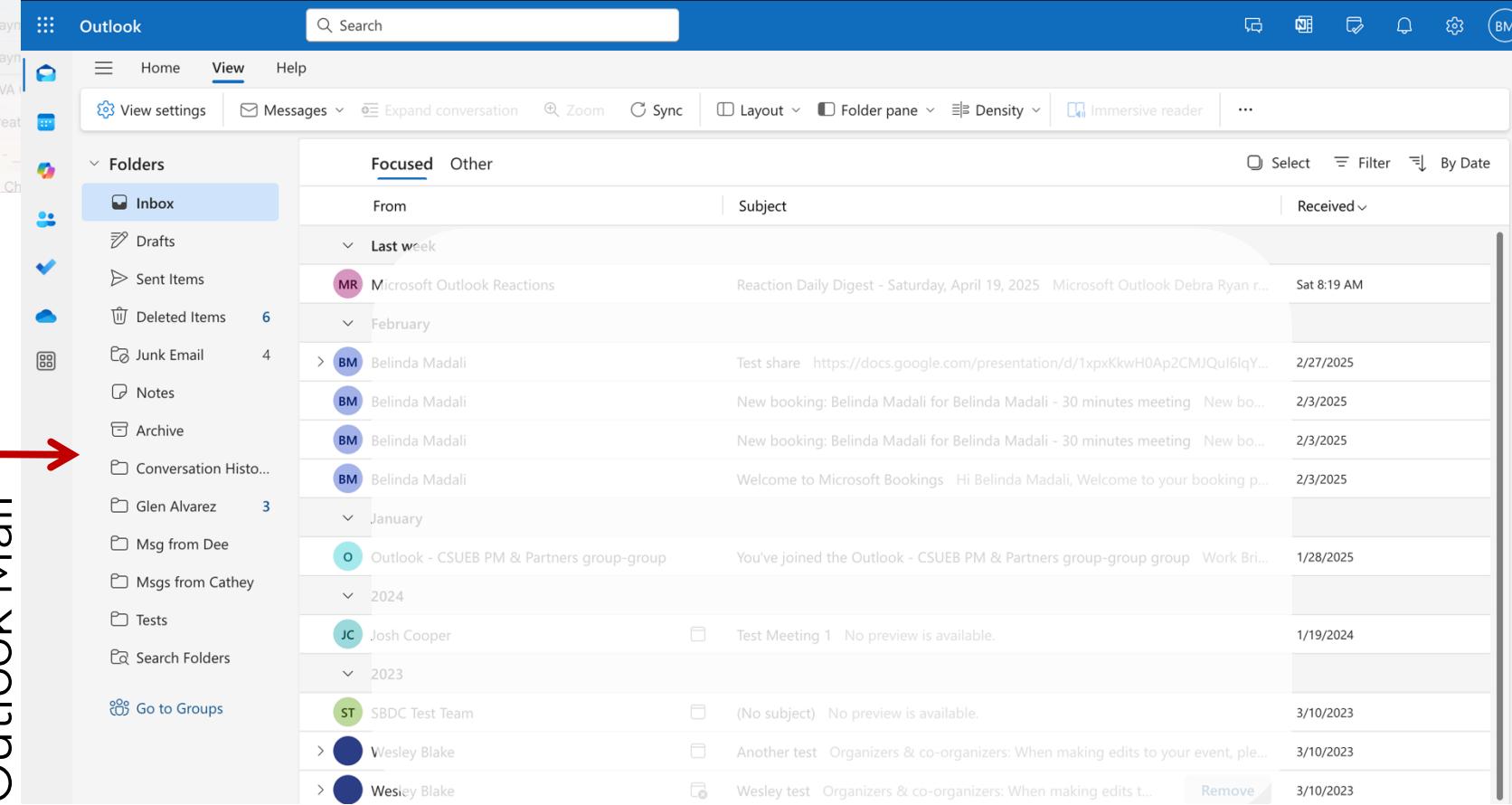
Gmail



The Gmail inbox interface. The left sidebar shows labels: Starred, Snoozed, Important, Sent, Drafts (4), Categories (223), Social (223), Updates (4,416), Forums (10,933), Promotions (56,675), and More. The inbox list shows several messages from various senders, including Debra Ryan, Student Affairs, realtor.com, My Health Online, LinkedIn, no-reply, Google Calendar, and Belinda Madali. A red arrow points from the text "Labels = Folders" to the "Labels" section of the sidebar.

Labels = Folders

Outlook Mail



The Microsoft Outlook inbox interface. The left sidebar shows folders: Inbox (selected), Drafts, Sent Items, Deleted Items (6), Junk Email (4), Notes, Archive, Conversation History, Glen Alvarez (3), Msg from Dee, Msgs from Cathey, Tests, Search Folders, and Go to Groups. The inbox list shows messages from Microsoft Outlook Reactions, Belinda Madali, and Outlook - CSUEB PM & Partners group. A red arrow points from the text "Outlook Mail" to the "Folders" section of the sidebar.

Organizing Your Email

Organizing Your Email

Creating rules (In gmail = filters) to Auto-file Your Emails

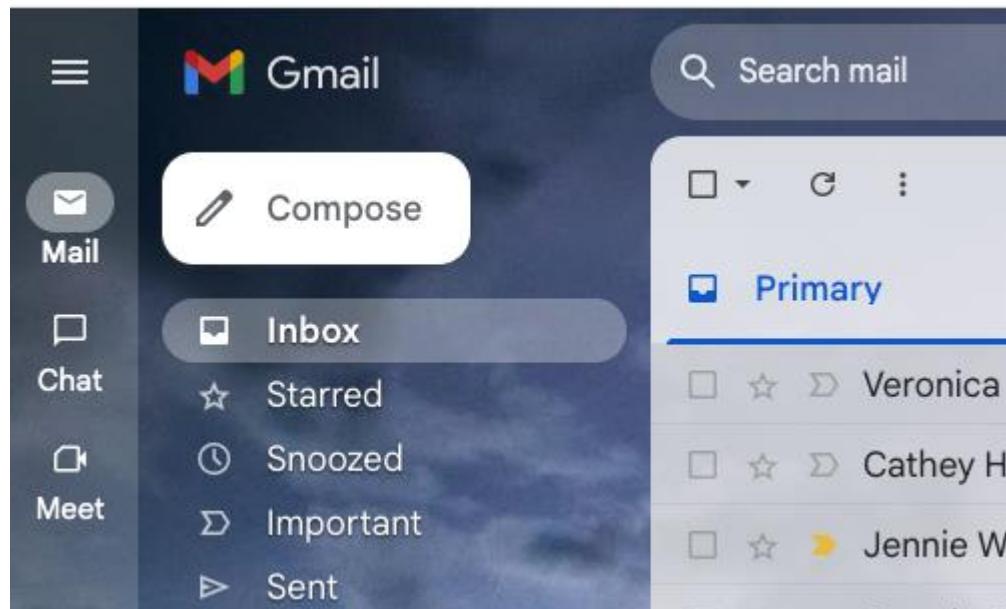
- Right-click a message in your message list that you want to create a rule for, hover over Rules and then select Create rule.
- Choose an existing folder or create one where you want all messages from that sender/s, topics, or other criteria to be moved to, and then select OK.
- After selecting OK, the rule will be applied to all incoming messages with that criteria.

Microsoft instructions on [how to create rules](#)

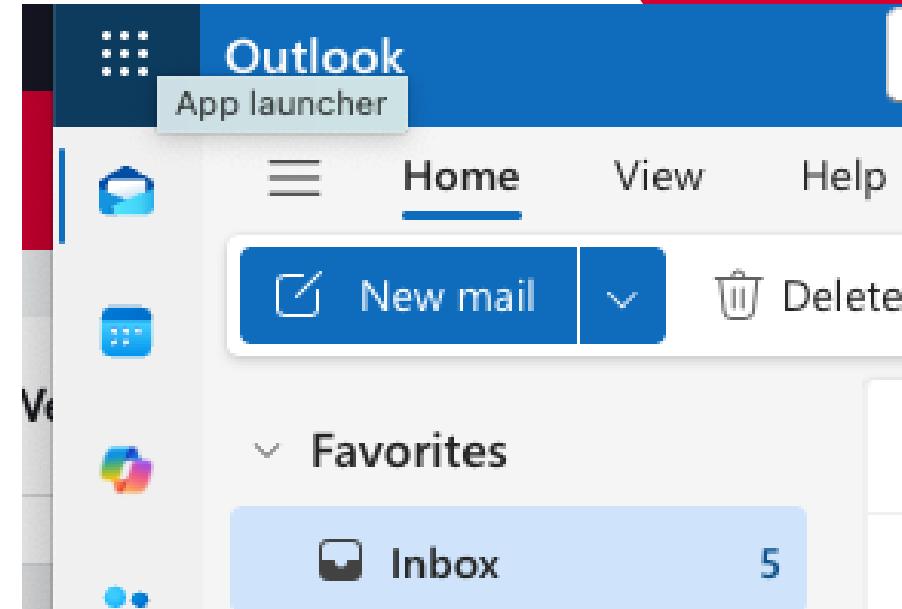
Outlook Mail

The basic, composing an email.

Old – Gmail "Compose"

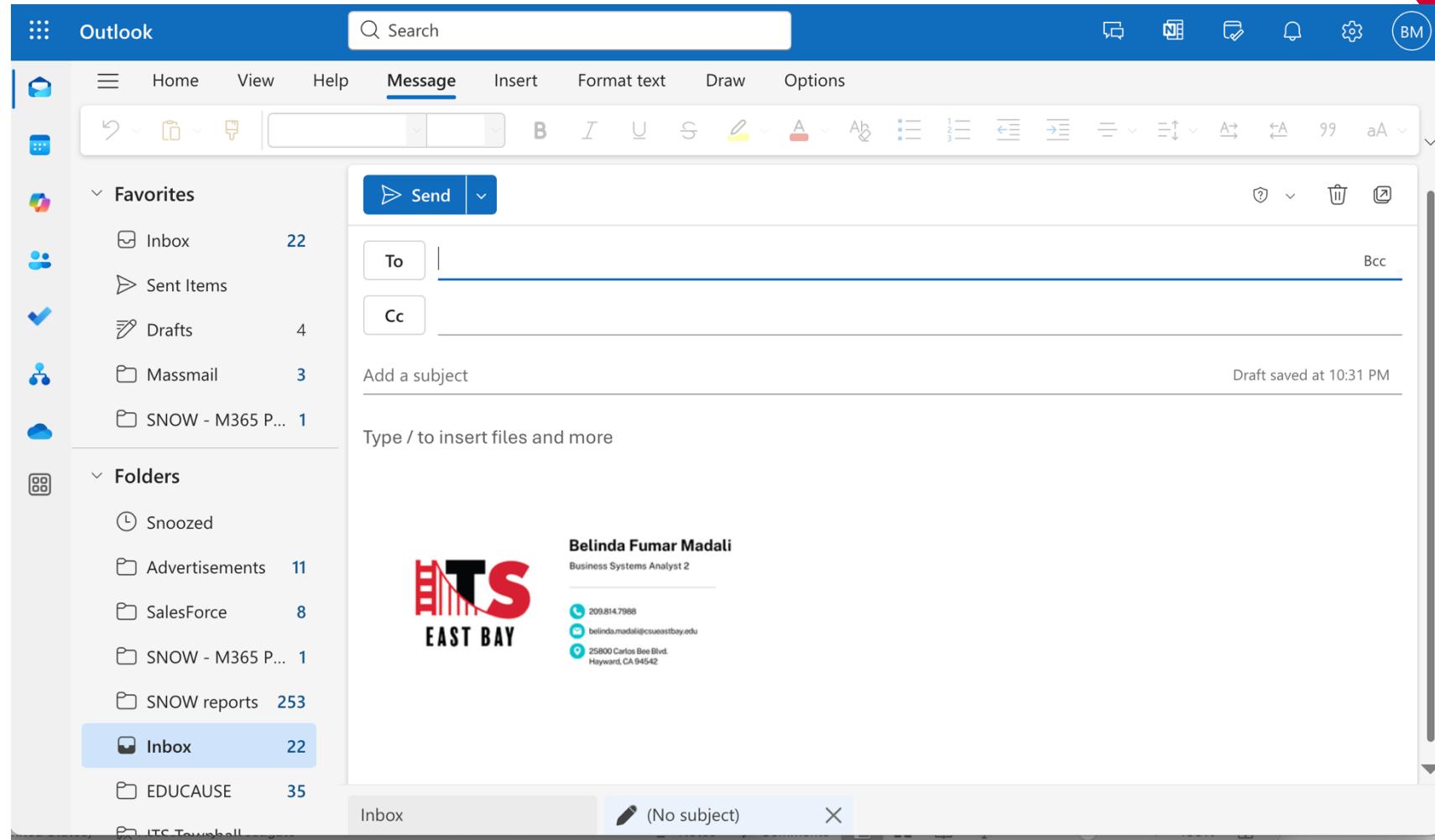


New – Outlook Mail "New Mail"



Outlook Mail

Composing an email.



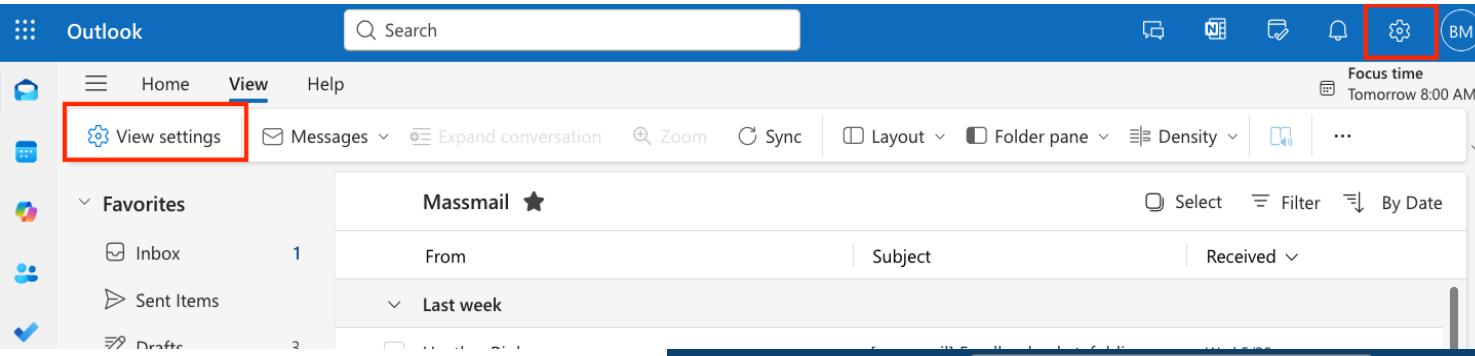
The screenshot shows the Microsoft Outlook Mail interface. The top navigation bar includes 'Outlook', a search bar, and various icons for communication and settings. The 'Message' tab is selected. The left sidebar displays a 'Favorites' section with 'Inbox' (22), 'Sent Items', 'Drafts' (4), 'Massmail' (3), and 'SNOW - M365 P...' (1). Below this is a 'Folders' section with 'Snoozed', 'Advertisements' (11), 'SalesForce' (8), 'SNOW - M365 P...' (1), and 'SNOW reports' (253). The 'Inbox' folder is currently selected, showing 22 items. The main compose window on the right has a 'Send' button and fields for 'To', 'Cc', and 'Bcc'. It also includes a subject line 'Add a subject' and a note 'Draft saved at 10:31 PM'. Below the subject line is a placeholder 'Type / to insert files and more'. A contact card for 'Belinda Fumar Madali' is displayed, showing her title 'Business Systems Analyst', phone number '209.814.7988', email 'belinda.madali@csueastbay.edu', and address '25800 Carlos Bee Blvd. Hayward, CA 94542'. The bottom of the compose window shows the tabs 'Inbox' (selected), '(No subject)', and a close button 'X'.

Other features...

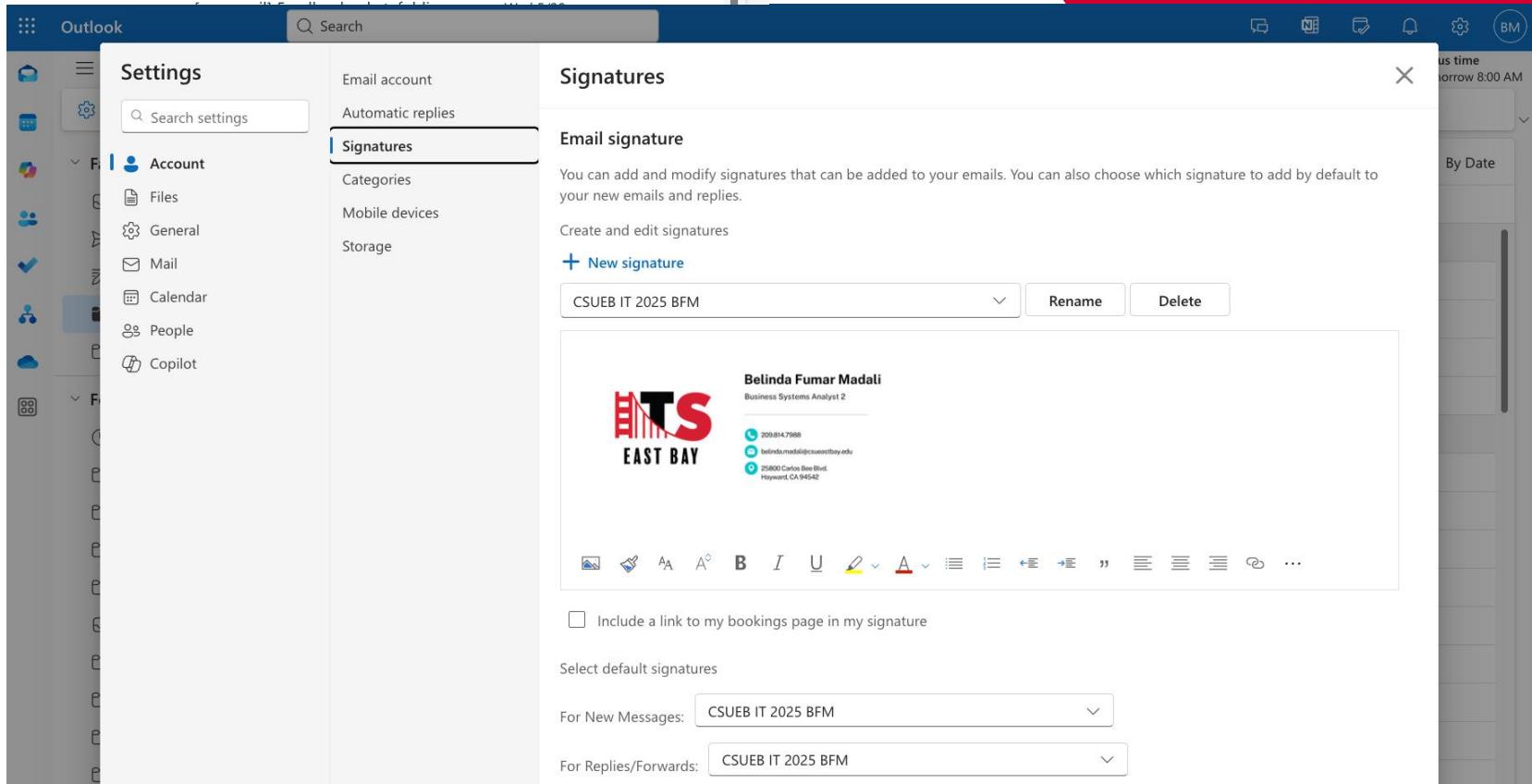
- Signatures for Mail
- Auto-reply (Out of Office/Vacation)
- Department/other Mail accounts
 - You need to know the name of that email account or the email address.
- Delegates
 - Schedule an appointment with IT.

Microsoft instructions on delegates and sharing folders.

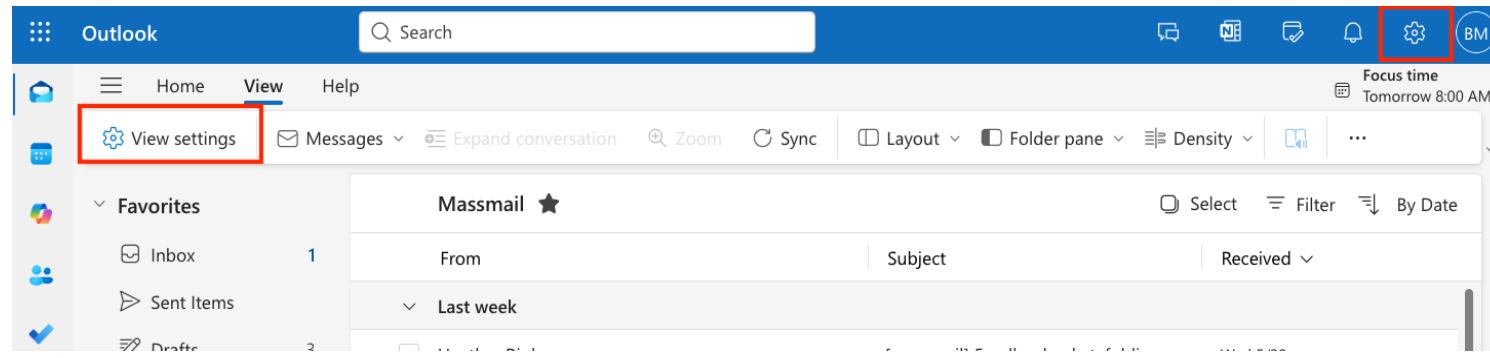
Signatures



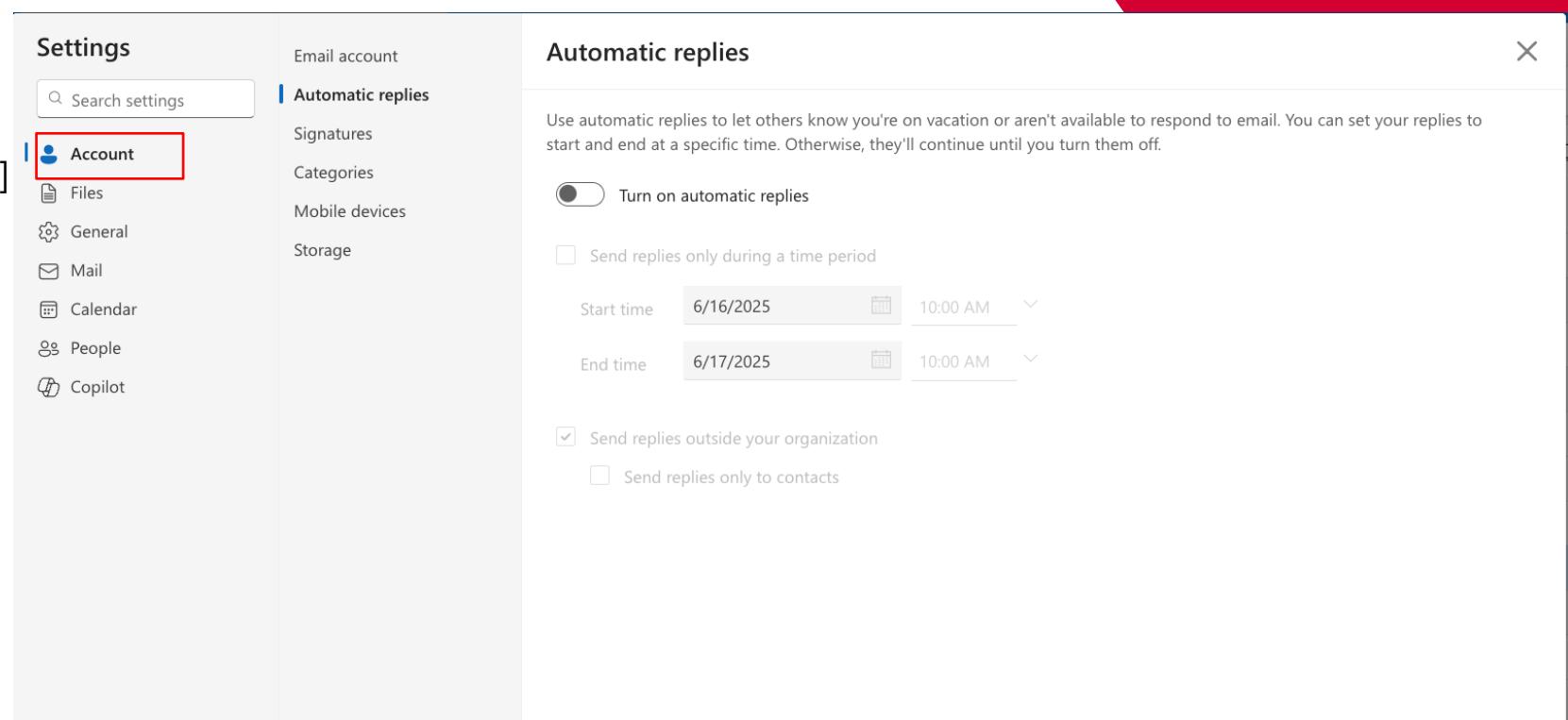
- View Settings
- Account
- Signatures
- + New signature



