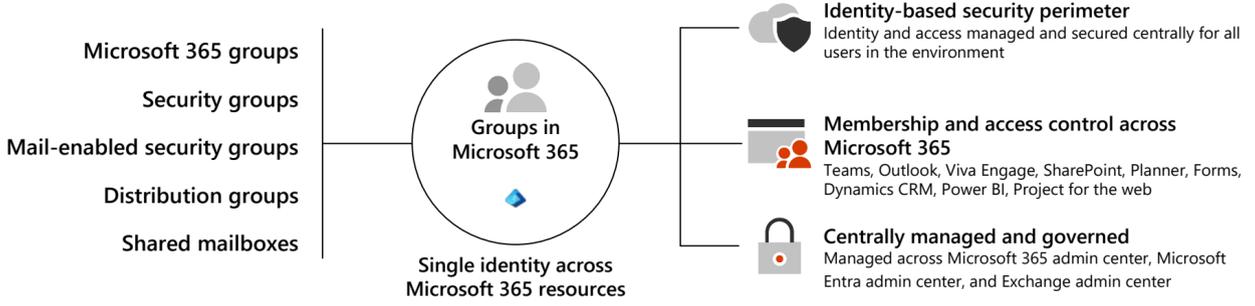


Groups in Microsoft 365 for IT Architects

What IT architects need to know about groups in Microsoft 365

Microsoft 365 includes five types of groups that are used to manage access to resources and for communication. Group membership is based on Microsoft Entra ID 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 Microsoft Entra ID accounts, including enforcing conditional access, using ID 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.

Type of group	Security group	Microsoft 365 group	Mail-enabled security group	Distribution group	Shared mailbox
	Used for granting access to resources and for managing devices.	Used for collaboration. Includes a group email and shared workspaces.	Includes the ability to send mail to a group. Cannot be dynamically managed. Cannot contain devices.	Used for sending notifications to a group of people.	Used when multiple people need to access the same mailbox, such as a support email address.
Where groups can be created	Microsoft Entra admin center				
	Microsoft 365 admin center				
	Exchange admin center				
	Outlook				
	Teams				
	SharePoint				
	Planner				
	Viva Engage				
Roadmap					
Project for the web					

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Managing groups

Groups can be managed across admin centers. Controls vary depending on the scope of the admin center. For example, the Microsoft Entra admin center provides control over dynamic group membership and licensing. The Exchange admin center provides the most controls for managing mail associated with groups.

membership and licensing. The Exchange admin center provides the most controls for managing mail associated with groups.

Manage all group types	Manage most groups types	
Microsoft 365 admin center	Microsoft Entra admin center	Exchange admin center
<ul style="list-style-type: none"> 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 groups and mail-enabled security groups Edit name and description Edit privacy and subscription settings Allow or prevent outside senders Delete groups 	<ul style="list-style-type: none"> Manage Microsoft 365 groups and security groups. Manage group members and owners Manage dynamic group membership Assign licenses and applications Review activity (access reviews, audit logs) 	<ul style="list-style-type: none"> 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 Change the language for group notifications Manage additional mail settings for mail-enabled groups.

Governance for admin-created groups

Conditional access	Use Microsoft Entra ID to manage Microsoft 365 groups access to Microsoft 365 services.	Device management	Create security groups in Microsoft Entra ID to manage devices.
Group-based licensing	Create security groups in Microsoft Entra ID to assign licenses based on groups.	Azure resources	Create security groups in Microsoft Entra ID for managing access to Azure resources.

Collaboration spaces for Microsoft 365 groups

Collaboration spaces for Microsoft 365 groups differ based on where the Microsoft 365 group is created. Note that Teams and Viva Engage cannot be connected to the same group.

While users can create Microsoft 365 groups in Outlook, other apps create them behind the scenes when users create Teams, SharePoint team sites, Planner plans, and Viva Engage groups.

Where the group is created	Services provisioned				
	Inbox and calendar	Teams	SharePoint site and OneNote notebook	Viva Engage	Planner
Microsoft Entra ID Admin created	●	●	●	●	●
Microsoft 365 admin Admin created	●	●	●	●	●
Outlook User created	●	●	●	●	●
Teams App created	●	●	●	●	●
SharePoint App created	●	●	●	●	●
Planner App created	●	●	●	●	●
Viva Engage App created	●	●	●	●	●
Project for the web App created	●	●	●	●	●
Roadmap App created	●	●	●	●	●

● Auto-provisioned
 ● Auto-provisioned, but hidden
 ● Not auto-provisioned, but can be added
 ● Not available