Auto-Reply (Out of Office)

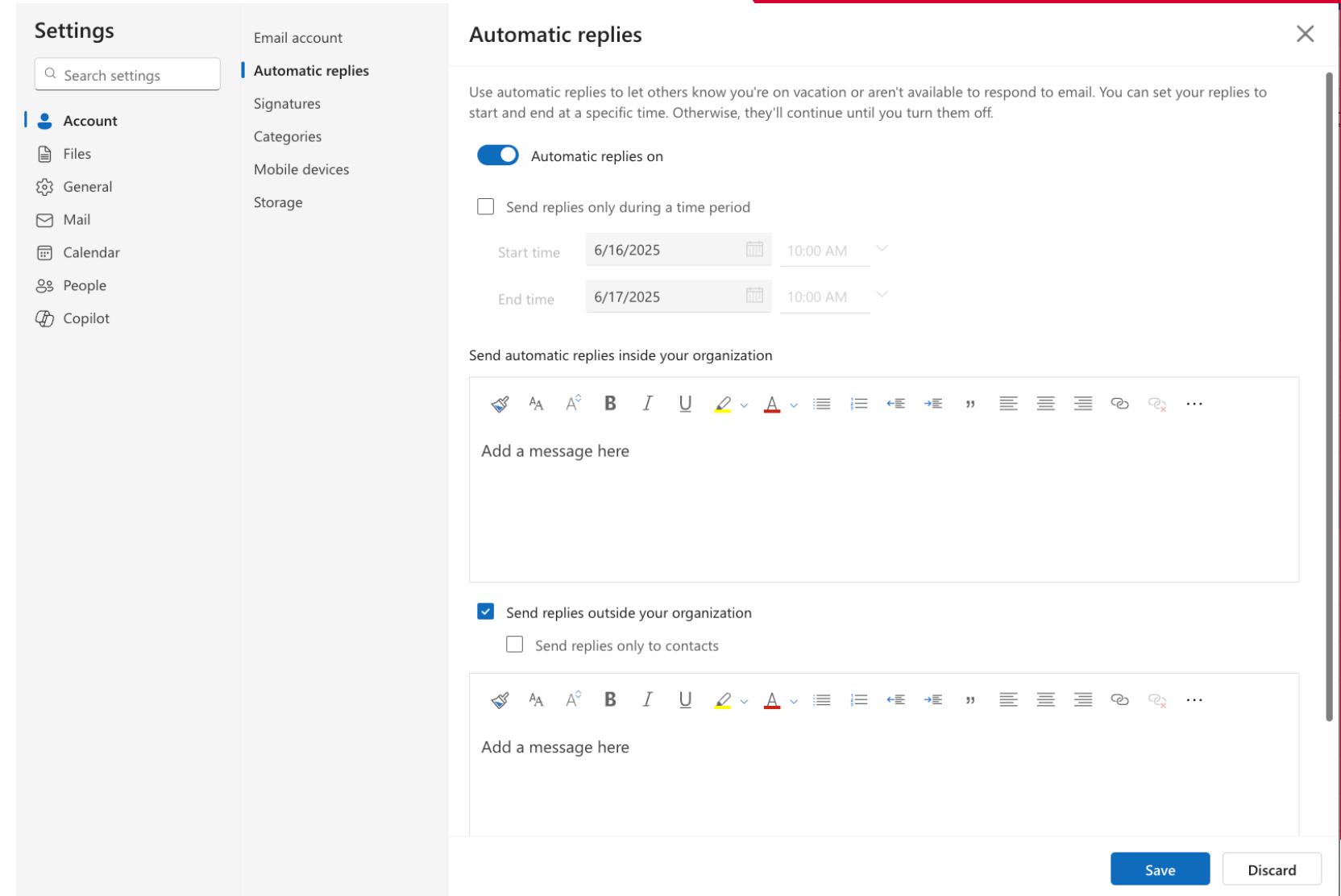


- View Settings [or gear icon]
- Account
- Automatic replies
- Turn on automatic replies



Automatic Replies (Out of Office)

- Set the dates.
- Choose your options.
- Compose your email.
- Click Save

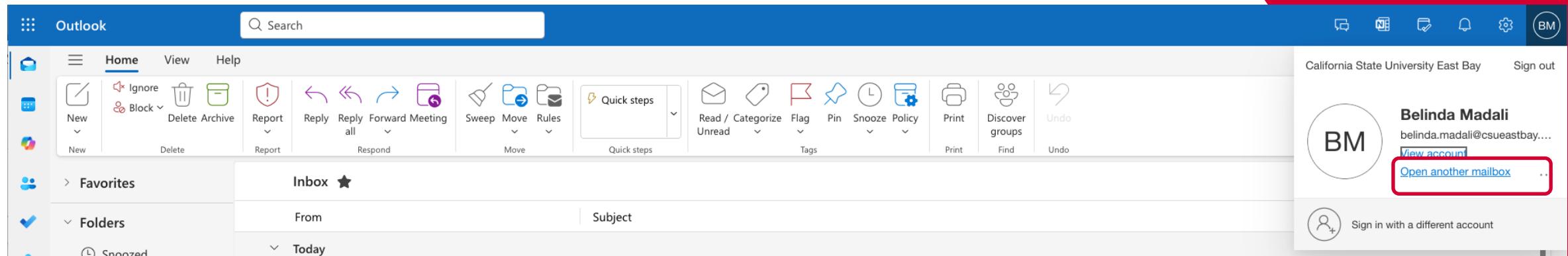


The screenshot shows the Microsoft 365 Settings interface for 'Automatic replies'. The left sidebar lists 'Settings' and various categories like 'Account', 'Files', 'General', 'Mail', 'Calendar', 'People', and 'Copilot'. The 'Automatic replies' section is selected, indicated by a blue bar. The main content area is titled 'Automatic replies' and contains the following information:

- A description: "Use automatic replies to let others know you're on vacation or aren't available to respond to email. You can set your replies to start and end at a specific time. Otherwise, they'll continue until you turn them off."
- A toggle switch labeled "Automatic replies on" which is turned on.
- A checkbox "Send replies only during a time period" which is unchecked.
- Time inputs for "Start time" (6/16/2025, 10:00 AM) and "End time" (6/17/2025, 10:00 AM).
- A section titled "Send automatic replies inside your organization" with a rich text editor toolbar and a message input field labeled "Add a message here".
- A checkbox "Send replies outside your organization" which is checked.
- A checkbox "Send replies only to contacts" which is unchecked.
- A second section titled "Send automatic replies outside your organization" with a rich text editor toolbar and a message input field labeled "Add a message here".
- Buttons at the bottom right: "Save" and "Discard".

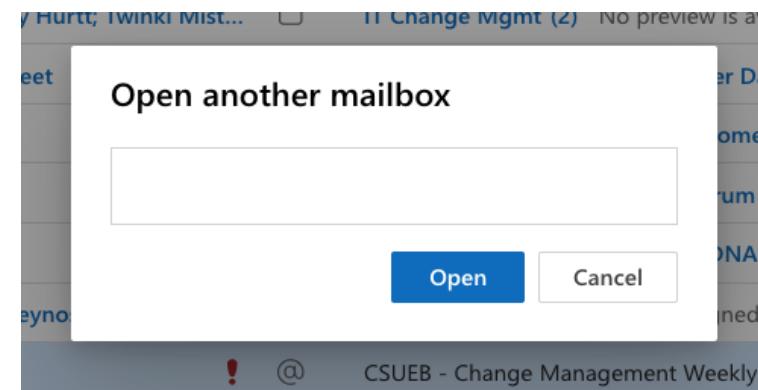
Accessing Department/Non-person Mail Accounts

- ❖ You must know the name or email address associated to the mailbox.
- ❖ It must be migrated to M365.
- ❖ You must have access to it.



OPTION 1 (preferred method)

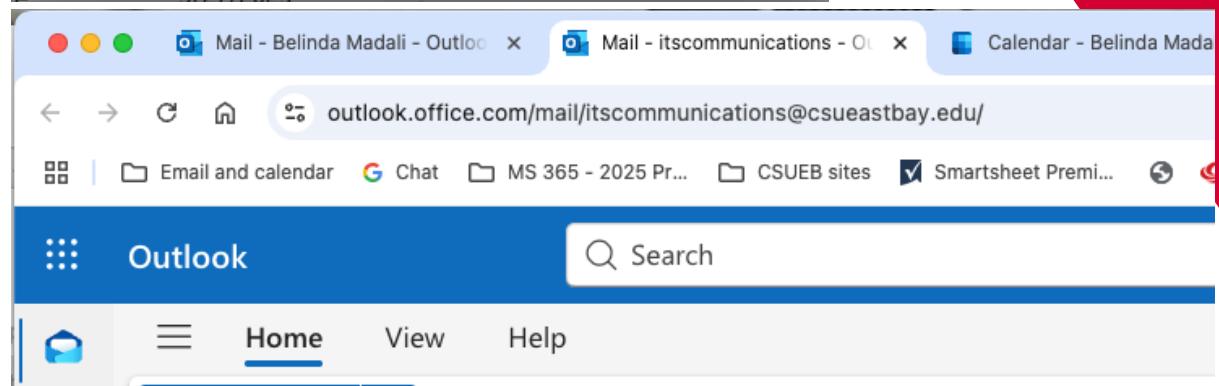
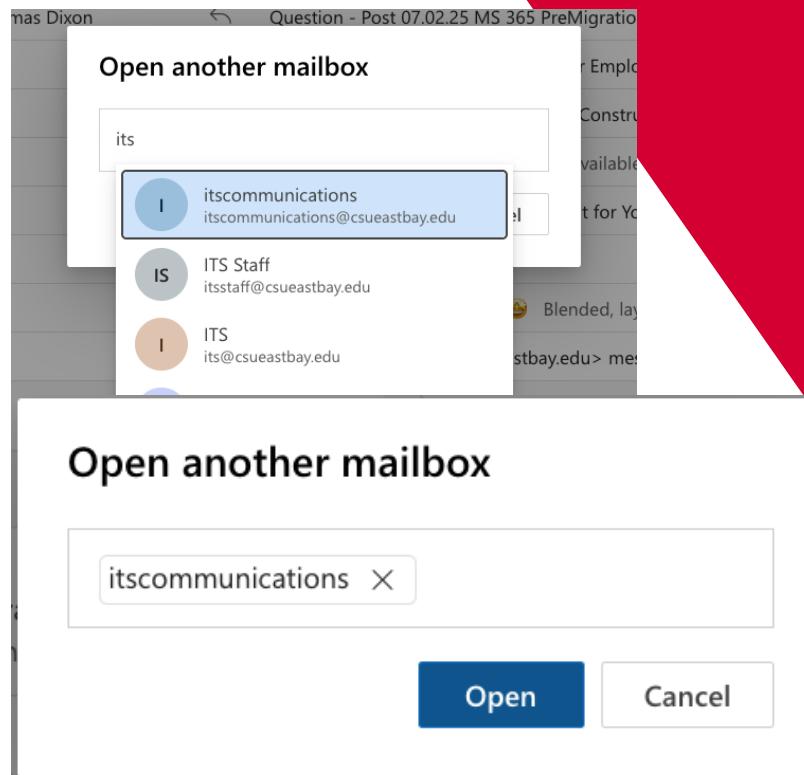
1. Click your profile on the top right.
2. Choose **Open another mailbox**.
3. Open another mailbox dialog box.



Accessing Department/Non-person Mail Accounts

1. Start typing the name or email address.

Choose the account.

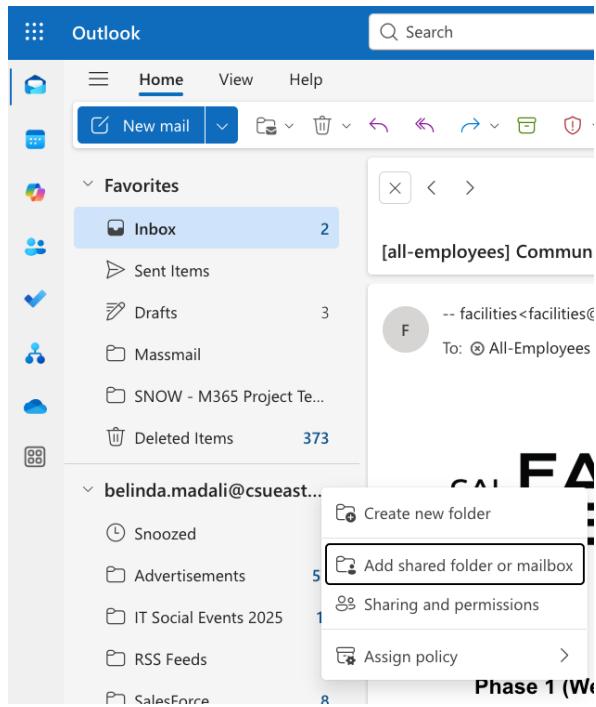


2. Click Open
3. The email account will open in a new tab.
4. You will now be able to send and receive from that account.

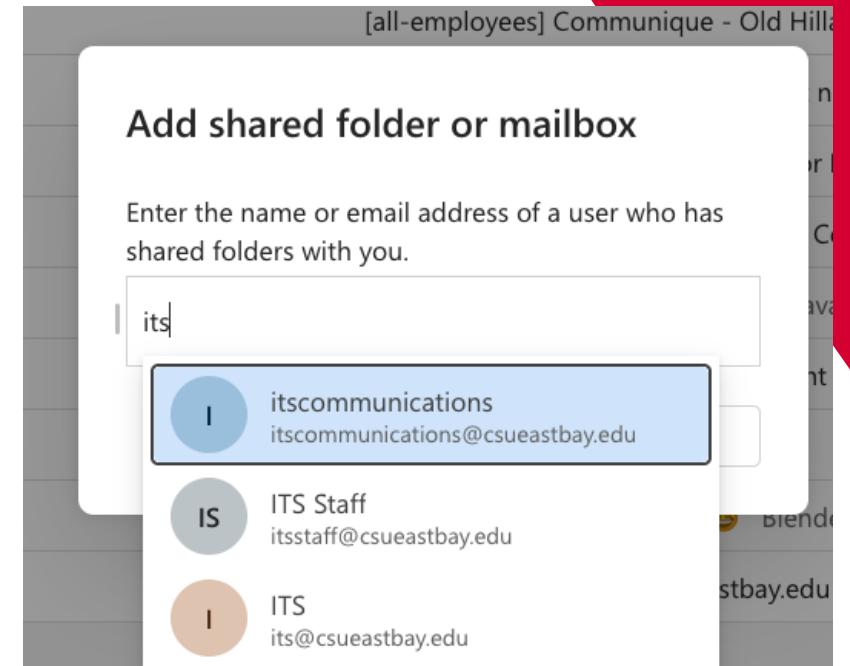
Option 2: Accessing Department/ Non-person Mail Accounts Within Your Email View

1. In Mail in the left navigation pane.

Click the icon with the three vertical dots next to your email address on the left nav

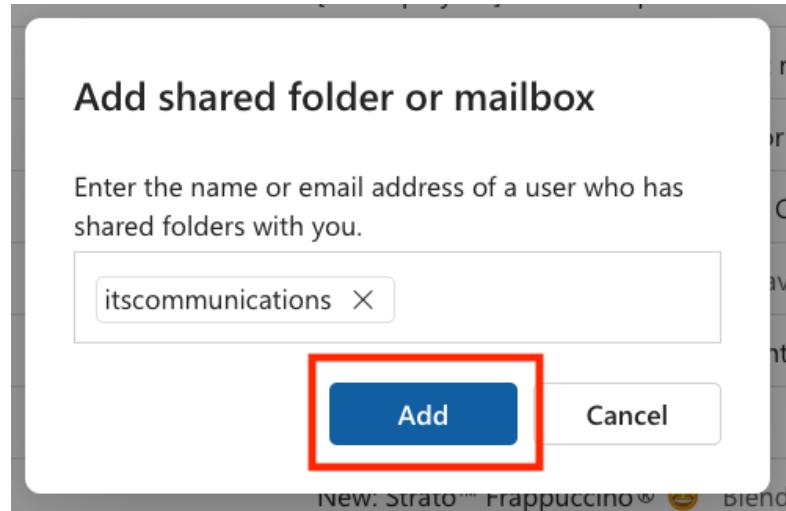


2. Start typing the name or email address. Choose the account.



Accessing Department/Non-person Mail Accounts

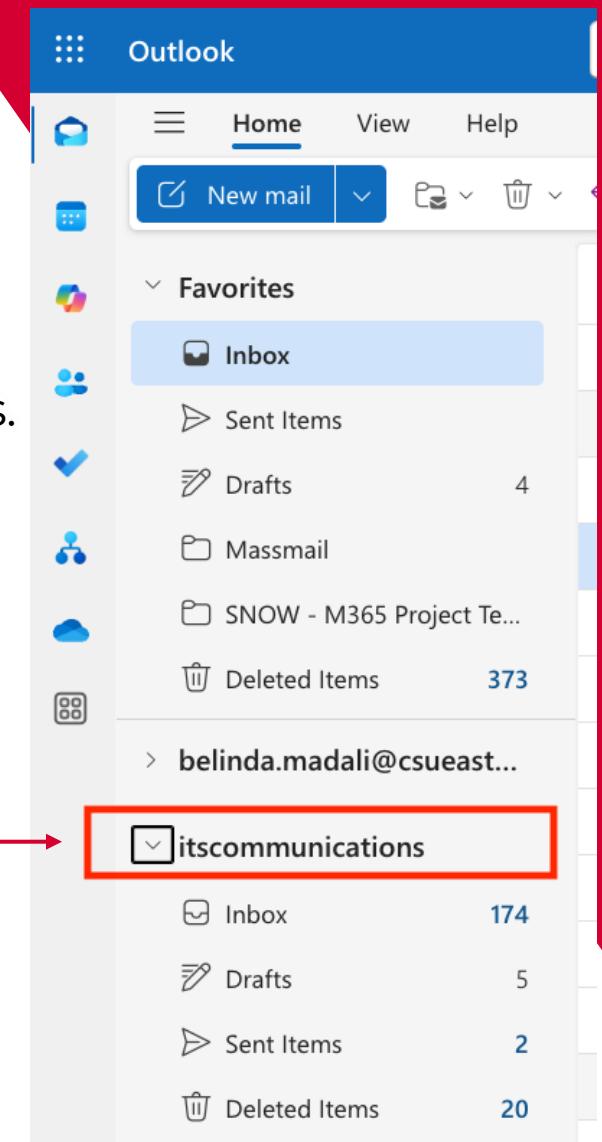
3. Click Add.



4. Once you've added the mailbox, it will show below your list of Folders.

Example:
Mailbox is named
"itscommunications".

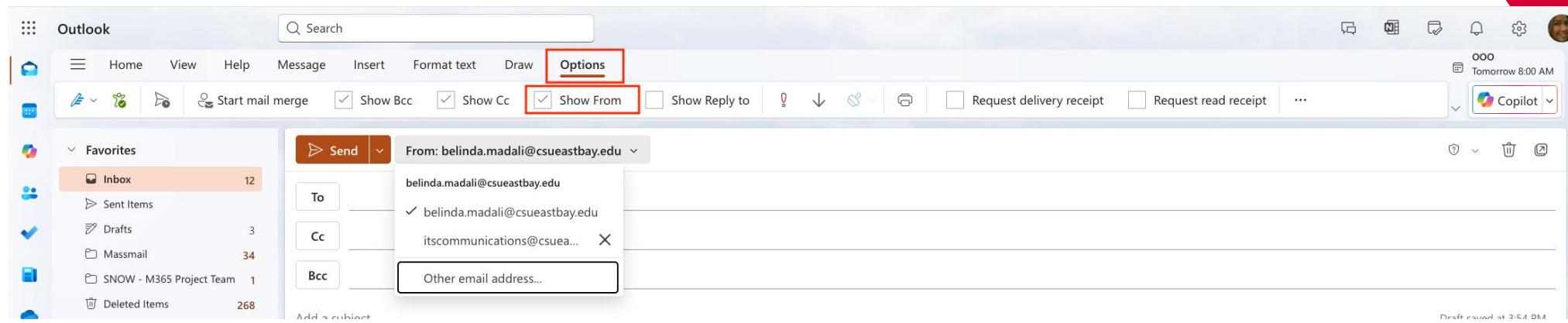
- ❖ Please note, you will need to remember to change the "From:" to the appropriate sender. See next slide.



Accessing Department/Non-person Mail Accounts

5. If you do not have the option to change the “From”:

- Compose an email
- Go to Options
- Choose “Show From”
- You will now be able to choose which account you’d like to send From.



❖ When using option 2, all sent emails will be in your staff Sent folder.

Known Behavior/Facts

- We are not turning off gmail but do not use it. It's only used for troubleshooting.
 - It will be configured differently so it will not look the same.
- Google Spam will not be migrated or forwarded.

Outlook – Calendar & To-Do

outlook.office.com/calendar/

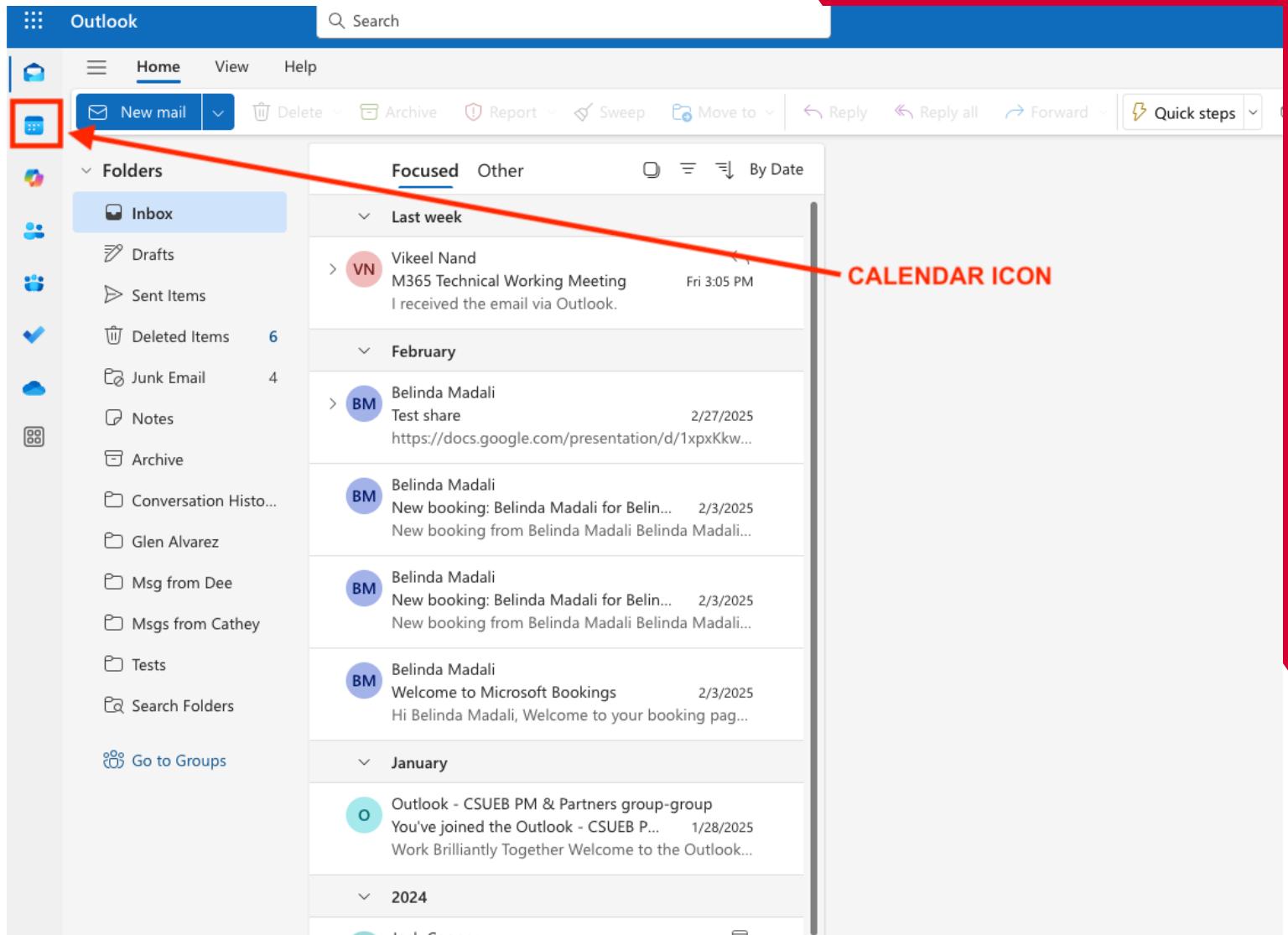
Outlook Calendar

- ✓ View
- ✓ New Event
- ✓ Sharing Your Calendar

Microsoft Outlook [Calendar instructions.](#)

Outlook Calendar

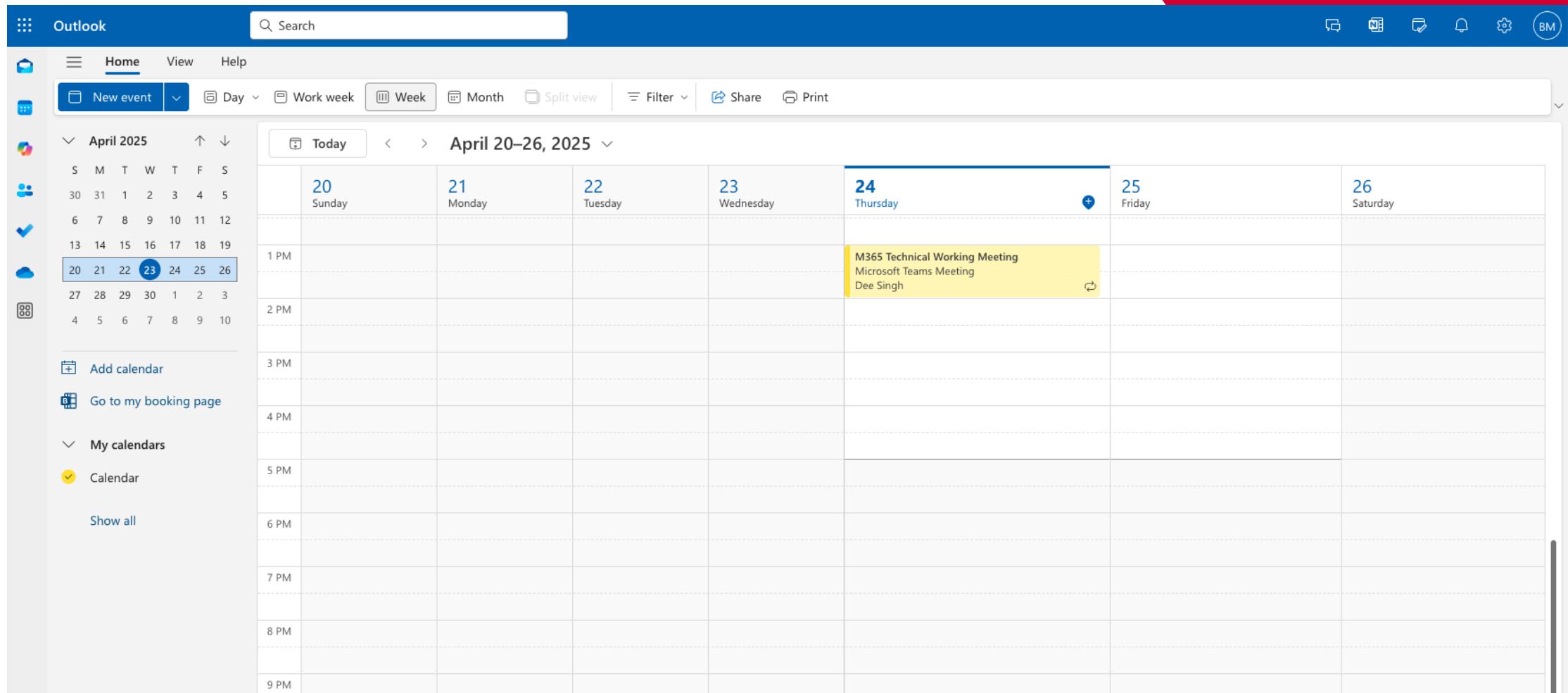
In Mail click the
Calendar icon on
the left nav
menu.



TIP:

Right click the icon and open in
new tab so you can have your Mail
and Calendar open, you can easily
switch back and forth.

Outlook Calendar

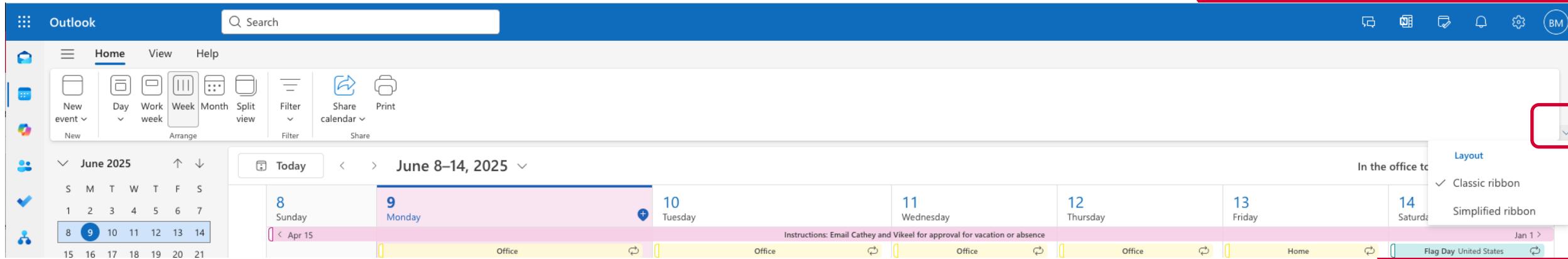


The screenshot shows the Microsoft Outlook calendar interface. The top navigation bar includes the 'Outlook' logo, a search bar, and various icons for notifications and settings. The main menu bar has 'Home' selected, along with 'View' and 'Help' options. Below the menu are buttons for 'New event', 'Day', 'Work week', 'Week' (which is selected), 'Month', 'Split view', 'Filter', 'Share', and 'Print'. The calendar view shows the week of April 20-26, 2025. The days of the week are labeled: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday. The days are color-coded: Sunday is grey, Monday-Friday are light blue, and Saturday is light grey. The 24th is highlighted with a yellow background, indicating a scheduled meeting. The meeting details are: 'M365 Technical Working Meeting' (Microsoft Teams Meeting) for 'Dee Singh' from 1 PM to 2 PM. The sidebar on the left contains links for 'Add calendar', 'Go to my booking page', and 'My calendars' (with 'Calendar' selected). There is also a 'Show all' link at the bottom of the sidebar.

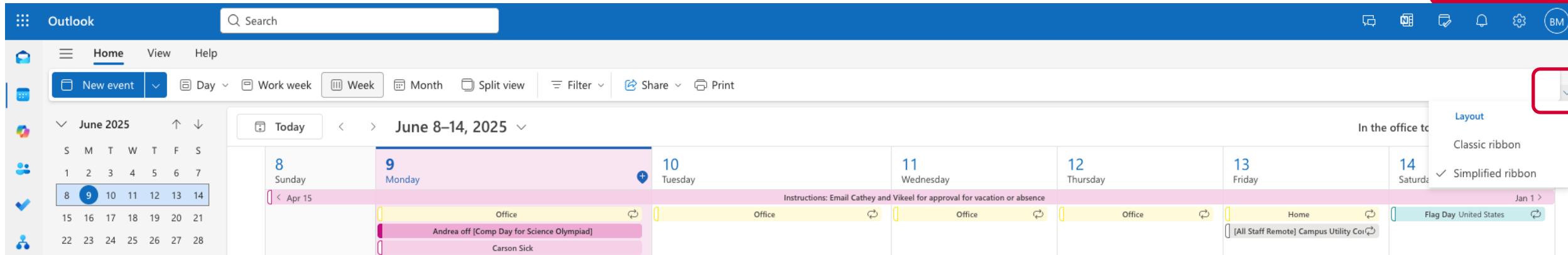
Outlook Calendar – Ribbons (top menu)

Two different views for the menu ribbon.

Classic Ribbon



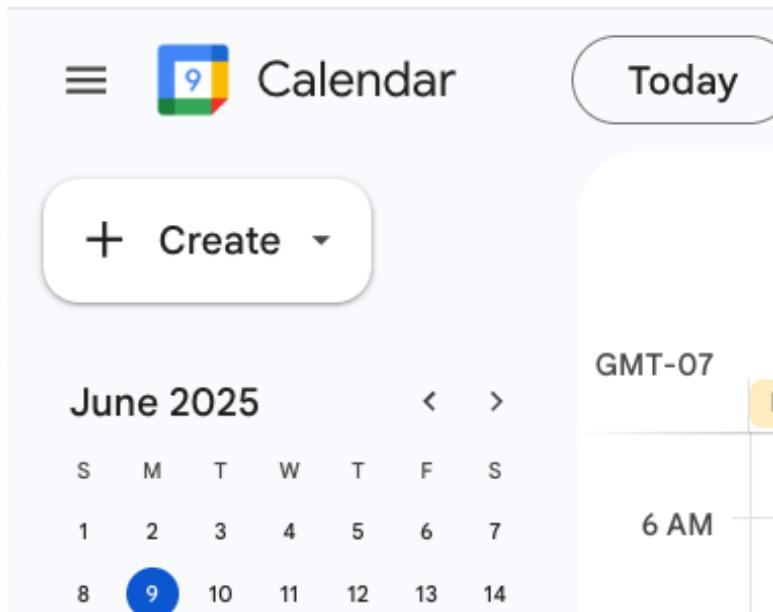
Simplified Ribbon



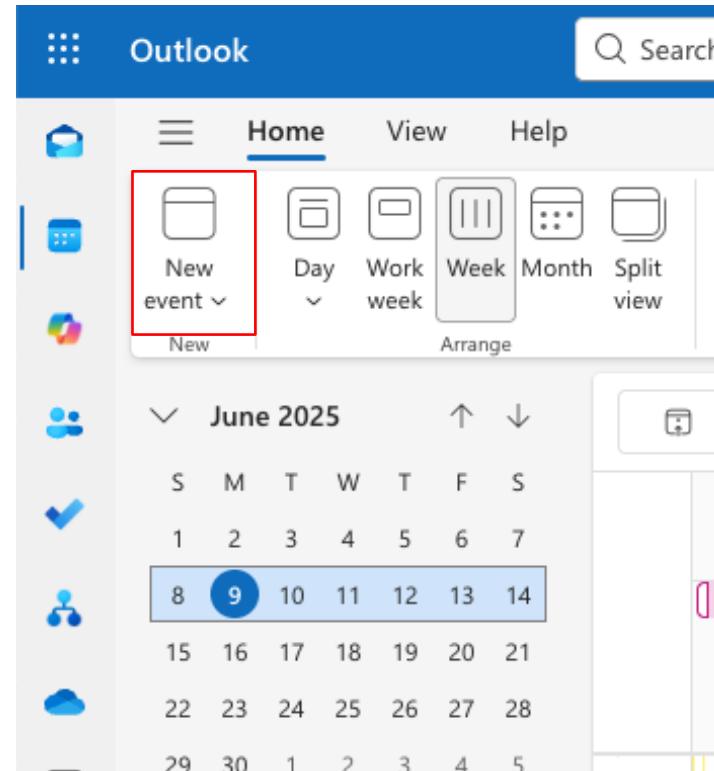
Outlook Calendar

The basic, creating an invite/event.

Old – Google Calendar "Create"

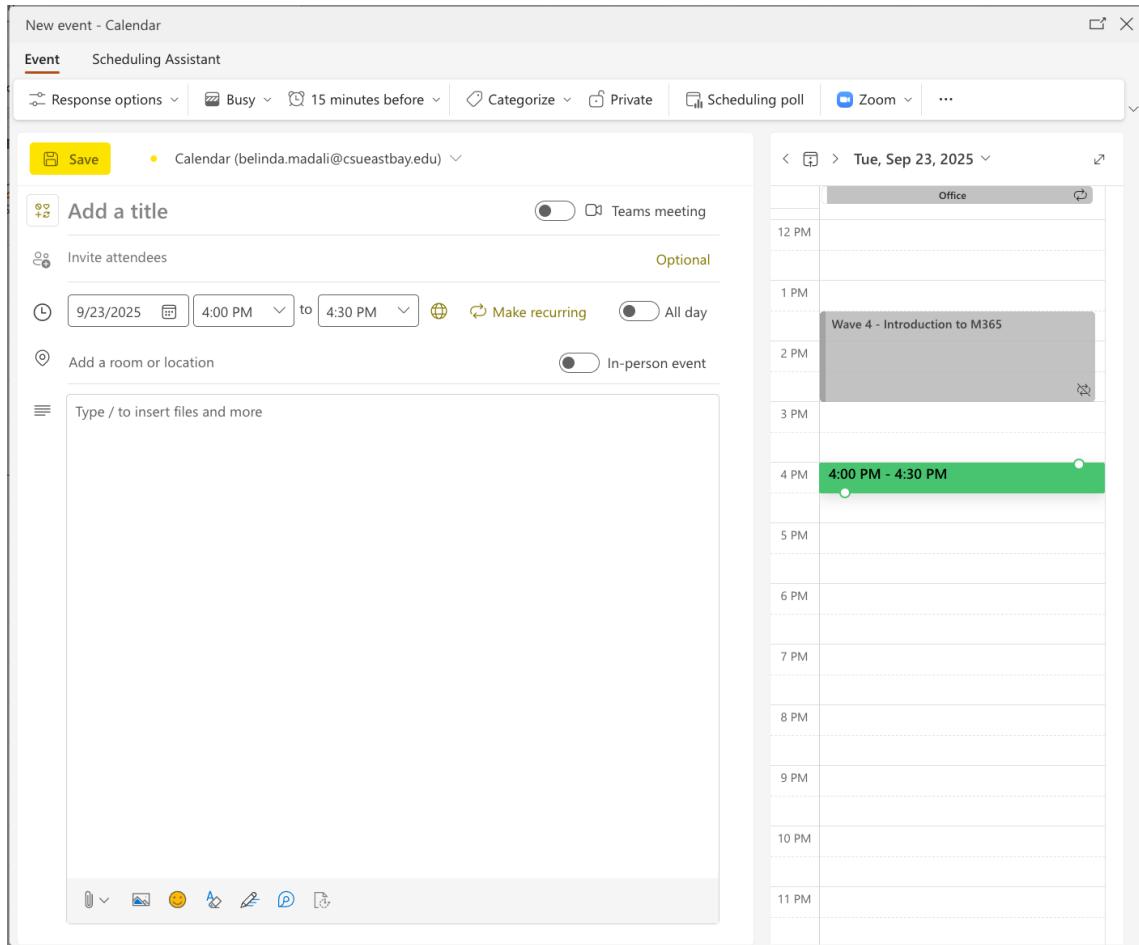


New – Outlook Calendar click "**New Event**"



Outlook Calendar

New Event



Big question...

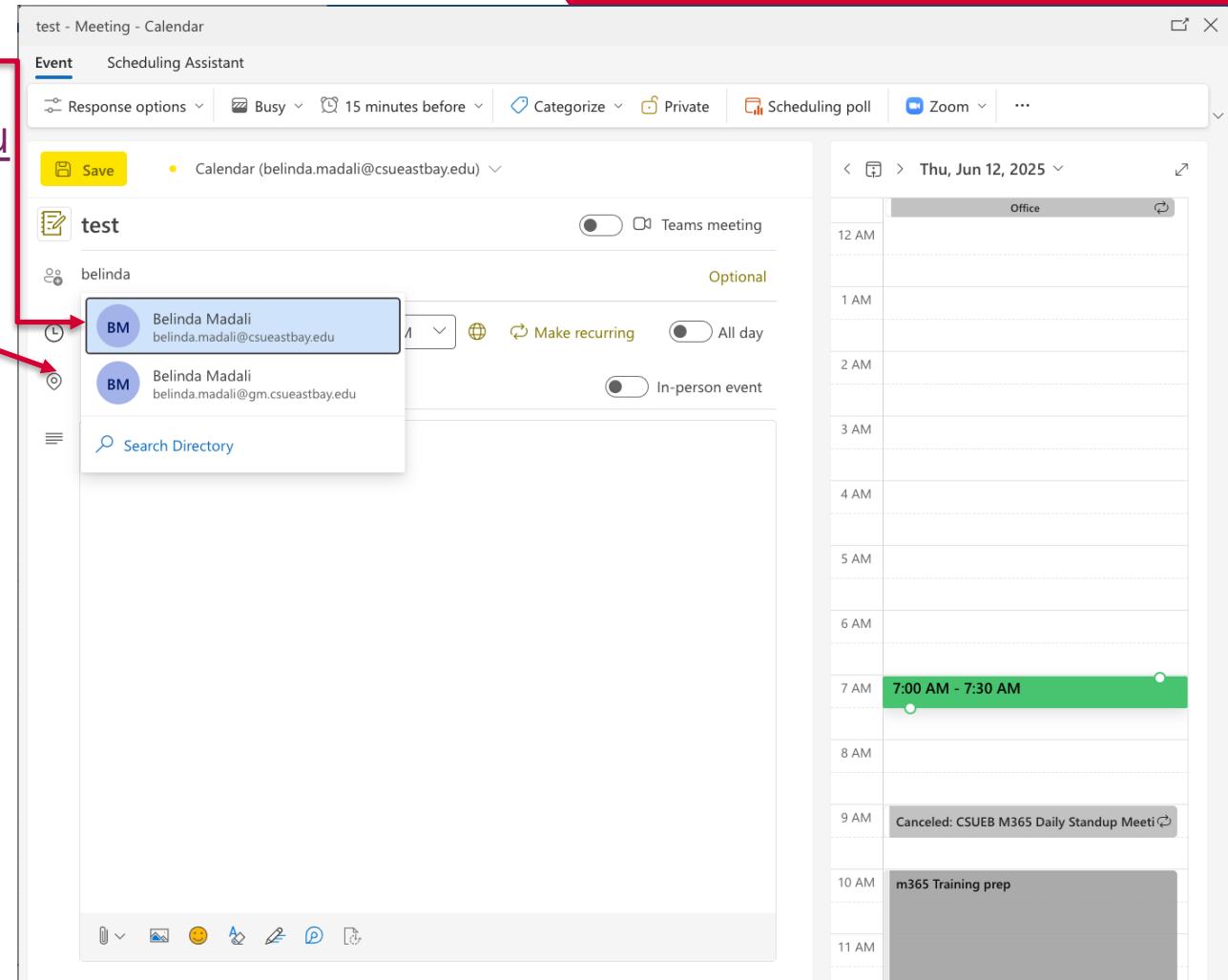
How do I check the availability of people who have not been migrated yet?

- Use the following format in the 'Invite attendees':
 - `firstname.lastname@gm.csueastbay.edu`
 - `firstname.lastname@csueastbay.edu`

Create a new event:

- Use the following format in the 'Invite attendees':

- firstname.lastname@csueastbay.edu
- firstname.lastname@gm.csueastbay.edu



Checking non-migrated availability – Find a Time:

test - Meeting - Calendar

Event **Scheduling Assistant**

Cancel Join Tracking Busy 15 minutes before Scheduling poll Zoom ...

Send Calendar

test

Optional

ZB Ministry X Carla Calix X Carla Calix X Susy Hovland X
 Susy Hovland X Michelle Young X Michelle Young X

6/23/2025 11:00 AM to 11:30 AM Make recurring All day

Find a Time

Mon 6/23, 1:00 PM 6 2 Mon 6/23, 1:30 PM 6 2 Mon 6/23, 4:00 PM 6 2

Microsoft Teams Meeting In-person event

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 241 828 054 042 1
Passcode: 8yR95rb6

Dial in by phone

BM ZM CC CC SH +3

Mon, Jun 23, 2025

11 AM 11:00 AM - 11:30 AM 2 people aren't available

12 PM

1 PM

2 PM M365 Microsoft Teams Meeting

3 PM

4 PM

5 PM

6 PM

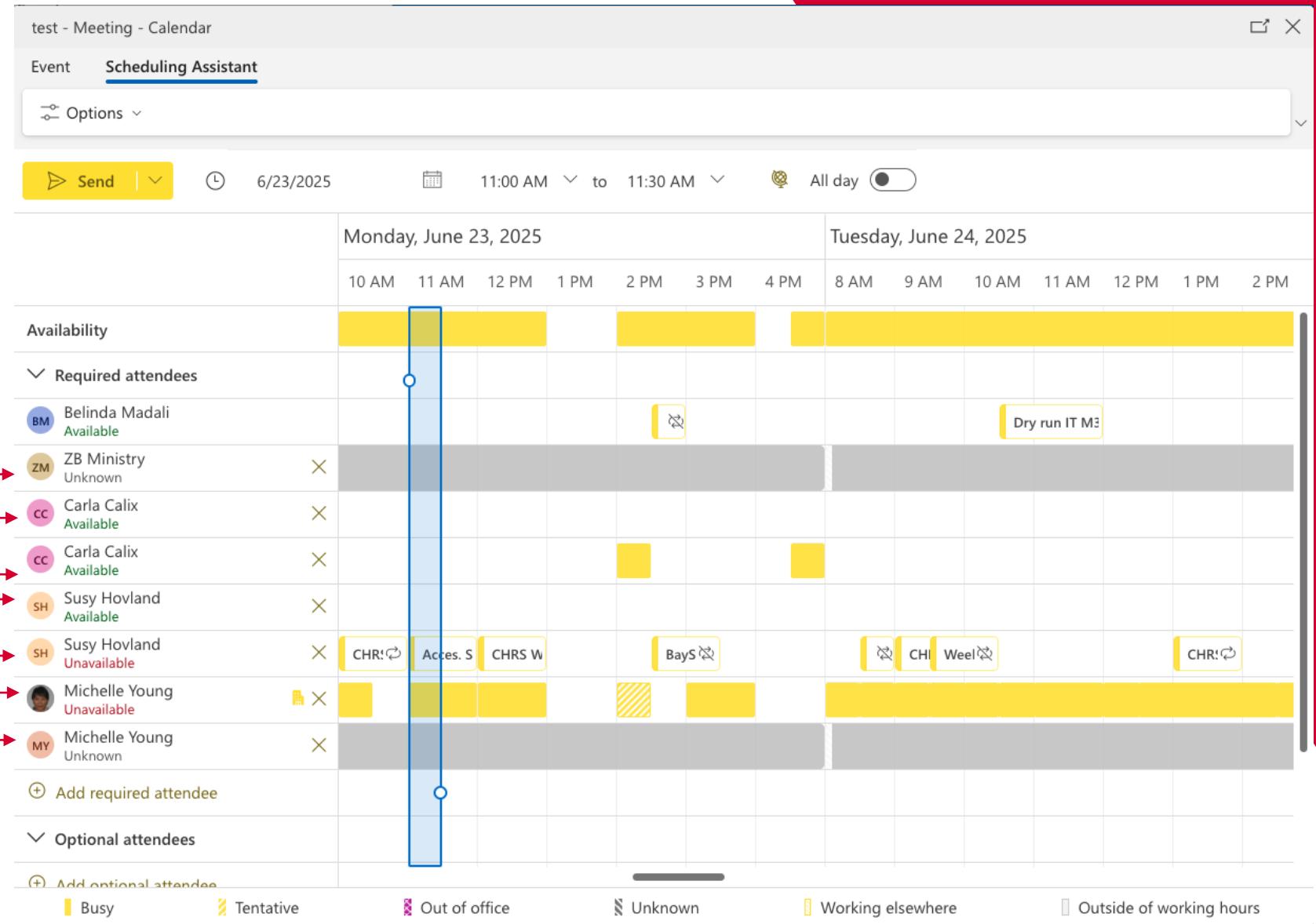
7 PM

Checking non-migrated availability – Scheduling Assistant tab

You will not see availability for outside of CSUEB invitees.

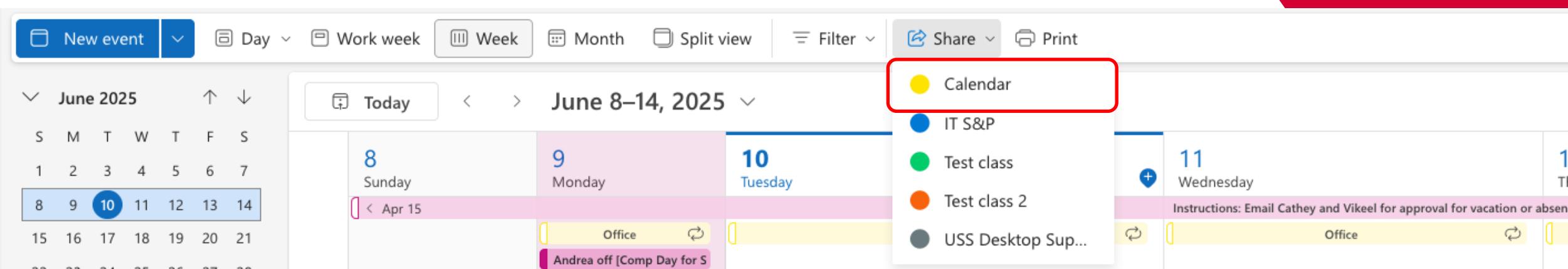
Invitees:

- Non-CSUEB
- CSUEB Non-Migrated
- CSUEB Non-Migrated
- CSUEB Migrated



Share your calendar

- In Calendar be sure you're on the Home tab at the top.
- Click "Share" on the ribbon (top menu).
- Choose which calendar you'd like to share.



Sharing and permissions

- Start typing the person who you'd like to share with.
 - Choose the person from the drop down list.
- Choose the level of permissions in the drop down list.
- Click "Share"

Sharing and permissions X

Calendar

Send a sharing invitation in email. You can choose how much access to allow and change access settings any time.

Michelle Y Share

 **Michelle Young**
michelle.young@csueastbay.edu

 **Michelle & Julius Fumar**
M1C2409@pharmerica.com

 **Search People**

 **Andy Mayeda**
andy.mayeda@csueastbay.edu

Can view when I'm busy ▼

Can view when I'm busy ▼ X

Sharing and permissions X

Calendar

Send a sharing invitation in email. You can choose how much access to allow and change access settings any time.

 **Michelle Young**
michelle.young@csueastbay.edu Share X

Can view all details ▼

Can view when I'm busy

Can view titles and locations

Can view all details ▼

Can edit

Delegate ▼ X

Inside your organization

 **People in my organization**

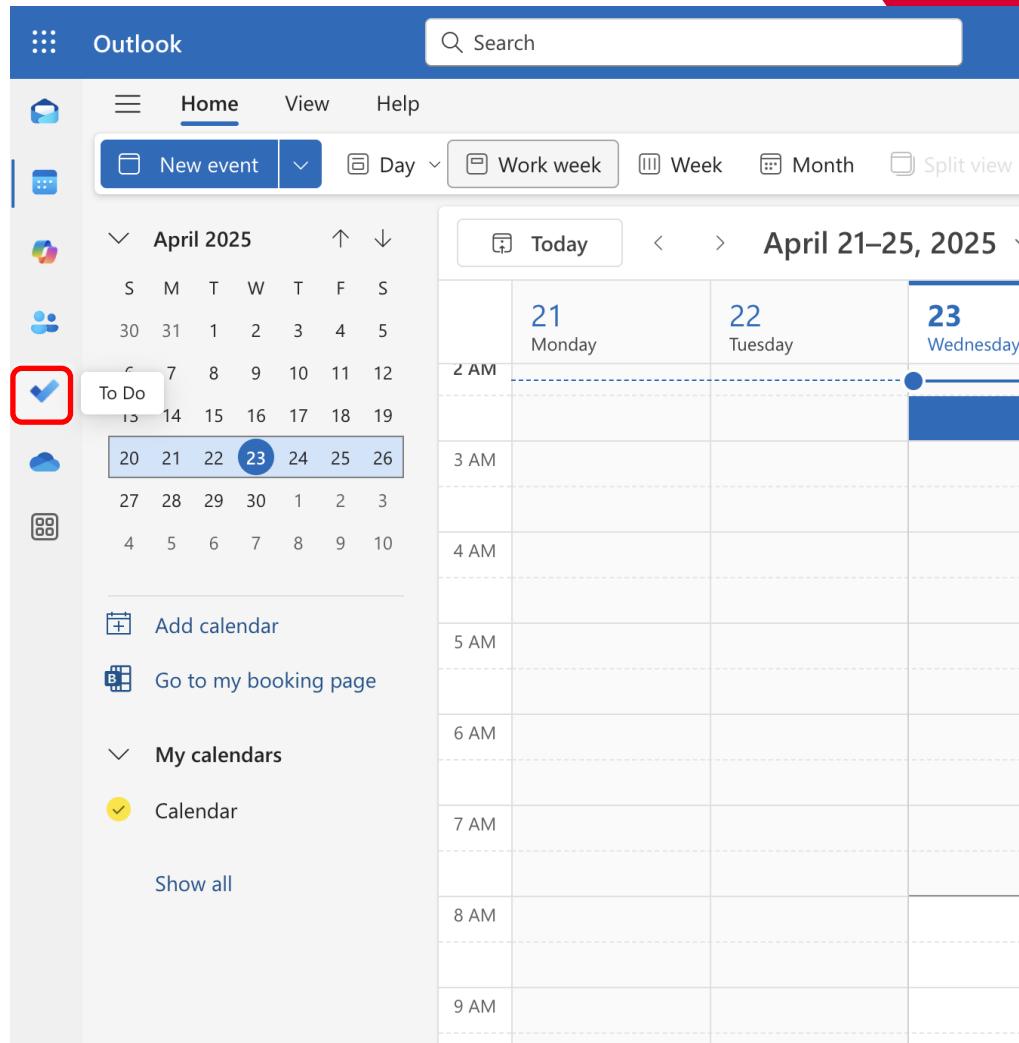
 **Andy Mayeda**
andy.mayeda@csueastbay.edu

Outlook Calendar Known Behavior

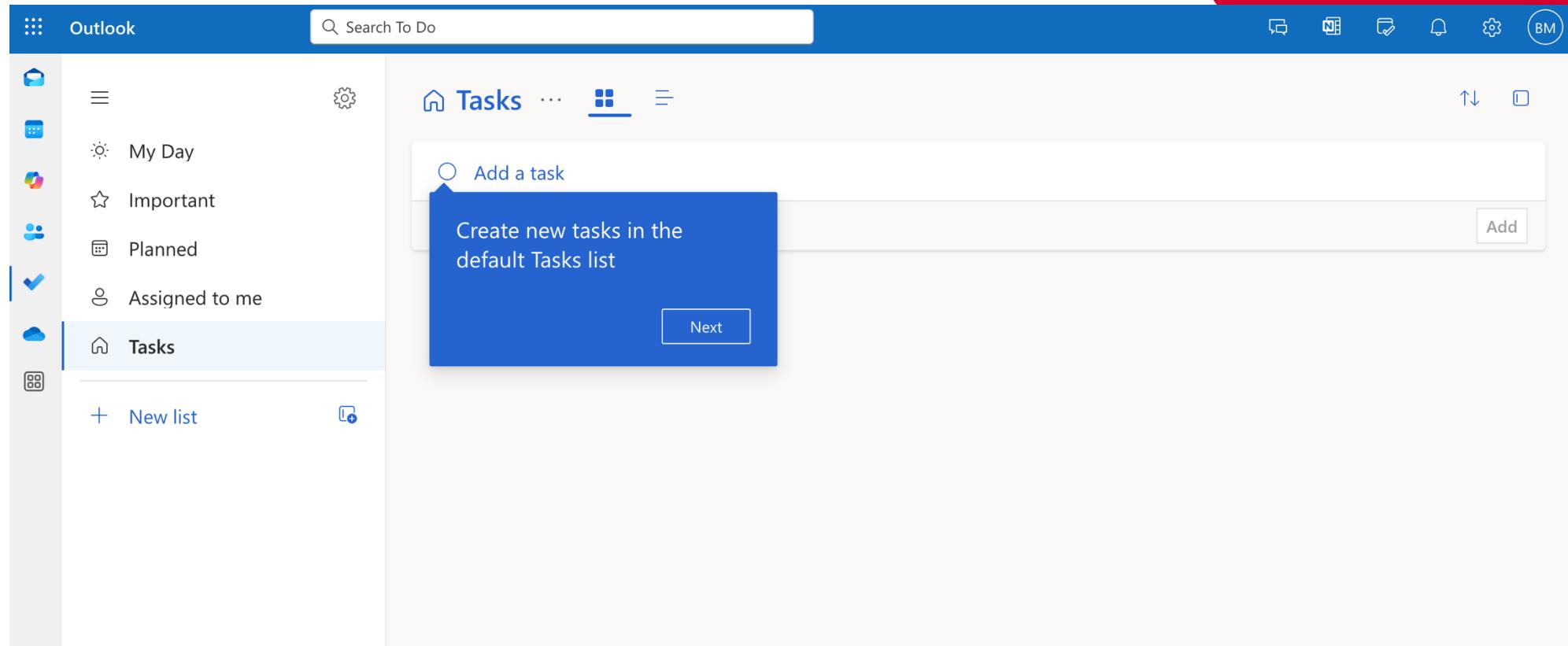
- Canceled meetings that were part of a recurring meeting on your Google Calendar may show up still as active (not canceled) in your Outlook calendar.
- When you schedule a meeting in Outlook with people outside of CSUEB, you may not see whether they've accepted or declined.
- When you send a calendar invite, a .ics attachment is included automatically, this will allow the invitee to add (via import) it to their calendar if it doesn't add it automatically.

Outlook To Do

1. From Mail or Calendar click “To Do” 

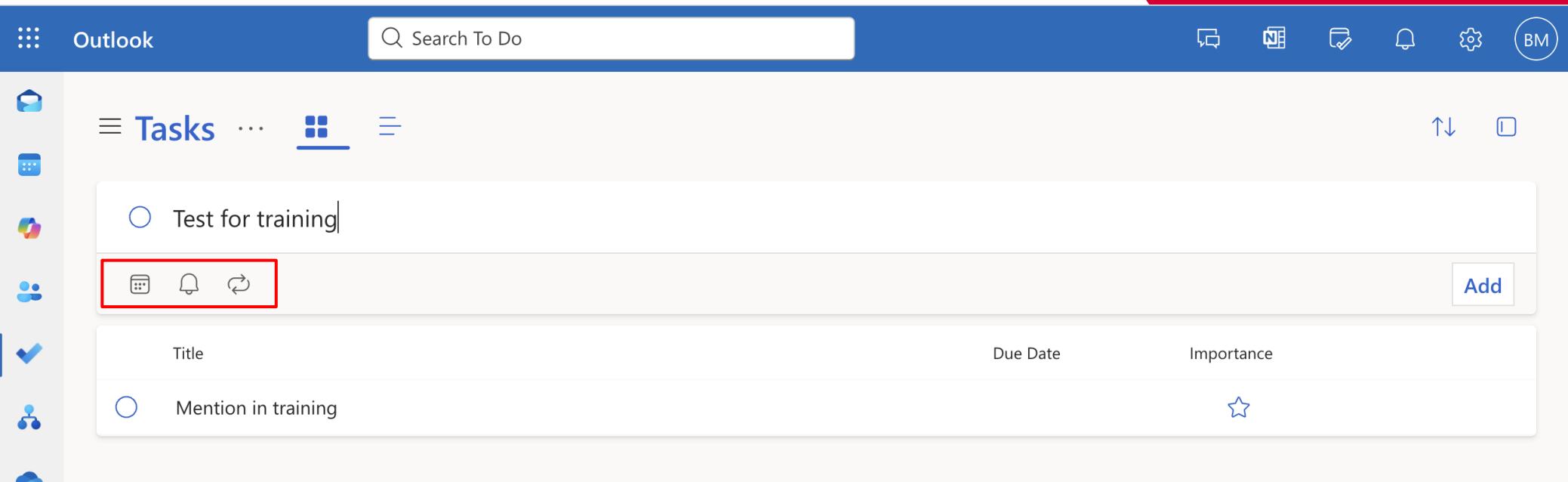


Outlook To-Do



2. Start typing the name of your task where it says “Add a task”.

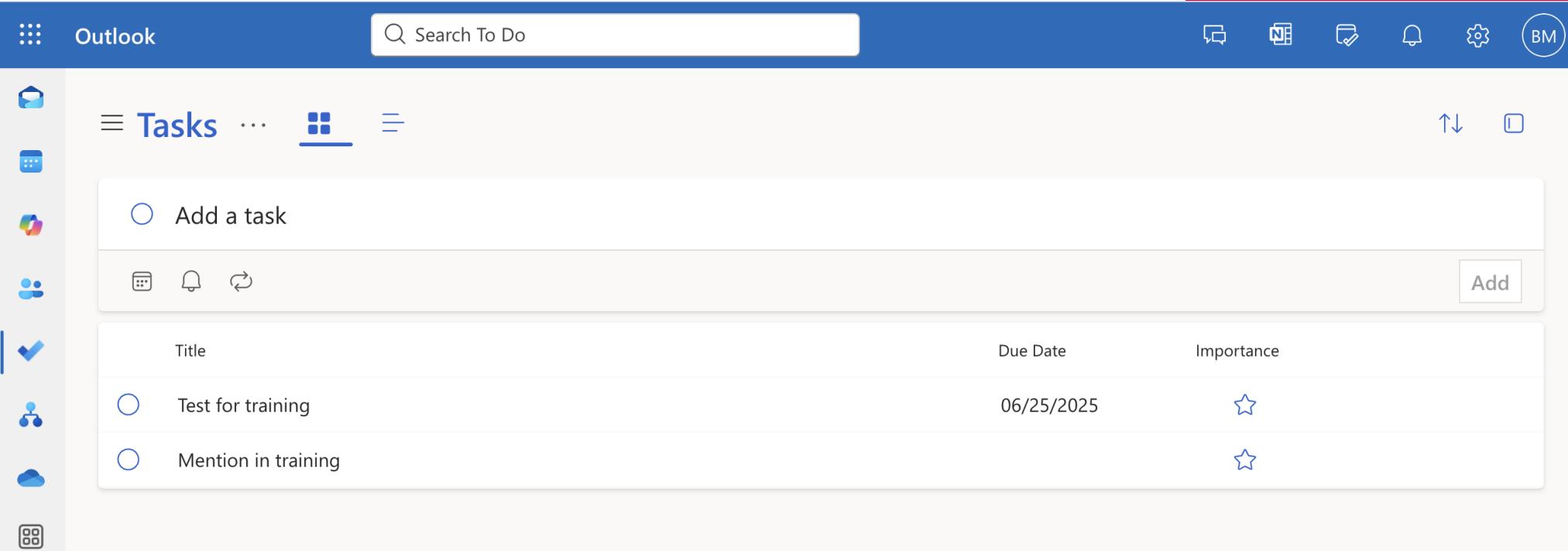
Outlook To-Do – Add New Tasks



The screenshot shows the Microsoft Outlook To-Do interface. The top navigation bar includes the 'Outlook' logo, a search bar with the placeholder 'Search To Do', and various icons for notifications and settings. The main area is titled 'Tasks' and displays a list of tasks. The first task, 'Test for training', has its details expanded, showing a red box around the 'Due Date', 'Alarm', and 'Repeats' buttons. The 'Add' button is visible at the bottom right of this expanded view. Below this, another task, 'Mention in training', is listed with a star icon in the 'Importance' column. The left sidebar shows icons for Mail, Calendar, People, and Groups.

3. After you've added the name of the task, you can set a due date, alarm and repeats.
4. Click "Add"

Outlook To-Do – Tasks list



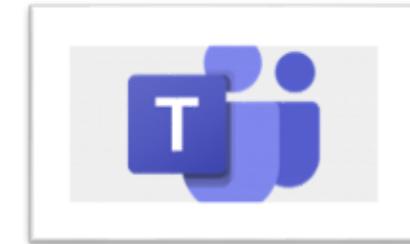
The screenshot shows the Microsoft Outlook To-Do Tasks list. The interface has a blue header with the 'Outlook' logo and a search bar. On the left, there's a vertical sidebar with icons for Mail, Calendar, People, and more. The main area is titled 'Tasks' and shows a list of tasks. At the top of the list is a button to 'Add a task'. Below that are three task cards with icons for calendar, reminder, and refresh. The tasks are listed in a table with columns for 'Title', 'Due Date', and 'Importance'. The first task is 'Test for training' due on 06/25/2025 with a single star importance. The second task is 'Mention in training' with the same due date and importance.

Title	Due Date	Importance
Test for training	06/25/2025	☆
Mention in training		☆

You will see your new task in your list of tasks.

OneDrive & Teams

- OneDrive: Store files, this is where your Google My Drive files will be moved to.
- Teams: Projects, Department collaboration... etc.



OneDrive

Google My Drive migrated to M365 OneDrive

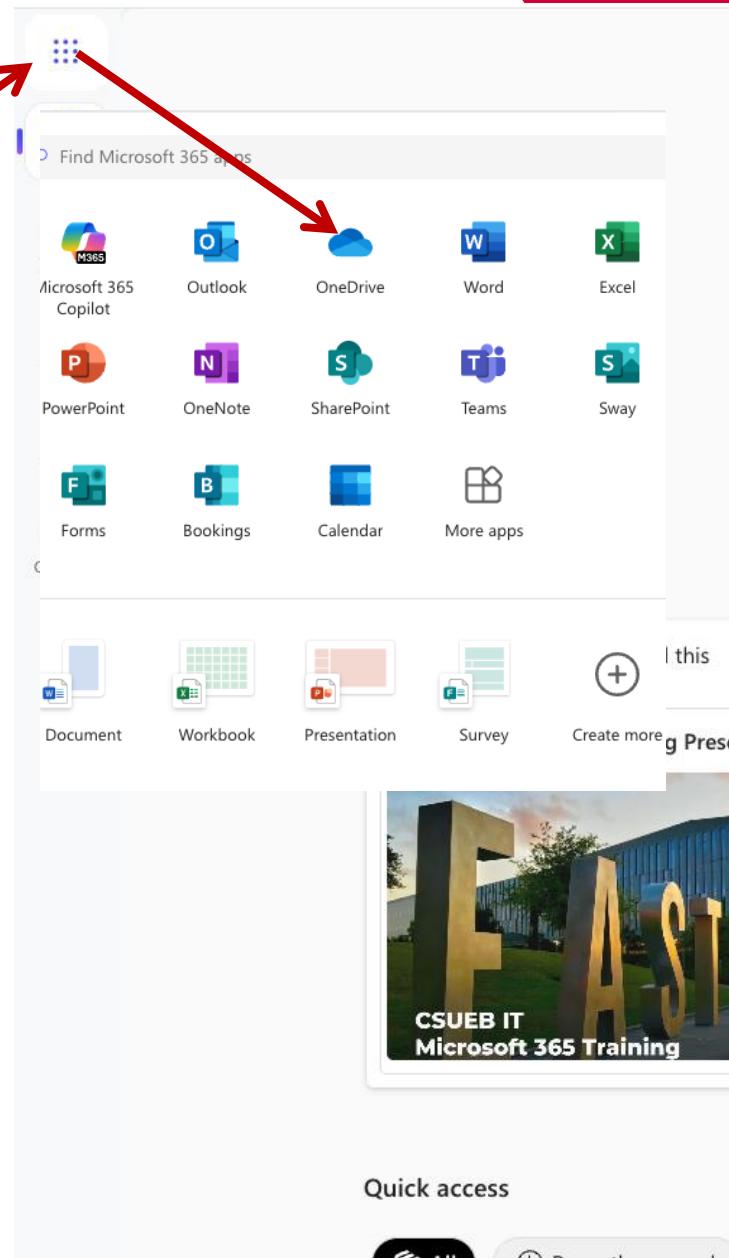
What is OneDrive?

"OneDrive is the Microsoft cloud service that connects you to all your files." - Microsoft

- Use this to store your files.
- You can share these files with others but it's better to collaborate in Teams; sharing documents with a group of people in one organized space, posting messages, collaborating... etc.

OneDrive App

- Top left: Applications launcher.
- Click the icon.
- Choose OneDrive



Google Drive - OneDrive

Google Drive

Search in Drive

My Drive

Type, People, Modified, Source

Name

- Vendor NetID and Systems request
- 2025 TY
- Canva licensing and SSO
- SLIC Check-in discussions
- Retiree video
- Holiday Party 2015
- IT stuff for hospitality
- Meeting Reports

Home, Activity, Workspaces, My Drive, Shared drives, Computers, Shared with me, Recent, Starred, Spam, Trash, Storage

10.6 GB of 100 GB used

OneDrive

Search

For you

Belinda Madali

- Draft - MS 365 Training Presentation (1)
- Draft - Email to HR, Risk and UPD
- CSUEB M365 Migration - OCM Approach

Home, My files, Shared, Favorites, Recycle bin

Browse files by

People, Meetings, Media

Quick access

- M365 Project-group
- Microsoft 365 Training-gr...
- Campus Events w/ IT Nee...
- Microsoft 365 Training-gr...
- Staff MS Training - exam...

Recent, All, Word, Excel, PowerPoint, PDF, More

Filter by name or person

Name	Opened	Owner	Activity
Draft - MS 365 Training Presentation (1) M365 Project-group	Just now	Belinda Madali	You edited this · Just now
M365 Wave 1 - Pre Go-live email to IT (JW) Jennie Wong's Files	Yesterday at 4:35 PM	Jennie Wong	Jennie Wong shared this in a Teams chat · Yesterday
CSUEB M365 Migration - OCM Approach M365 Project-group	Yesterday at 1:46 PM	Belinda Madali	You shared this in a Teams chat · Mon
DRAFT - Belinda MS 365 Training (1) Microsoft 365 Training-group	Yesterday at 1:29 PM	Belinda Madali	
DRAFT - Belinda MS 365 Training M365 Project-group	Mon at 5:17 PM	Belinda Madali	

M365 - OneDrive

OneDrive – Home .

+ Add new

Belinda Madali

- Home
- My files
- Shared
- Favorites
- Recycle bin

Browse files by

- People
- Meetings
- Media

Quick access

- M365 Project-group

Draft - MS 365 Training Presentation (1)

You edited this 9m ago

Open

Outlook Mail 20jun2025

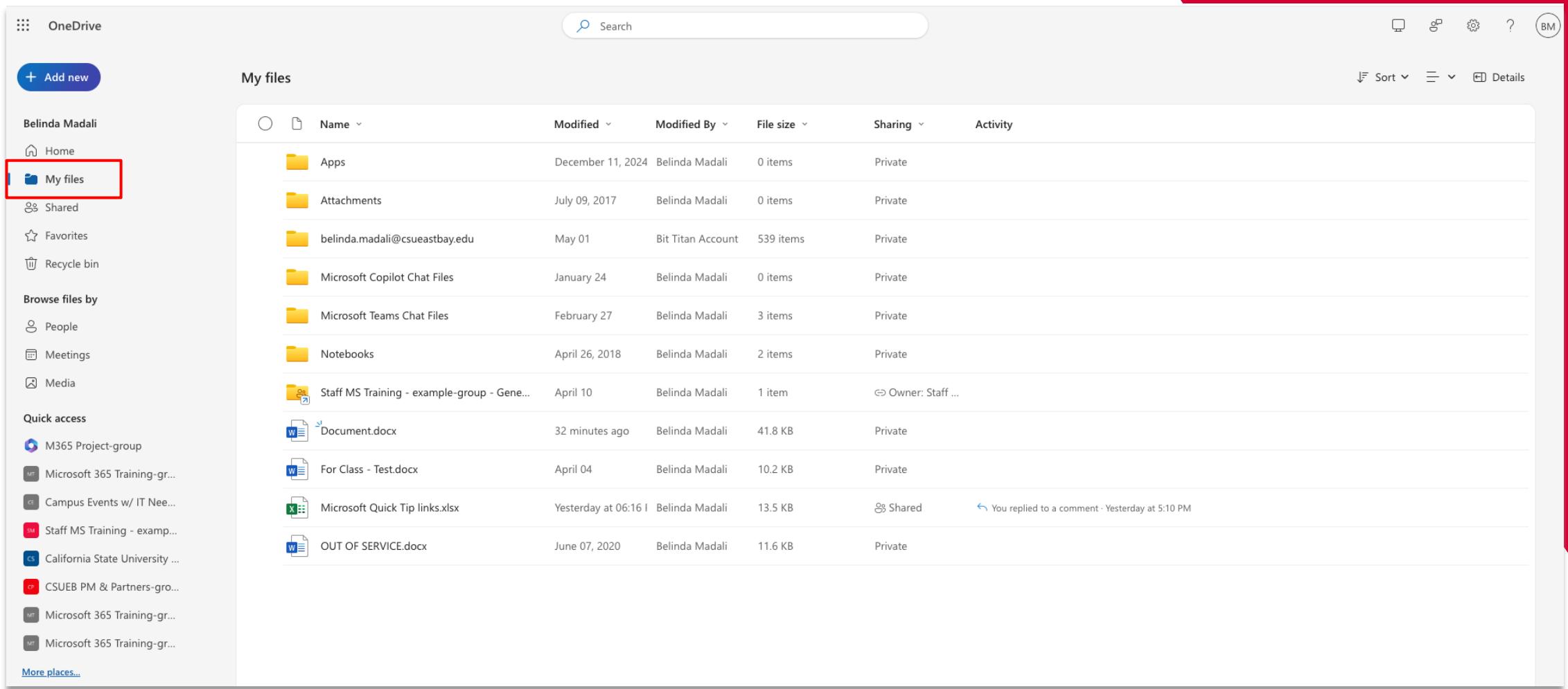
You edited this Yesterday

Open

Recent All Word Excel Powerpoint (selected) OneDrive Filter by name or person

Name	Opened	Owner	Activity
Draft - MS 365 Training Presentation (1) M365 Project-group	7m ago	Belinda Madali	You edited this · 6m ago
Outlook Calendar and To Do 20jun2025 M365 Project-group	25m ago	Belinda Madali	You edited this · 24m ago
Outlook Mail 20jun2025	Yesterday at 11:17		

OneDrive – ‘My Files’ folder



OneDrive

Search

+ Add new

My files

Sort ▾

Details

Belinda Madali

Home

My files (highlighted with a red box)

Shared

Favorites

Recycle bin

Browse files by

People

Meetings

Media

Quick access

- M365 Project-group
- Microsoft 365 Training-gr...
- Campus Events w/ IT Nee...
- Staff MS Training - examp...
- California State University ...
- CSUEB PM & Partners-gro...
- Microsoft 365 Training-gr...
- Microsoft 365 Training-gr...

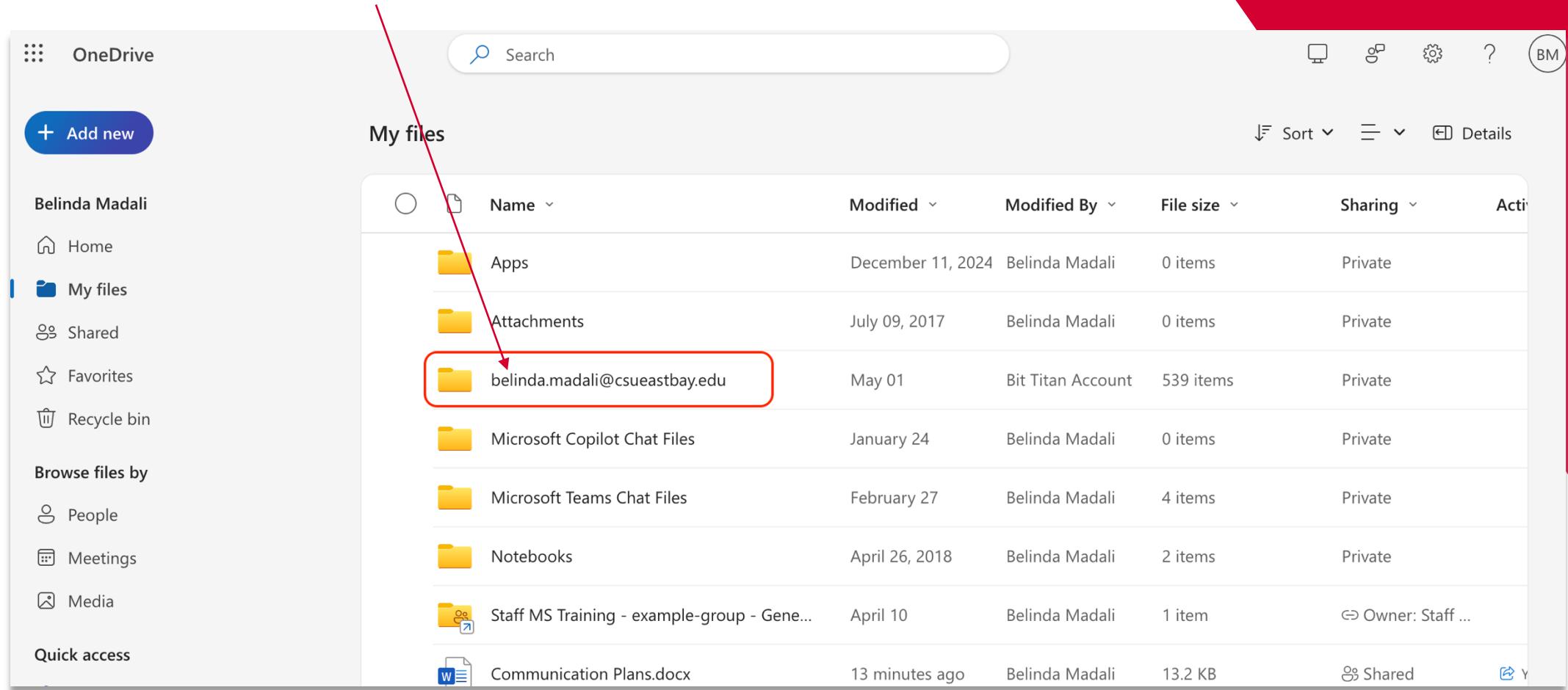
More places...

Name	Modified	Modified By	File size	Sharing	Activity
Apps	December 11, 2024	Belinda Madali	0 items	Private	
Attachments	July 09, 2017	Belinda Madali	0 items	Private	
belinda.madali@csueastbay.edu	May 01	Bit Titan Account	539 items	Private	
Microsoft Copilot Chat Files	January 24	Belinda Madali	0 items	Private	
Microsoft Teams Chat Files	February 27	Belinda Madali	3 items	Private	
Notebooks	April 26, 2018	Belinda Madali	2 items	Private	
Staff MS Training - example-group - Gene...	April 10	Belinda Madali	1 item	Owner: Staff ...	
Document.docx	32 minutes ago	Belinda Madali	41.8 KB	Private	
For Class - Test.docx	April 04	Belinda Madali	10.2 KB	Private	
Microsoft Quick Tip links.xlsx	Yesterday at 06:16	Belinda Madali	13.5 KB	Shared	You replied to a comment - Yesterday at 5:10 PM
OUT OF SERVICE.docx	June 07, 2020	Belinda Madali	11.6 KB	Private	

Where did all my files go?!

You should have a folder that is named:

<firstname.lastname@csueasatbay.edu>



OneDrive

Search

My files

Add new

Belinda Madali

Home

My files

Shared

Favorites

Recycle bin

Browse files by

People

Meetings

Media

Quick access

My files

Name

Modified

Modified By

File size

Sharing

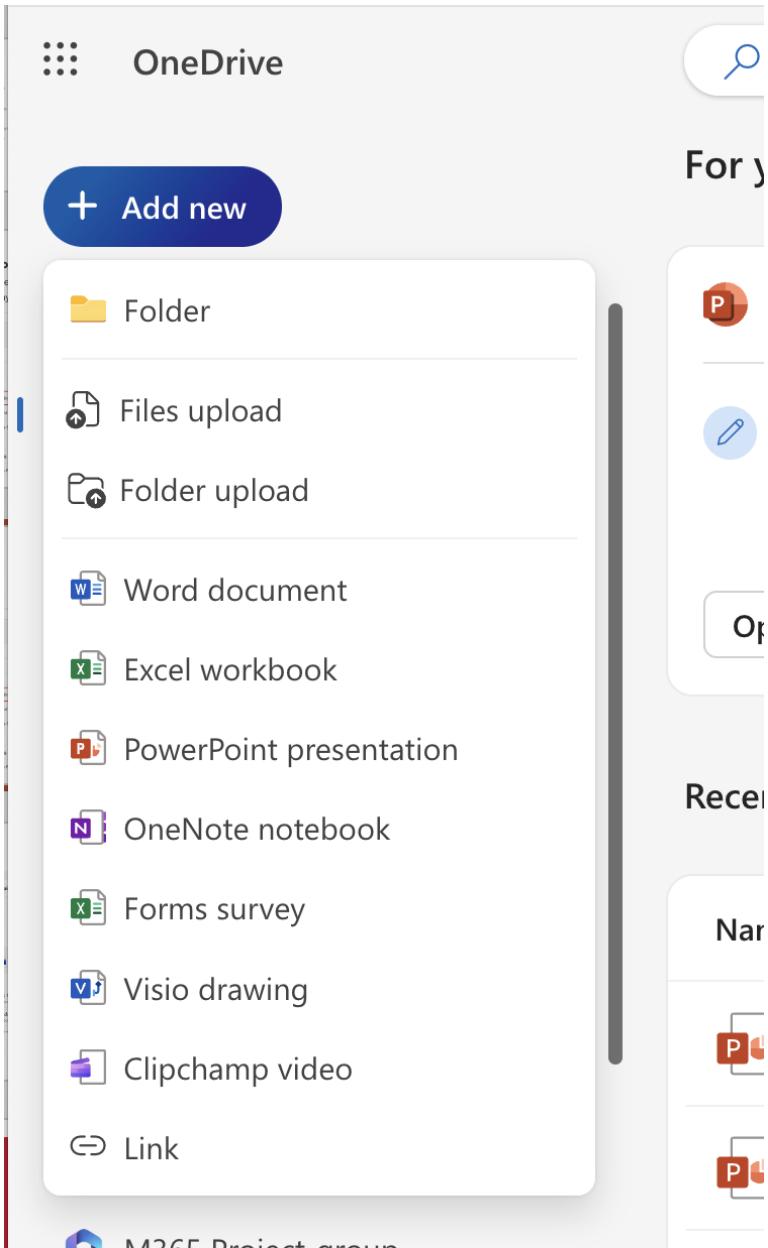
Actions

Sort

Details

Name	Modified	Modified By	File size	Sharing	Actions
Apps	December 11, 2024	Belinda Madali	0 items	Private	
Attachments	July 09, 2017	Belinda Madali	0 items	Private	
belinda.madali@csueastbay.edu	May 01	Bit Titan Account	539 items	Private	
Microsoft Copilot Chat Files	January 24	Belinda Madali	0 items	Private	
Microsoft Teams Chat Files	February 27	Belinda Madali	4 items	Private	
Notebooks	April 26, 2018	Belinda Madali	2 items	Private	
Staff MS Training - example-group - Gene...	April 10	Belinda Madali	1 item	Owner: Staff ...	
Communication Plans.docx	13 minutes ago	Belinda Madali	13.2 KB	Shared	Y

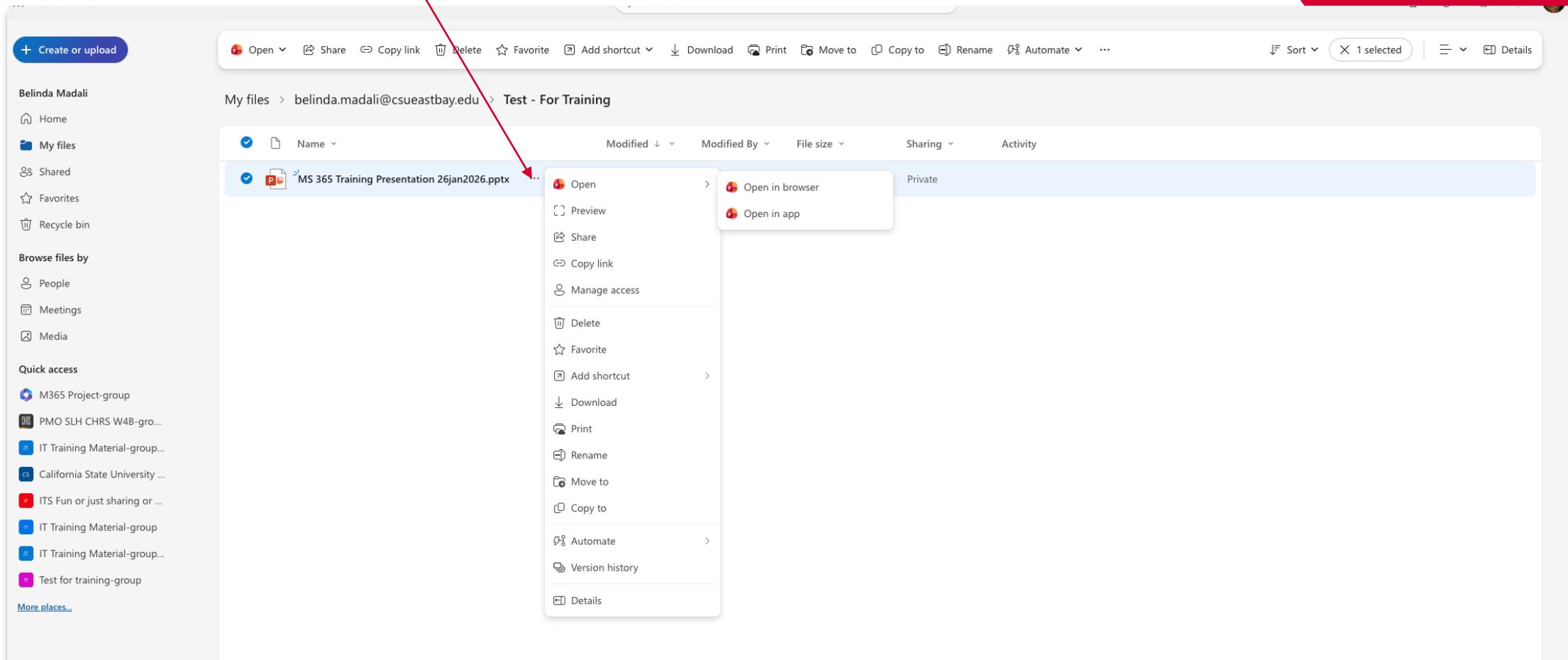
+ Add New.



Opening a File

You can simply double-click a file and it will open.

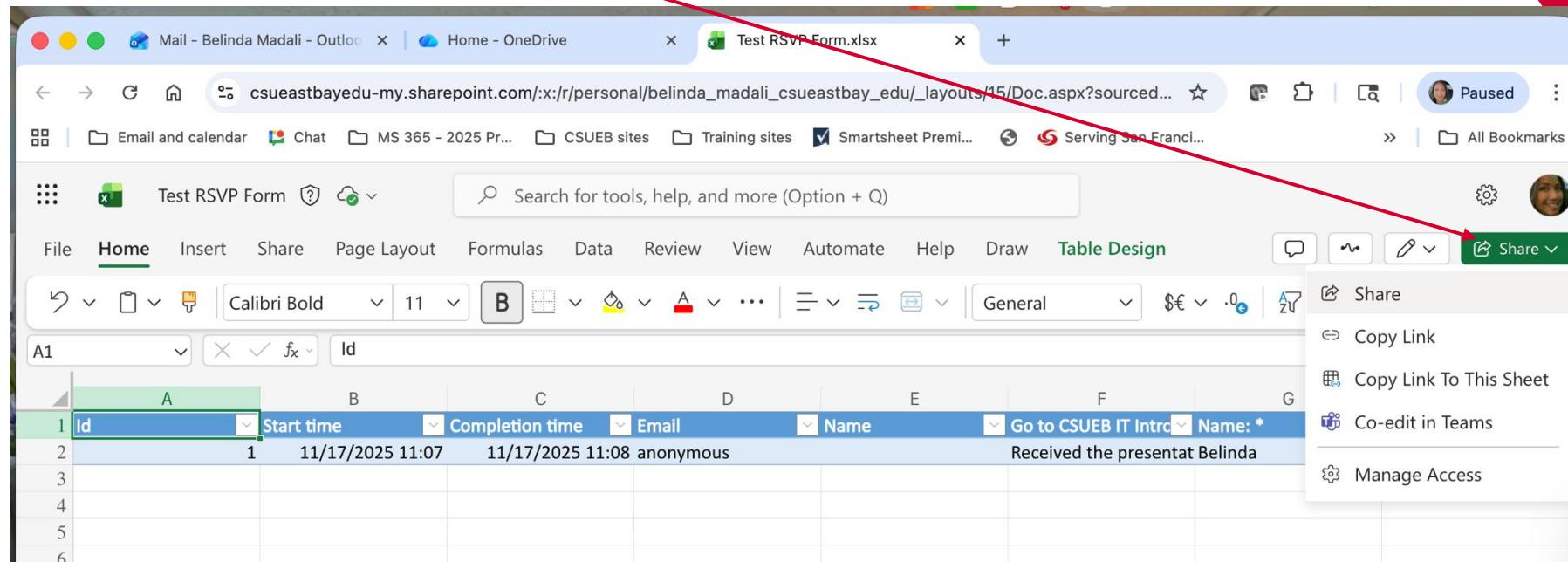
Or click the three dots to the right of the file, then open and choose browser or app.



Sharing a Microsoft File or Folder [Word, Excel, Powerpoint... etc]

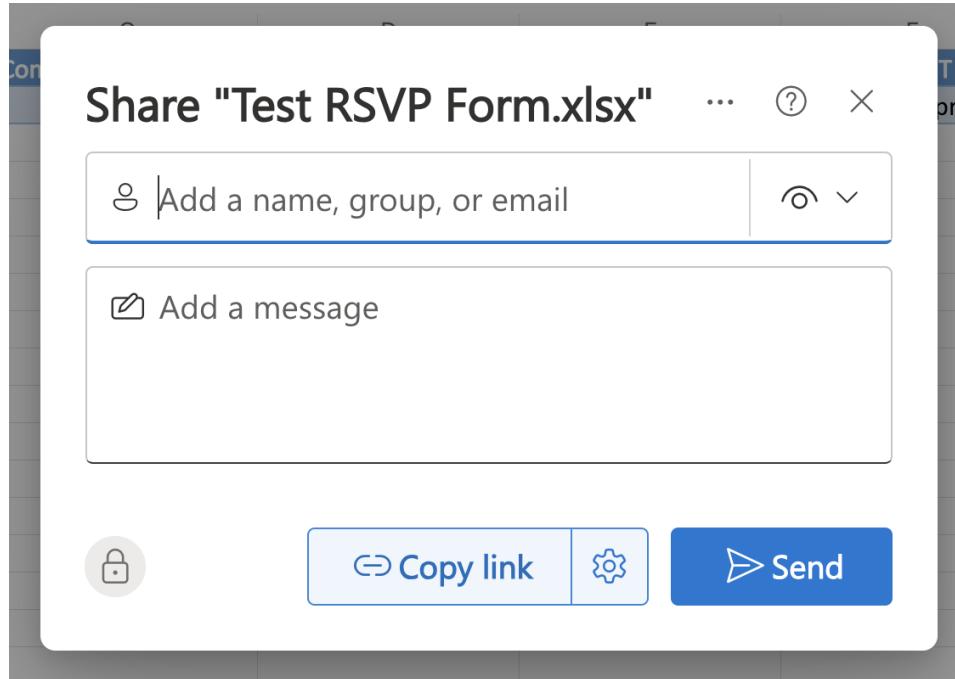
How to Share a File

1. Open the document you want to share.
2. Click Share on the far right.

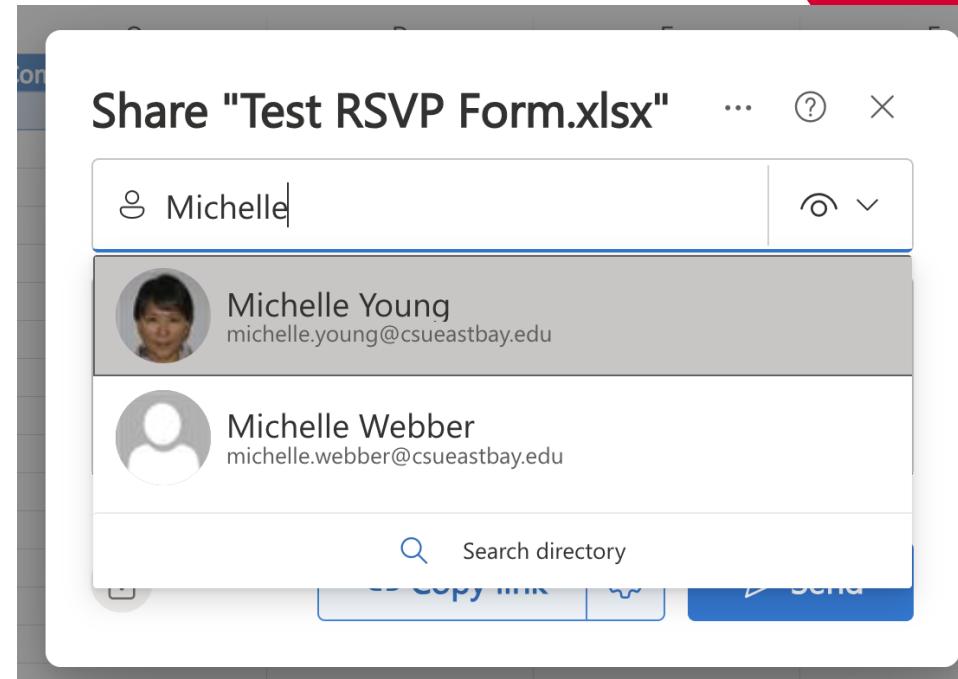


How to Share a File

3. The Share dialog box will come up.

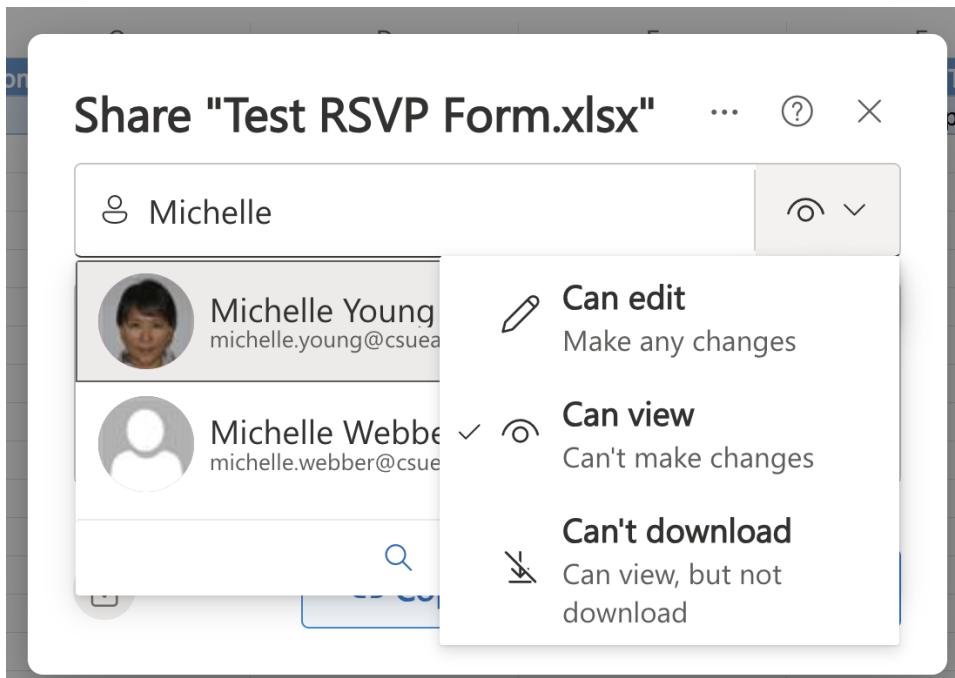


4. Start typing name of person you would like to share with.

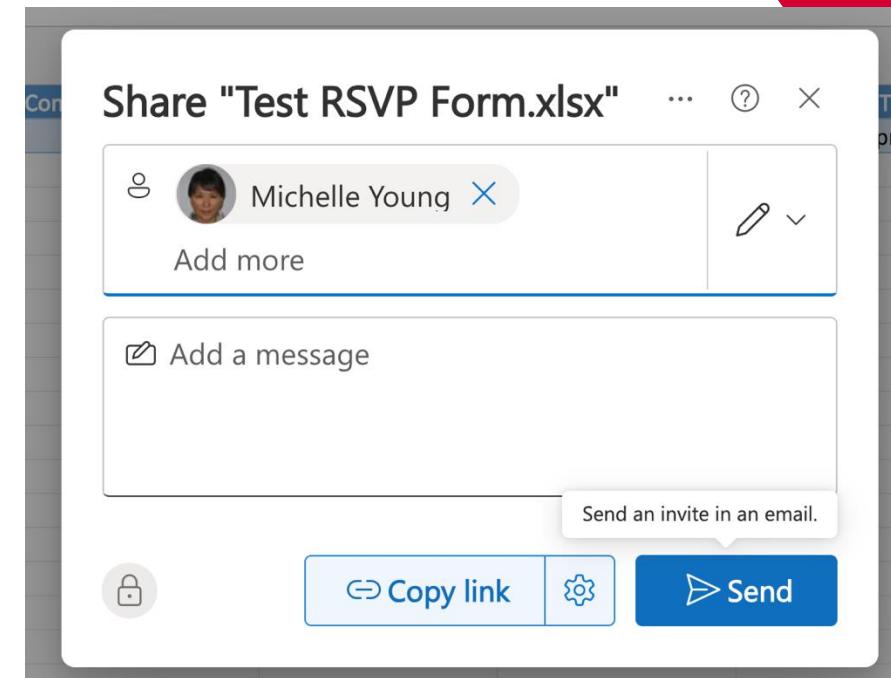


How to Share a File

5. Choose the person.
6. Change the type of access by clicking the drop down arrow.

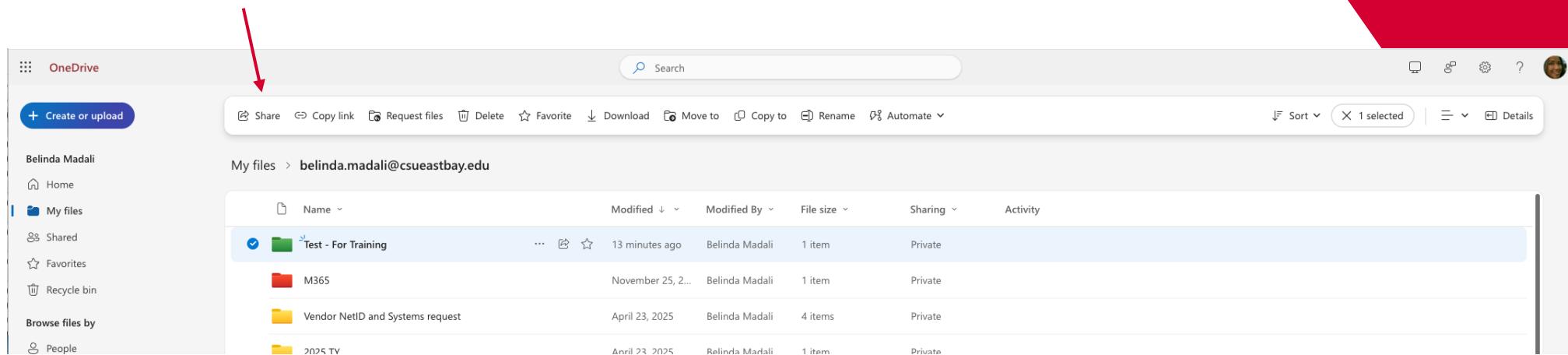


7. Click Send and an email will go to the person you are sharing with.



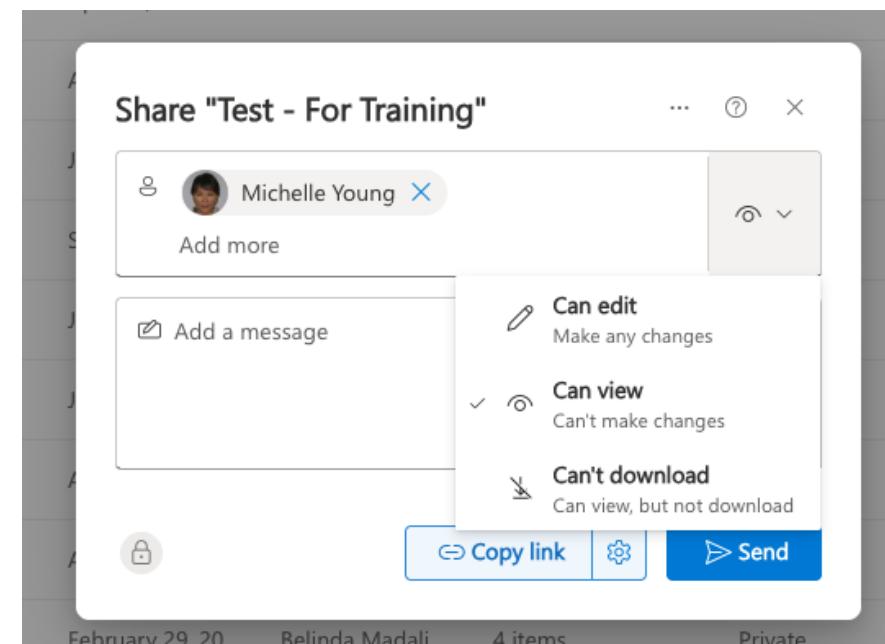
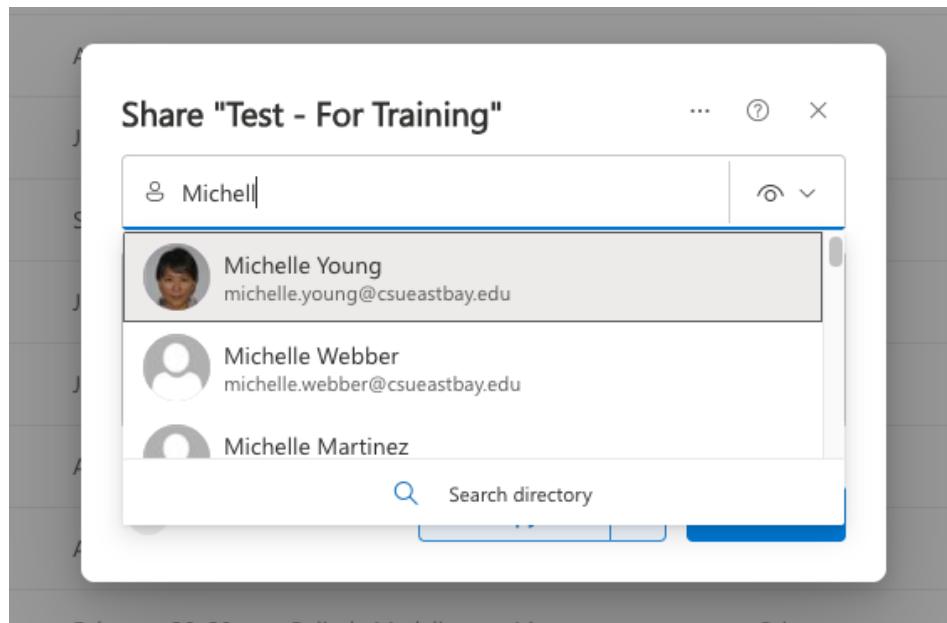
How to Share a Folder

1. Choose the Folder you'd like to share.
2. Click Share.



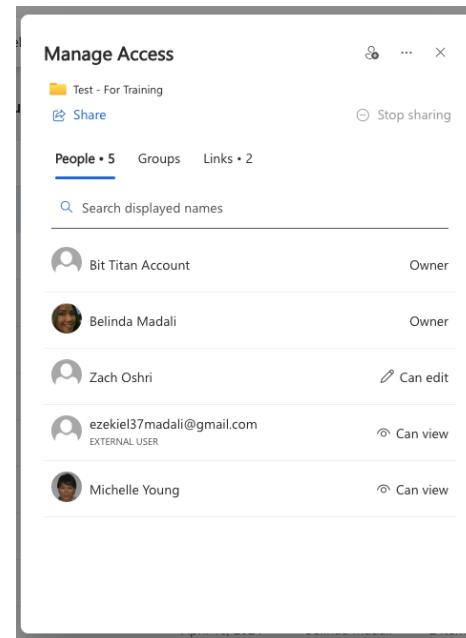
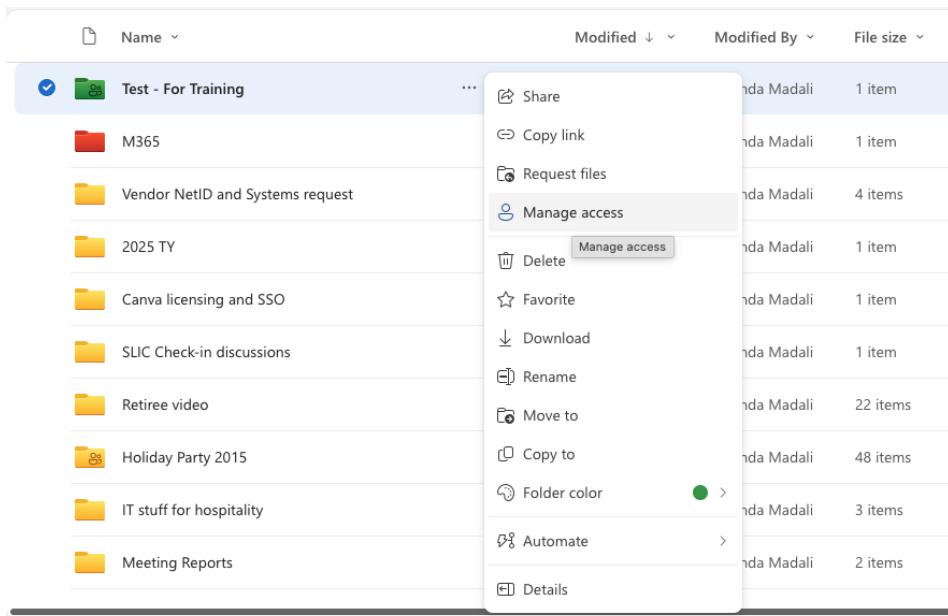
How to Share a Folder

3. Start typing the name of the person you'd like to share with and click the name from the list.
4. Change the type of access by clicking the drop down arrow.
5. Click Send and an email will be sent to the person/s.



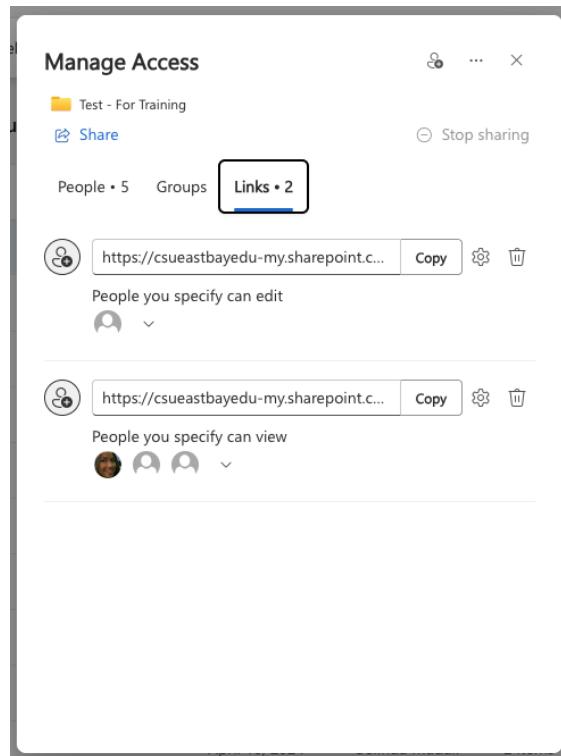
Manage Access

1. From your list of folders/files, click the ellipses (three dots) to the right of the folder name.
2. Choose “Manage Access”
3. The manage access dialog box will appear and you can see who has access.

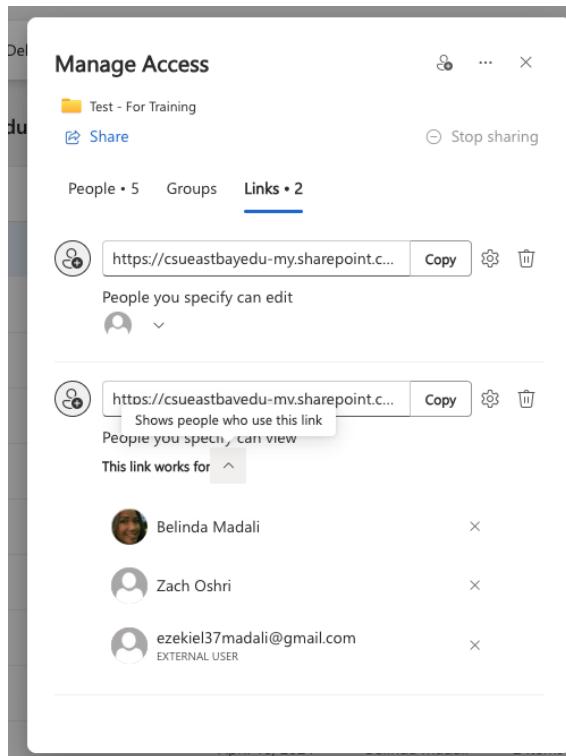


Manage Access

4. By clicking the “Link” tab you can get links to each role; “Can view” or “Can edit” or add people to that role.



5. You can also change access or remove access rights.



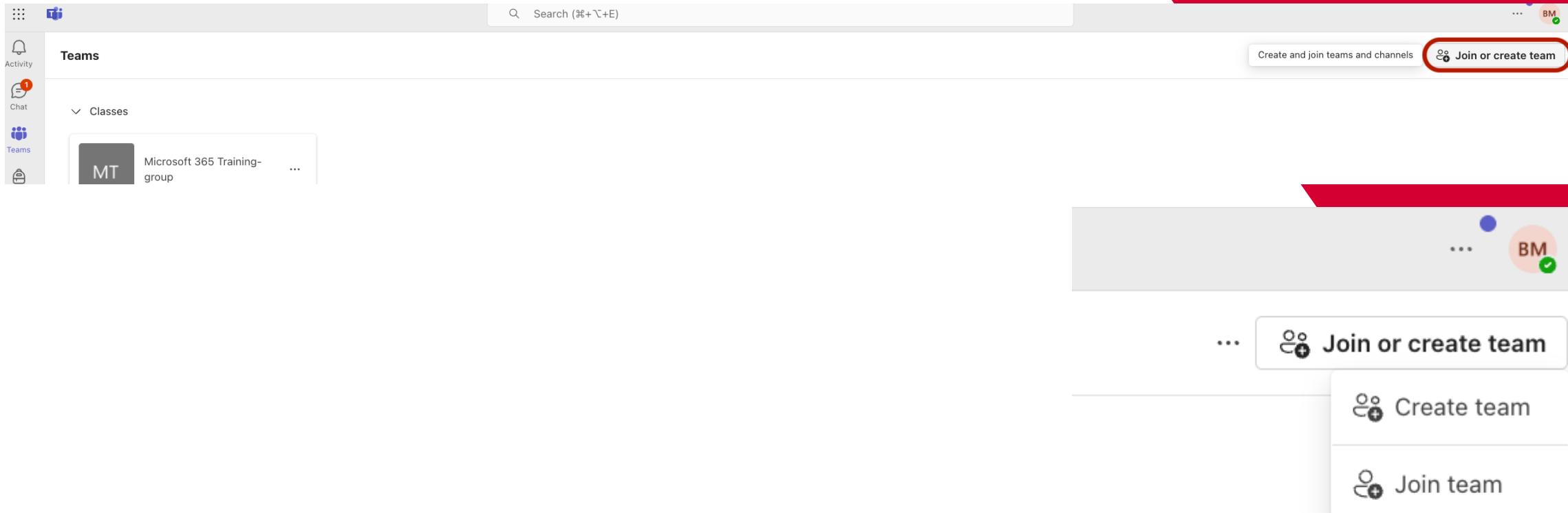
Teams

teams.microsoft.com

What is Teams?

"Microsoft Teams is the ultimate messaging app for your organization—a workspace for real-time collaboration and communication, meetings, file and app sharing, and even the occasional emoji! All in one place, all in the open, all accessible to everyone." - Microsoft

Join a Team



Join a Team

Activity

Chat (1)

Teams

Assignments

Calendar

Join a team

Type to search

Teams for you

Search (Esc)

#

Join a team with a code

Enter join code.

Add team

JL

Jake's learning community

Public

SK

ServiceNow Knowledge-group

Public

Want to learn more about ServiceNow and any bugs/features that you are...

Ag

AV-group

Public

AV-group

Create a Team

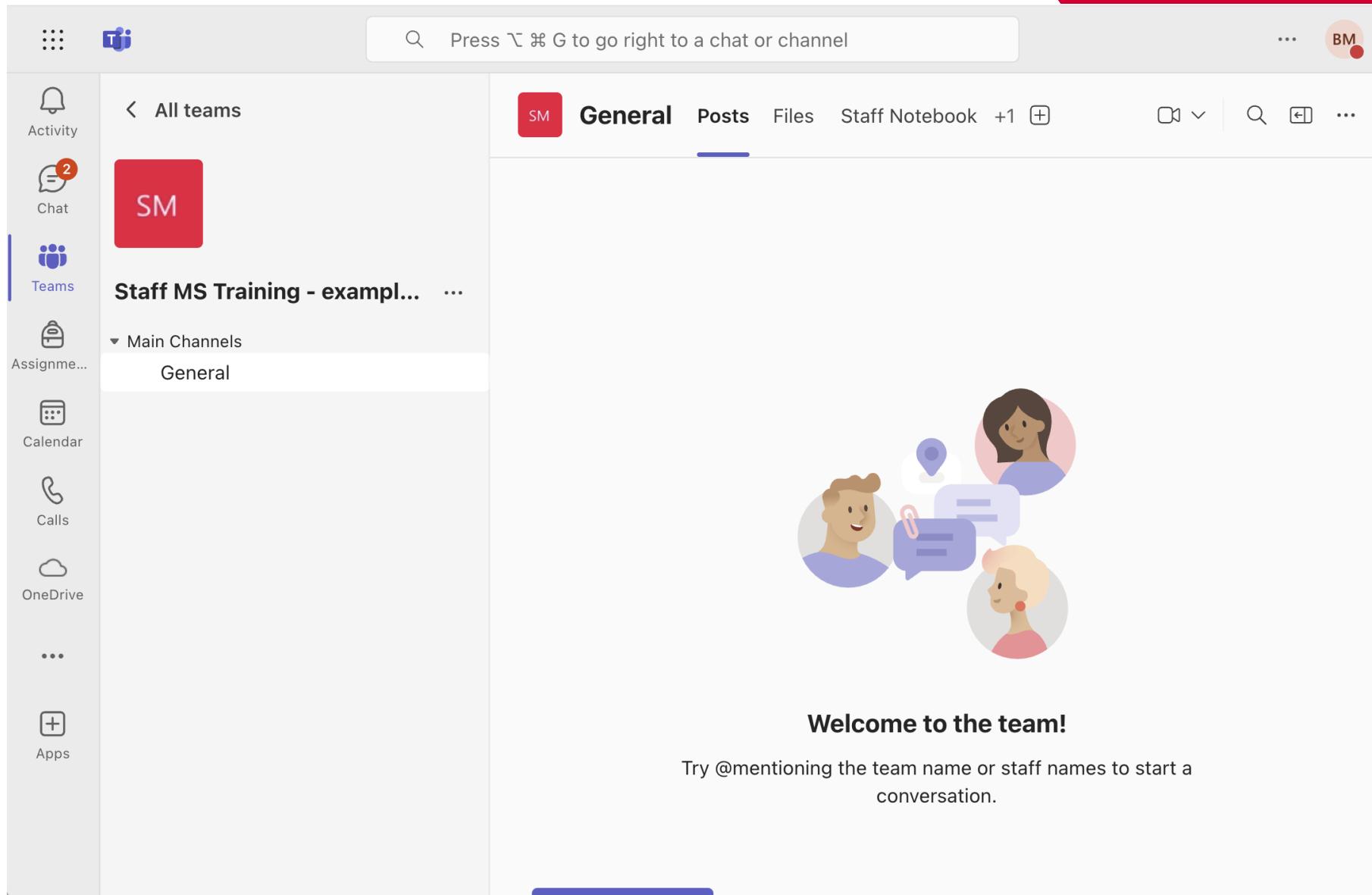
You can not create a Team yourself.

You will need to submit a Service Desk ticket.

What you will need to provide is:

- Name of the Team
- Will this group be public or private?
- Who will be the owner/manager? This person would:
 - Add/delete members
 - Give or remove access rights.

Example of a Team:



A screenshot of the Microsoft Teams application interface, specifically the General channel of a team named "Staff MS Training - example...".

The interface includes the following elements:

- Left Sidebar:** A vertical sidebar with icons for Activity, Chat (2 notifications), Teams (selected), Assignments, Calendar, Calls, OneDrive, ..., and Apps.
- Header:** Includes a search bar with the placeholder "Press ⌘ G to go right to a chat or channel", a user profile icon (BM), and a three-dot menu.
- Team Selection:** A "All teams" dropdown showing "SM" and the team name "Staff MS Training - example...".
- Channel Navigation:** A navigation bar with tabs: SM (highlighted in red), General (selected), Posts, Files, Staff Notebook, +1, and a plus sign for creating a new channel.
- Content Area:** The "General" channel view, which is currently empty. It features a "Welcome to the team!" message and a "Try @mentioning the team name or staff names to start a conversation." instruction. There is also an illustration of three people and a speech bubble.

Posts vs Chats [Accessed through Teams]

Posts:

- **Purpose:**
For team announcements, updates, important information, or structured discussions within a channel.
- **Audience:**
Visible to all members of the channel.
- **Structure:**
Designed for threaded conversations, creating a structured record of discussions.
- **Use Cases:**
Announcing upcoming events, sharing important updates, or facilitating discussions on a specific topic within a team.

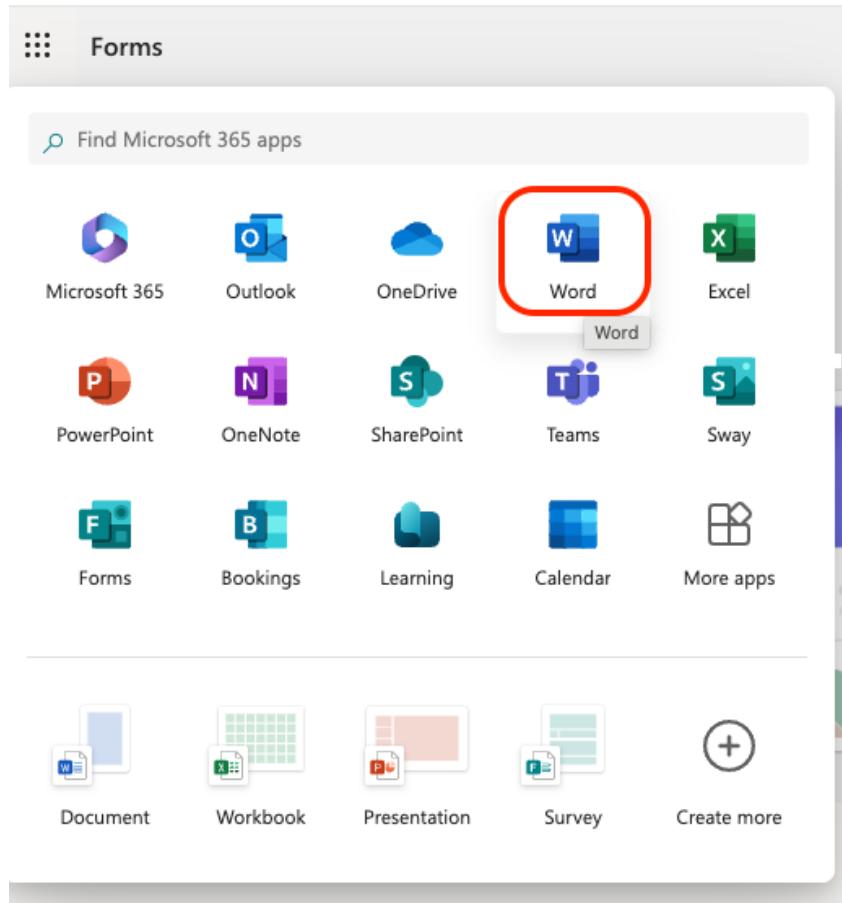
Chats:

- **Purpose:** For quick, informal communication with one or a few individuals.
- **Audience:** Visible only to the participants in the chat.
- **Structure:** More flexible and less structured than posts, allowing for quick back-and-forth conversations.
- **Use Cases:** Asking quick questions, sharing immediate feedback, or coordinating tasks with a specific group.

**Microsoft Suite
Word/Excel/Powerpoint ...
and more**

The Suite - Word

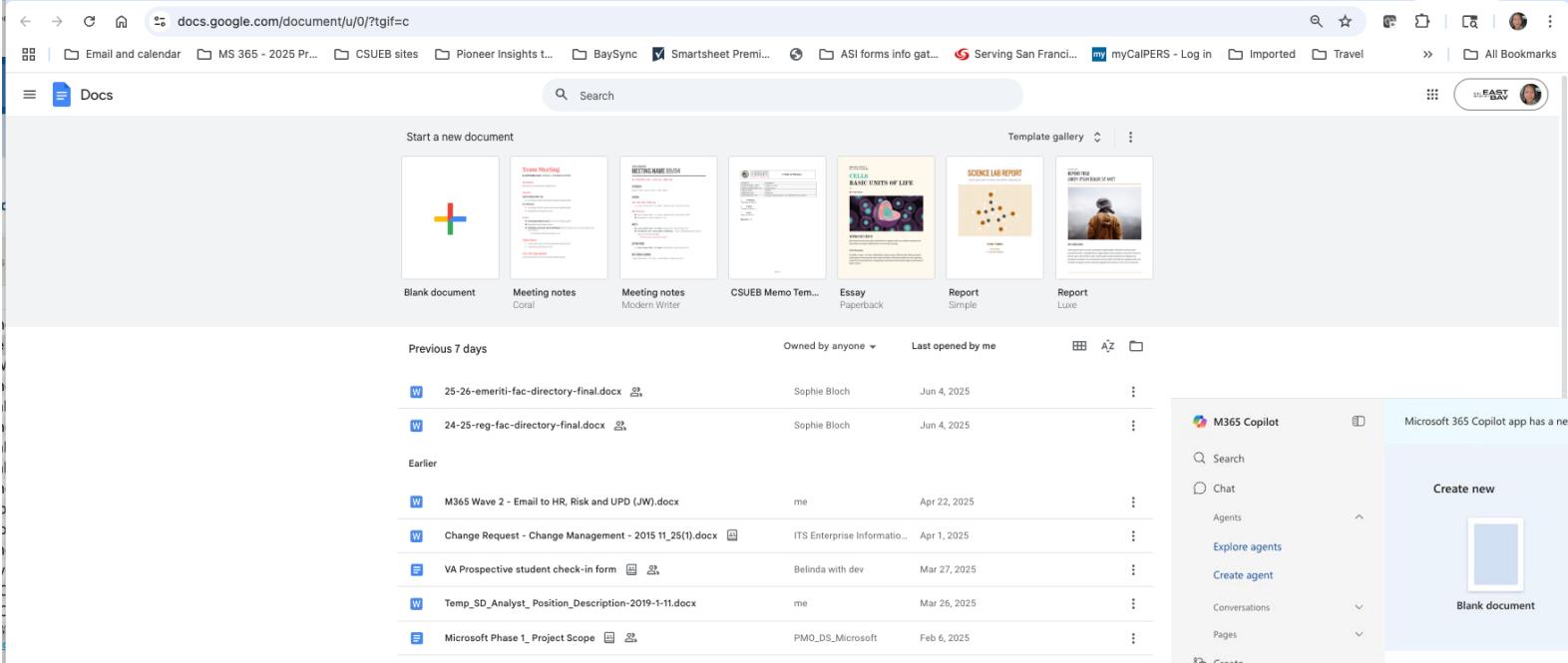
Apps launcher - Word



Word (New Layout)

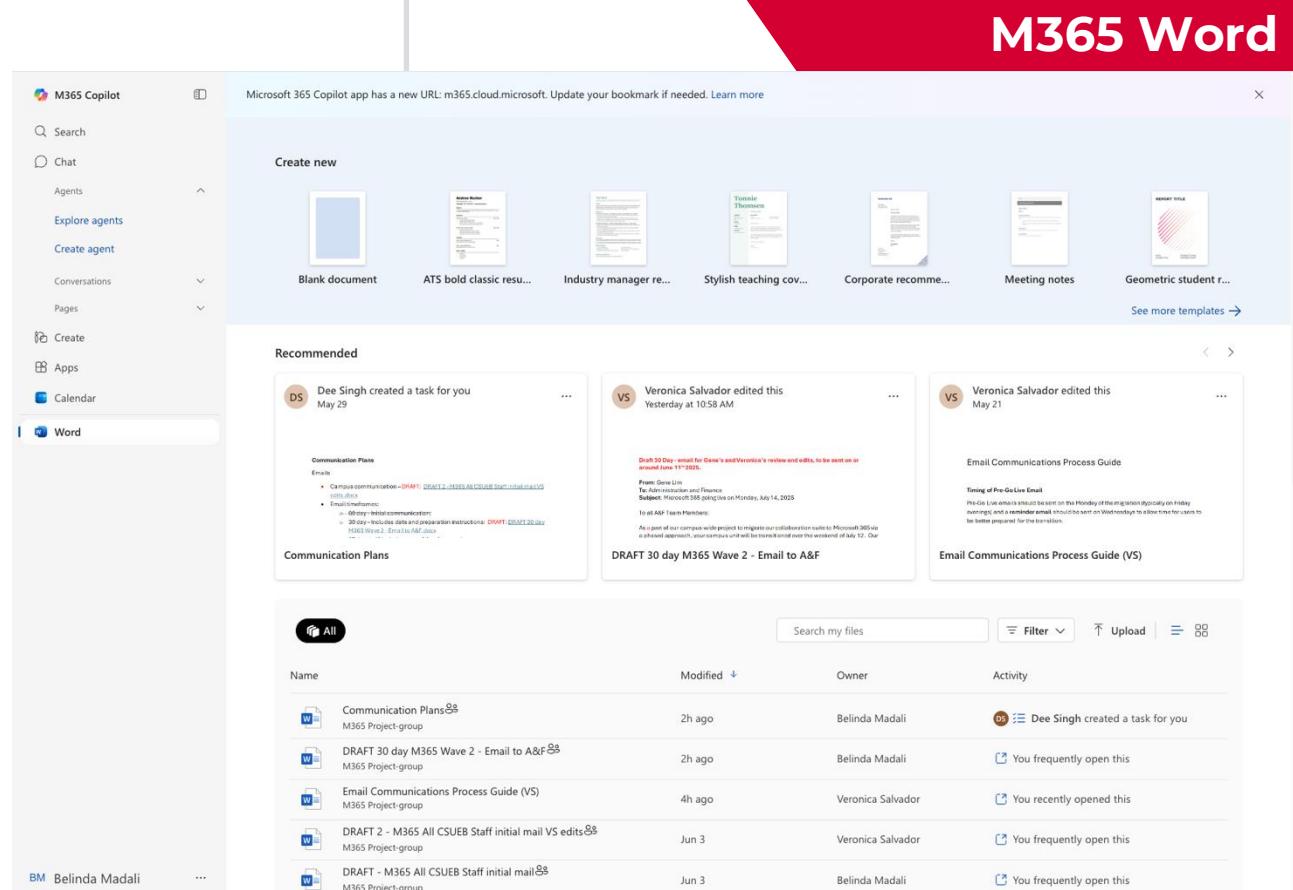
The image shows the Microsoft Word (New Layout) interface. At the top, it says "Word" and "Welcome, Belinda Madali!". Below the welcome message are buttons for "Create blank document" and "Upload a file". The interface includes a "Jump back in" section showing a recent document named "Communication Plans" and a "Create with templates" section with various document templates like "PRODUCT LAUNCH REVIEW", "TEAM AGENDA", "THE NEWS TODAY", "MEMO", "ANNUAL REPORT", and "BISTRO MENU". At the bottom, there is a "My documents" section.

Google Docs vs M365 Word



The screenshot shows the Google Docs interface. At the top, there's a navigation bar with links like 'Email and calendar', 'MS 365 - 2025 Pr...', 'CSUEB sites', 'Pioneer Insights ...', 'BaySync', 'Smartsheet Premi...', 'ASI forms info gat...', 'Serving San Franci...', 'myCalPERS - Log in', 'Imported', 'Travel', and 'All Bookmarks'. Below the navigation is a 'Docs' tab and a search bar. The main area has a 'Start a new document' section with a 'Blank document' option and a 'Template gallery' showing various document types like 'Meeting notes', 'Essay', 'Report', etc. Below this is a list of recent documents, divided into 'Previous 7 days' and 'Earlier'. Each document entry includes a thumbnail, the file name, the owner, the last opened date, and a more options menu.

Googles Doc

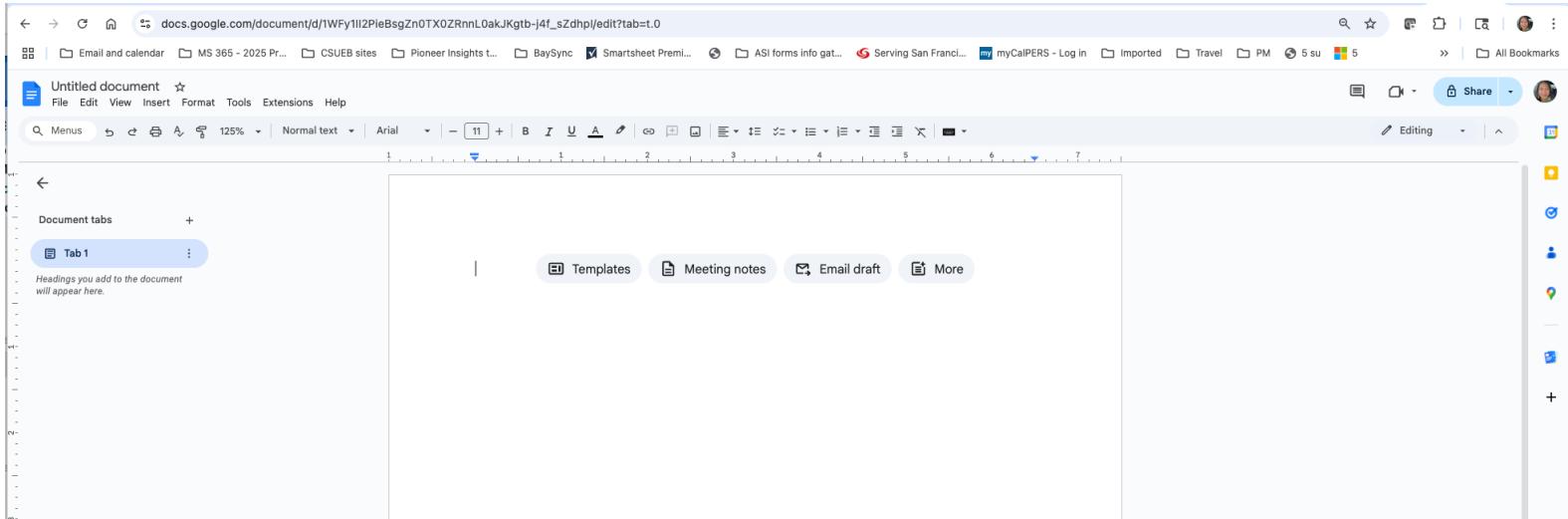


The screenshot shows the Microsoft 365 Copilot interface. At the top, there's a search bar and a 'Copilot' icon. Below the search bar is a 'Create new' section with various document templates like 'Blank document', 'ATS bold classic resu...', 'Industry manager re...', 'Stylish teaching cov...', 'Corporate recomme...', 'Meeting notes', and 'Geometric student r...'. To the left, there's a sidebar with 'M365 Copilot' and a list of recent activities: 'Dee Singh created a task for you May 29', 'Veronica Salvador edited this Yesterday at 10:58 AM', and 'Veronica Salvador edited this May 21'. Below these are 'Recommended' sections for 'Communication Plans' and 'Email Communications Process Guide'. At the bottom, there's a file list with columns for 'Name', 'Modified', 'Owner', and 'Activity', showing files like 'Communication Plans', 'DRAFT 30 day M365 Wave 2 - Email to A&F', 'Email Communications Process Guide (VS)', 'DRAFT 2 - M365 All CSUEB Staff initial mail VS edits', and 'DRAFT - M365 All CSUEB Staff initial mail'.

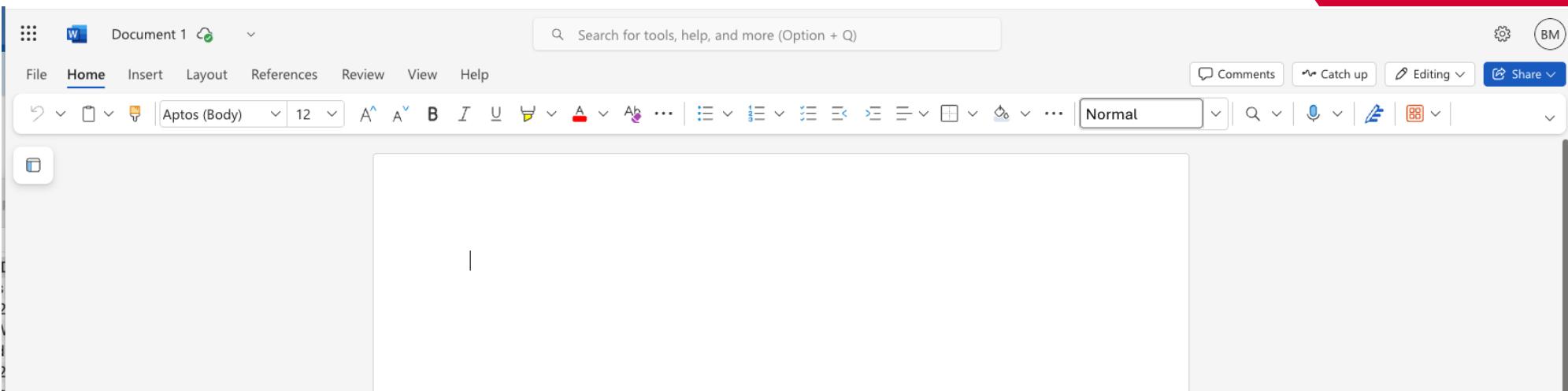
M365 Word

Example of New Document

Google Docs

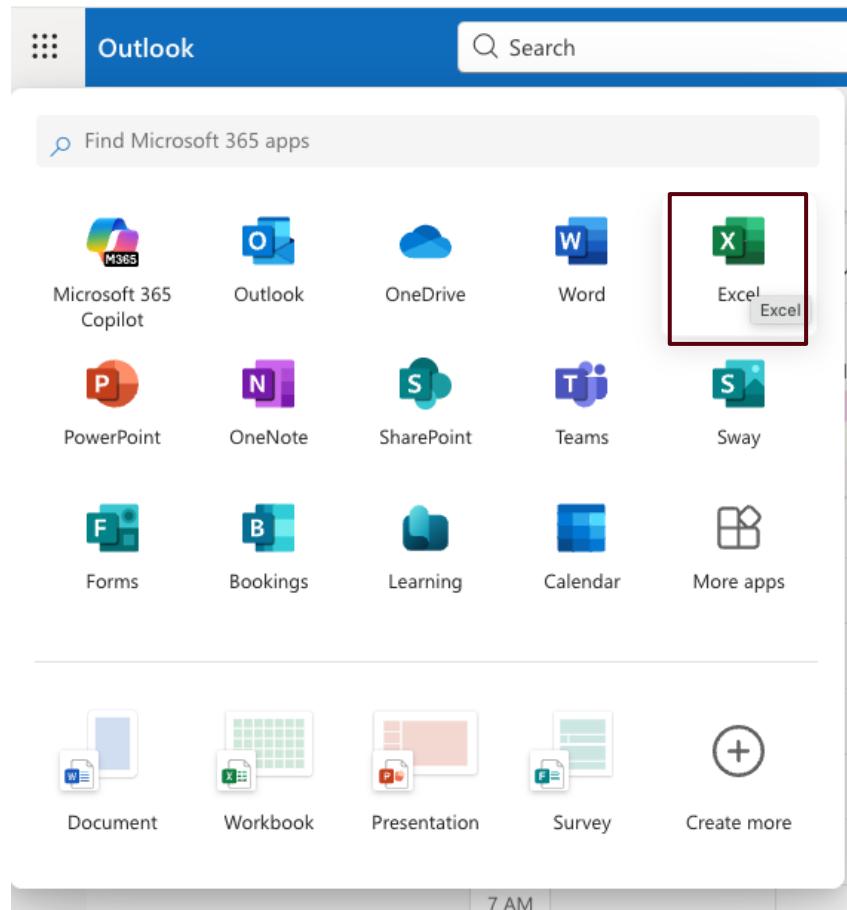


M365 Word

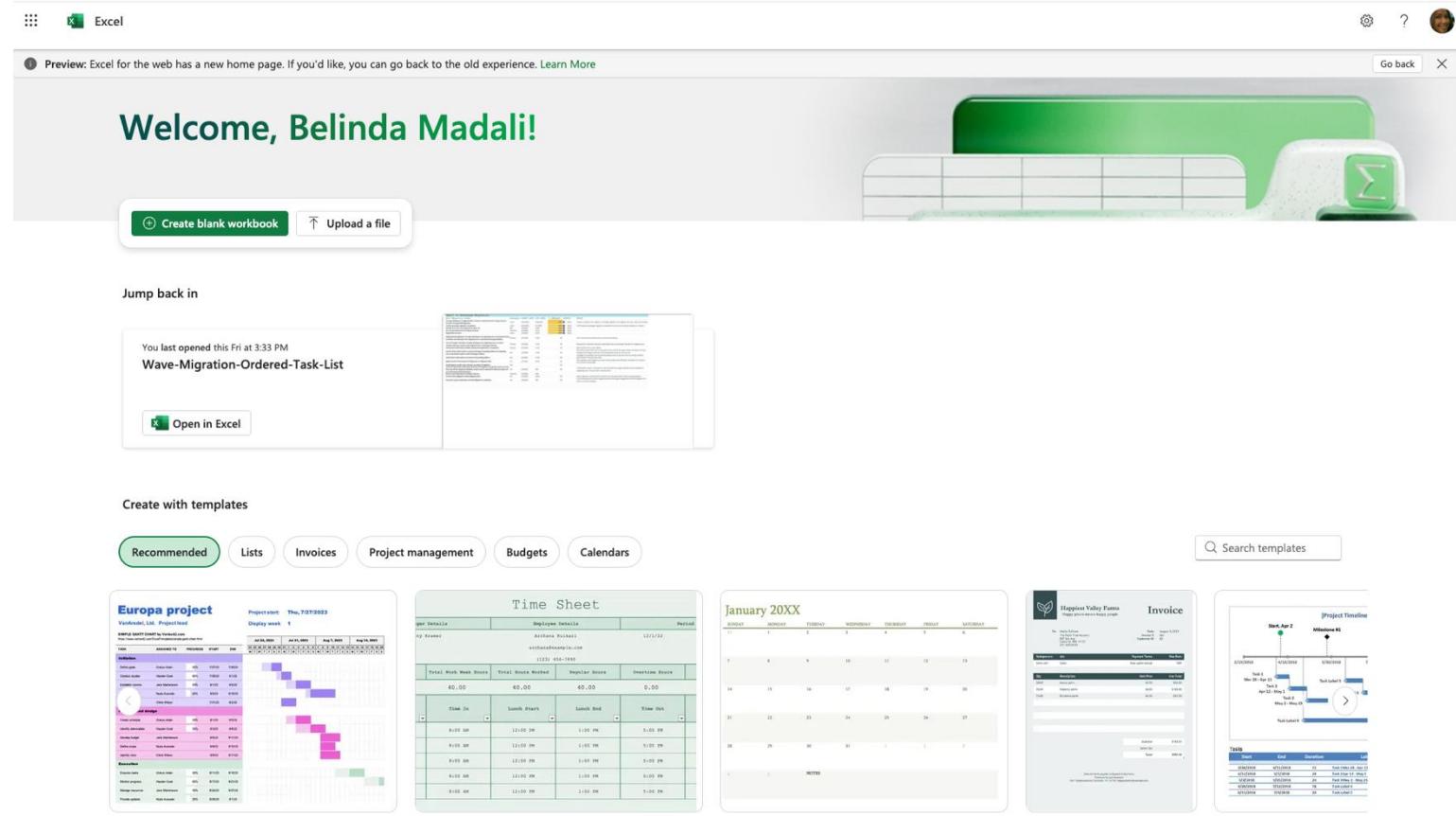


The Suite - Excel

Apps launcher - Excel



Excel (New Layout)

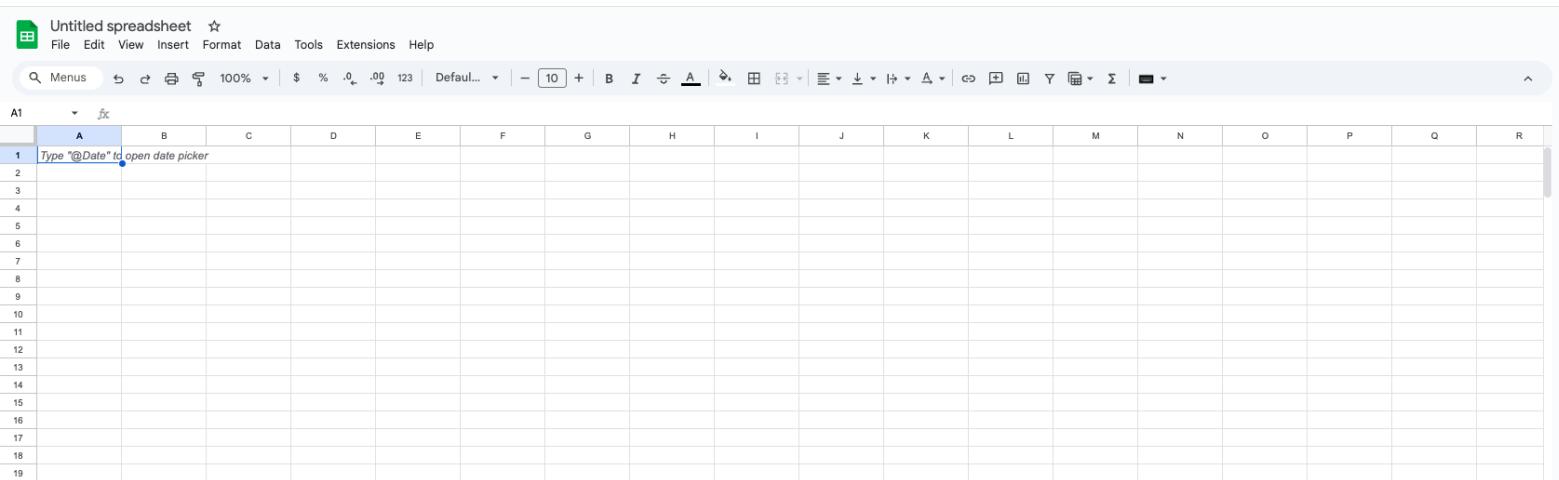


Create new Excel Spreadsheet.

The screenshot shows the Microsoft Excel for the web interface. At the top, there's a navigation bar with the Excel logo, a 'Preview' message, and a 'Go back' button. The main header features a large, bold 'Welcome, Belinda Madali!' message. Below the header are two buttons: 'Create blank workbook' and 'Upload a file'. A red box highlights the 'Jump back in' link, which is underlined and located in a white box. To the right of this box is a green decorative element with a large white 'Σ' symbol. Below the 'Jump back in' link, there's a message about the last open time and a file thumbnail for 'Wave-Migration-Ordered-Task-List'. A 'Open in Excel' button is also present. The 'Create with templates' section features a grid of cards for 'Recommended' (Europa project, Time Sheet, January 20XX, Happiest Valley Farms Invoice, Project Timeline), 'Lists', 'Invoices', 'Project management', 'Budgets', and 'Calendars'. A search bar for templates is on the right. The bottom of the page shows a footer with links to 'Support', 'Help', 'Feedback', and 'Sign out'.

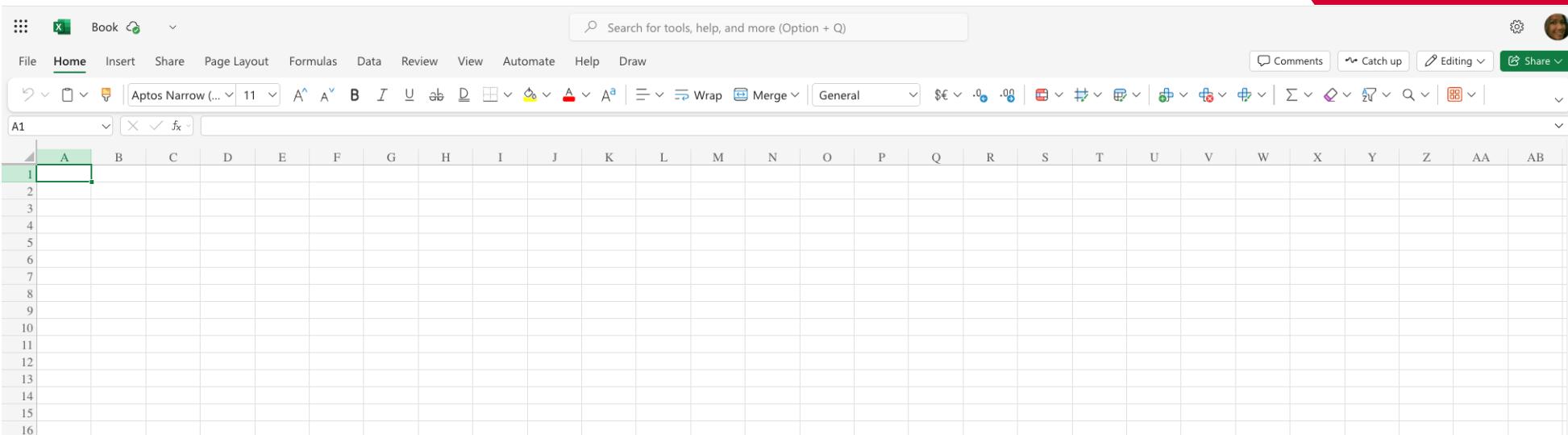
Google Sheets vs M365 Excel

Googles Sheets



A screenshot of the Google Sheets interface. The title bar says "Untitled spreadsheet". The menu bar includes File, Edit, View, Insert, Format, Data, Tools, Extensions, and Help. The toolbar below has various icons for search, filters, and data manipulation. The spreadsheet grid starts at A1, with row 1 containing the formula "Type '@Date()' to open date picker". Rows 2 through 19 are empty. The columns are labeled A through R.

M365 Excel



A screenshot of the Microsoft 365 Excel interface. The title bar says "Book". The menu bar includes File, Home, Insert, Share, Page Layout, Formulas, Data, Review, View, Automate, Help, and Draw. The ribbon has various tabs like Home, Insert, Page Layout, etc. The toolbar below has icons for search, comments, and sharing. The spreadsheet grid starts at A1, with row 1 containing the formula "Type '@Date()' to open date picker". Rows 2 through 16 are empty. The columns are labeled A through AB.

Hybrid life for now...

M365

Mail

Calendar

OneDrive

Chat w/ migrated
people

Teams

Google

Shared Drives

Tasks

Groups

Chat w/ non-migrated

Photos [not being
migrated]

We are here for you!

If there are any issues or extensive training needed.

Open a Service Desk ticket:

- Send email to:
servicedesk@csueastbay.edu
- Go to the Service Desk website to submit a ticket. BUT you may find your answer in one of the links listed on that page:
www.csueastbay.edu/servicedesk

Groups

*** Google groups will **NOT** be migrated yet.
They will be migrated in the future.
If you choose to create new groups, do NOT name the
group something you use currently in Google.

Groups

“Groups in Microsoft 365 give you collaborative tools to help your coworkers, friends, or family work on a common goal. No matter what kind of account you create a Group with, you can send messages to the group with a dedicated email address and schedule events on a group calendar. [Adding Group members](#) is easy when you create a group or add them later.” ~ Microsoft

Create a Group

You can NOT create a Group yourself.

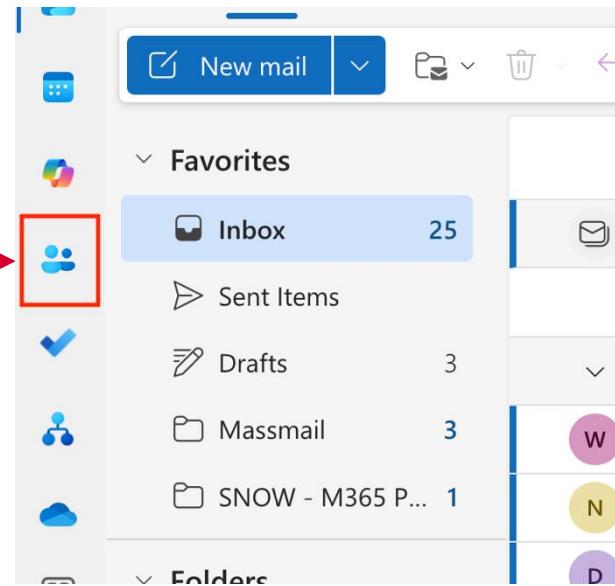
You will need to submit a Service Desk ticket to have it created.

What you will need to provide is:

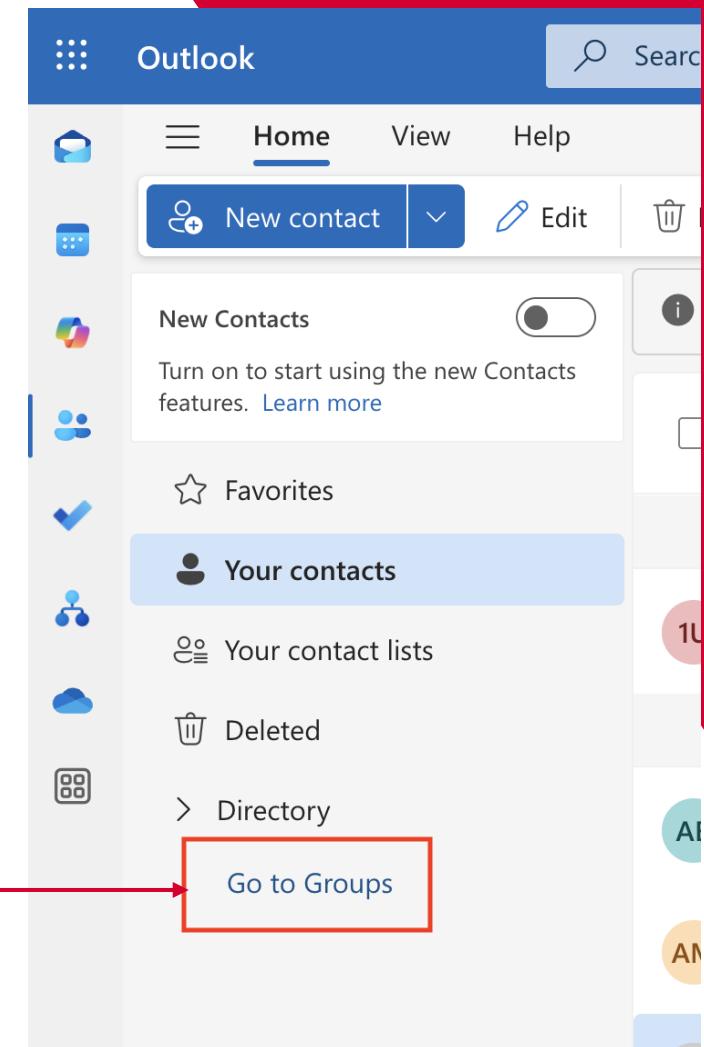
- Name of the Group
- Will this group be public or private?
- Who will be the owner/manager? This person would:
 - Add/delete members
 - Give or remove access rights.

Outlook Groups

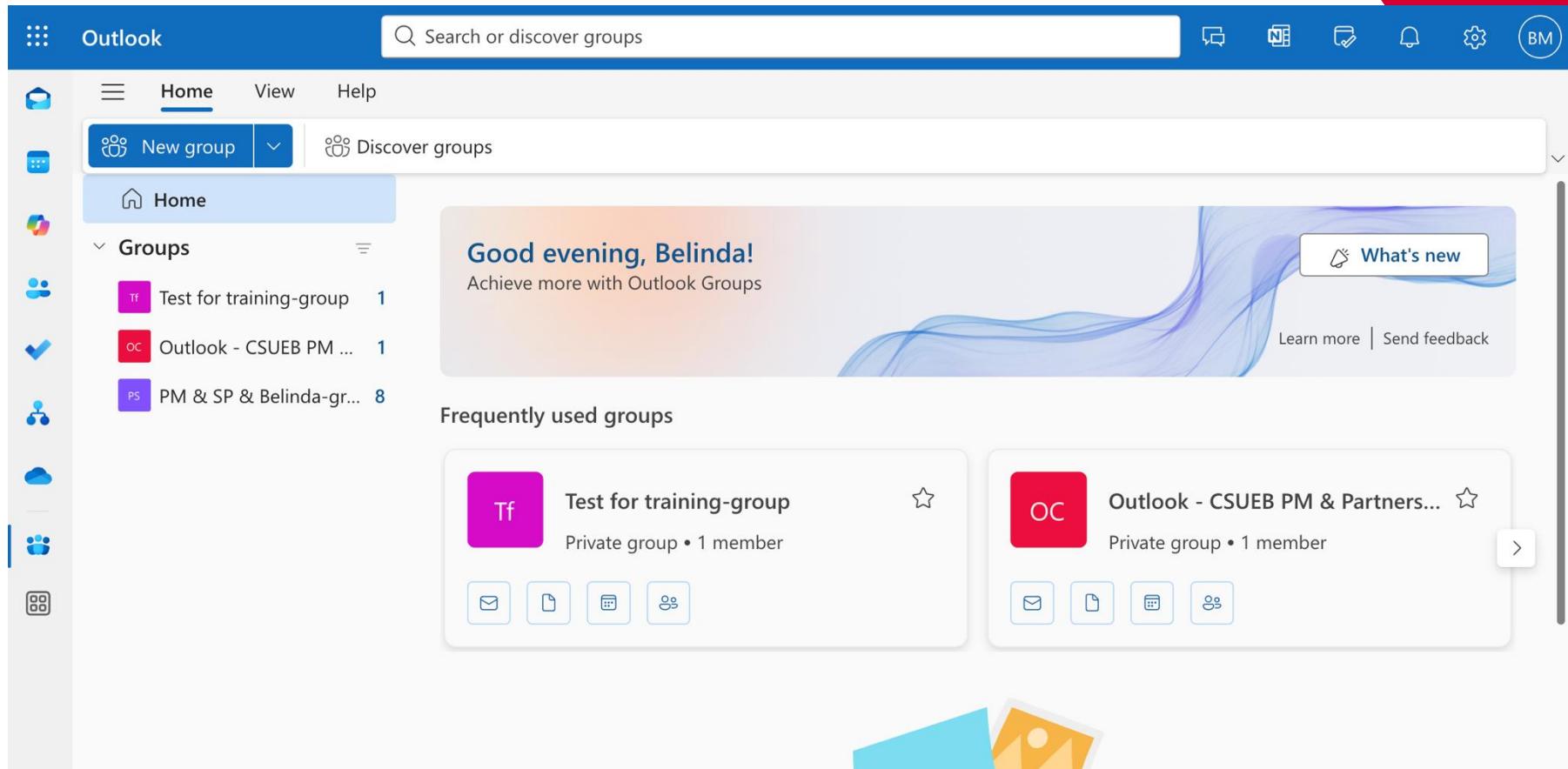
1. From Mail or Calendar click “People”



2. Click “Go to Groups”



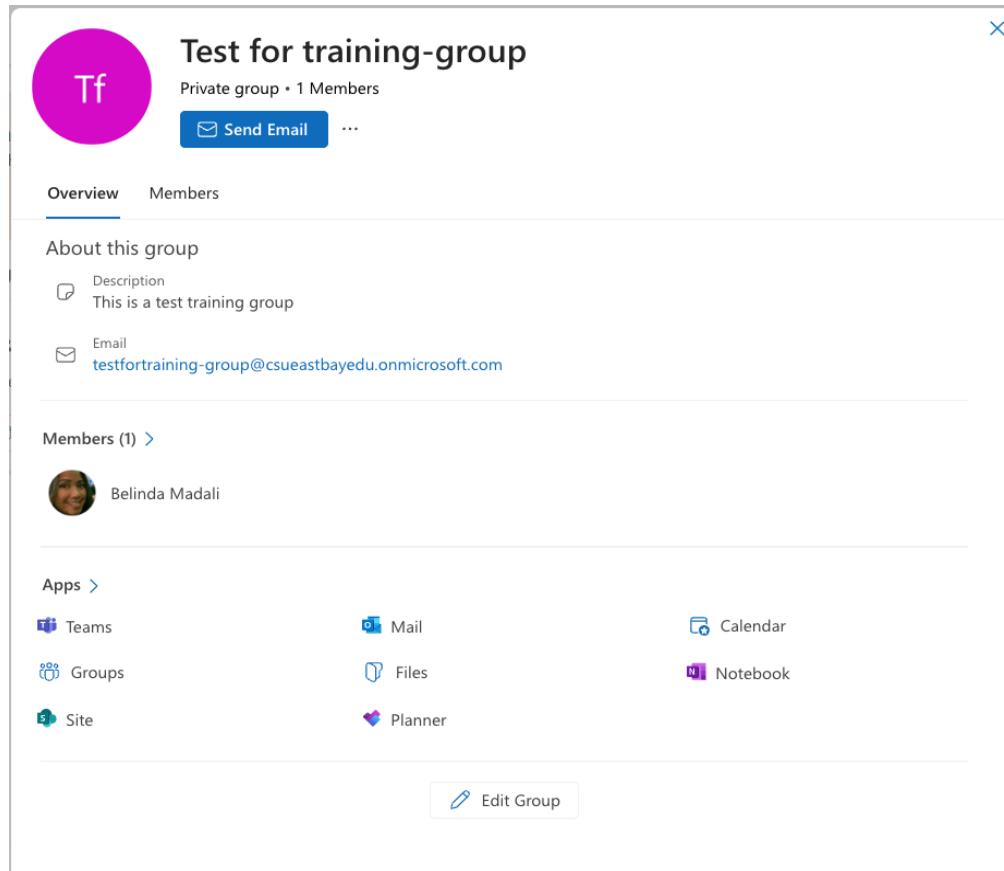
Groups



The screenshot shows the Microsoft Outlook Groups interface. At the top, there is a blue header bar with the 'Outlook' logo, a search bar containing 'Search or discover groups', and several icons for messaging, calendar, and settings. Below the header, the 'Home' tab is selected in the top navigation bar. On the left, a sidebar lists various Outlook services: 'New group' (highlighted in blue), 'Discover groups', 'Home', 'Groups' (selected), 'Test for training-group' (1 member), 'Outlook - CSUEB PM ...' (1 member), and 'PM & SP & Belinda-gr...' (8 members). The main content area features a 'Good evening, Belinda!' greeting and a 'Achieve more with Outlook Groups' message, with 'What's new' and 'Learn more | Send feedback' buttons. Below this, a section titled 'Frequently used groups' displays two items: 'Test for training-group' (Private group • 1 member) and 'Outlook - CSUEB PM & Partners...' (Private group • 1 member). Each item has a star icon and a set of four small icons below it. At the bottom of the page is a decorative footer element consisting of overlapping blue and orange triangles.

You will see the groups you own or are a member of.

Managing Groups You Own



Test for training-group
Private group • 1 Members

Send Email ...

Overview **Members**

About this group

Description
This is a test training group

Email
testfortraining-group@csueastbayedu.onmicrosoft.com

Members (1) >

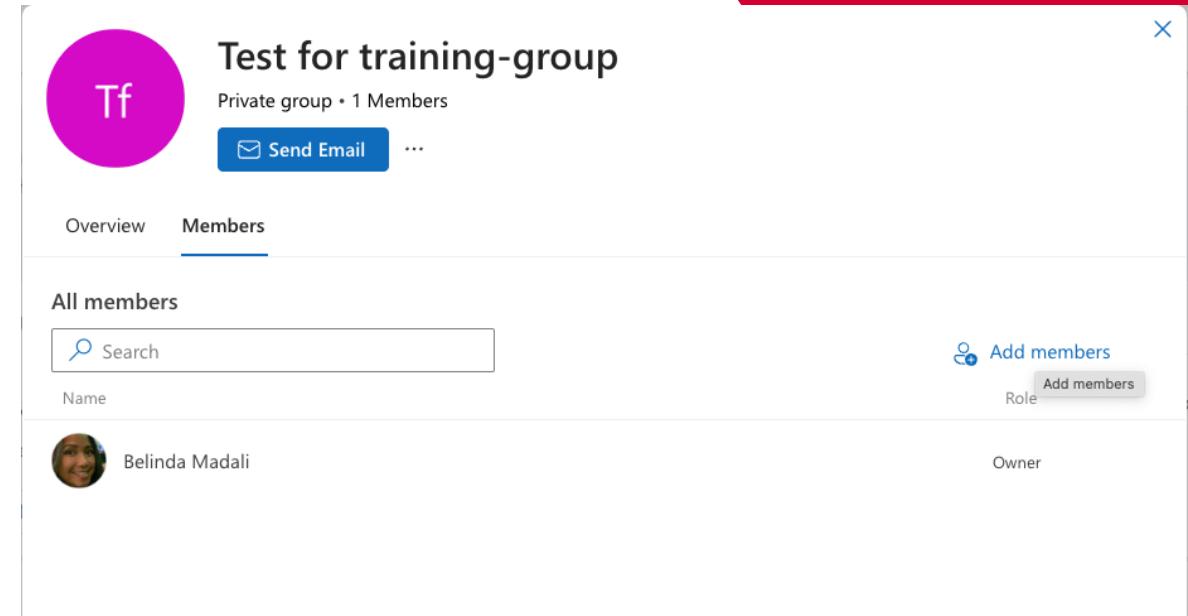
Belinda Madali

Apps >

Teams Mail Calendar
Groups Files Notebook
Site Planner

Edit Group

1. Double-click the group.
2. You will see the details of the Group.



Test for training-group
Private group • 1 Members

Send Email ...

Overview **Members**

All members

Search

Name

Belinda Madali

Role

Add members

Add members

Owner

3. Click the Members Tab
4. Click Add members

Managing Groups You Own

TEST for training-group
Private group • 1 Members

[Send Email](#) ...

Add members to Test for tra...

Add members to your group to start collaborating. You can choose to add colleagues, members of existing groups or distribution lists, or guests.

Who is a guest?
Guests are people from outside your organisation. Guests will get all email messages sent to the group in their inbox, and can collaborate on files in the group.



[Add](#) [Close](#)

Add members [View all members](#)

Glen

 GA	Glen Alvarez glen.alvarez@csueastbay.edu
 GT	Glen Taylor glen.taylor@csueastbay.edu
 GT	Glenn Tafolla glenn.tafolla@csueastbay.edu

Add members to Test for tra...

Add members to your group to start collaborating. You can choose to add colleagues, members of existing groups or distribution lists, or guests.

Who is a guest?
Guests are people from outside your organisation. Guests will get all email messages sent to the group in their inbox, and can collaborate on files in the group.



[Add](#) [Close](#)

Add members [View all members](#)

Enter a name or email address

 1 member added successfully.

5. Type name under Add members.
6. Choose the person and choose Add.

3. Confirmation member was added, click Close.

Managing Groups You Own

The screenshot shows the 'Members' tab of a Microsoft Group named 'Test for training-group'. The group is private and has 2 members. The members listed are Belinda Madali and Glen Alvarez. A dropdown menu is open for Glen Alvarez, showing the 'Role' selection options: Owner, Member, and Owner again (the current role).

Name	Role
Belinda Madali	Owner
Glen Alvarez	Owner

5. You will now see the list of Members and their role.
6. To change the role of the member, you can click the arrow to choose the new role.