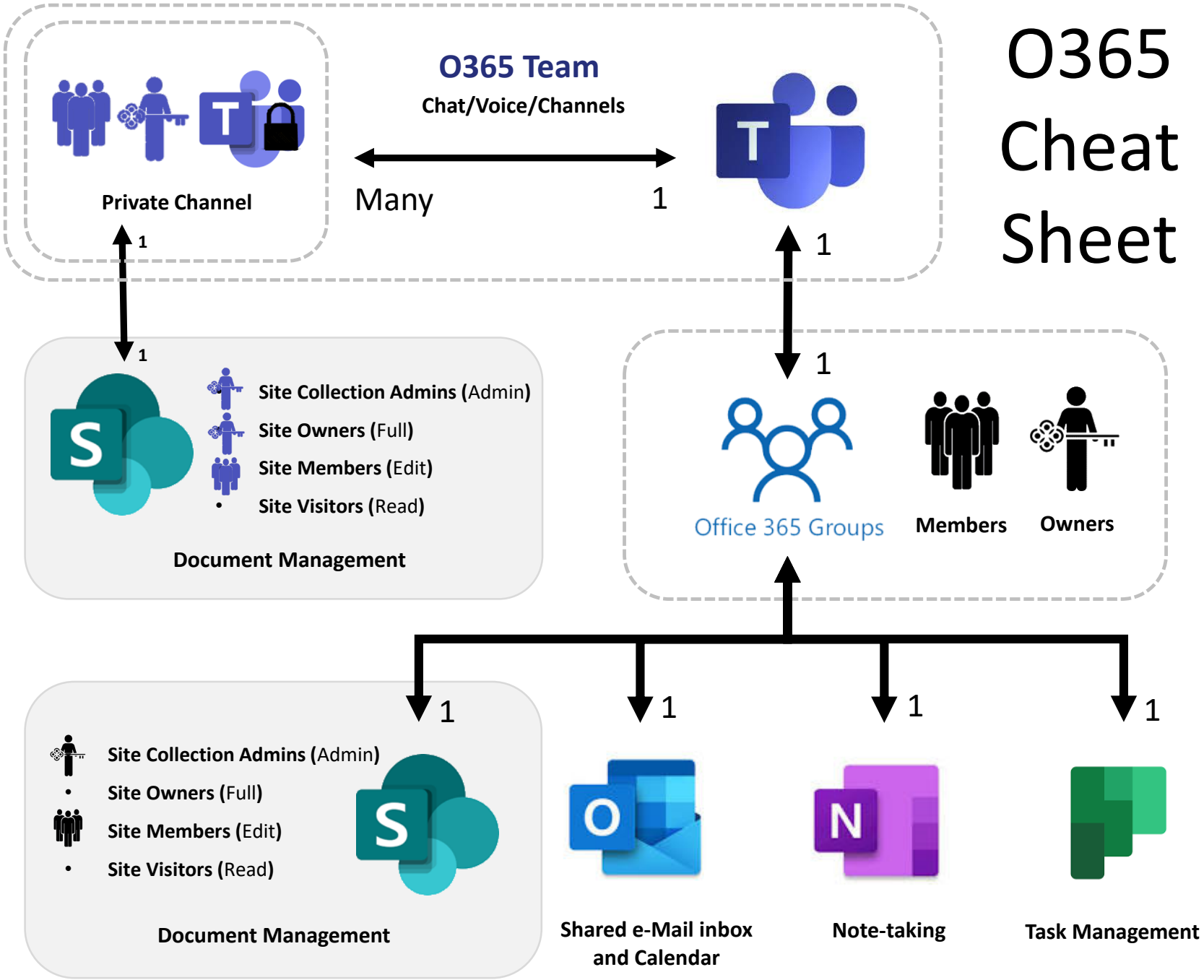
O365 Cheat Sheet



O365 Groups

- An **O365 Group** has **Owners** and **Members**. In private groups **Owners** allow **Members** to join
- An **O365 Group** has **a collection of resources** like a shared mailbox and a document library to which both Members and Owners have access
- **O365 Group Owners** are **Site Collection Admins** in SharePoint. **O365 Group Members** are **Site Members** in SharePoint
- An **O365 Group** can **optionally** have a (1) corresponding **O365 Team**

O365 Teams

- An **O365 Team always** has one (1) corresponding **O365 Group**
- When you create a new **O365 Team** an **O365 Group** is automatically created
- You can create an **O365 Team** for an existing **O365 Group**
- An **O365 Team** has **the same Owners and Members** as an **O365 Group** and vice versa,
- An **O365 Team** re-uses the resources of an **O365 Group**

Private Channels

- An **O365 Team** can have multiple **Private Channels**
- A **Private Channel** has its own **Owners** and **Members**
- A **Private Channel** has its own corresponding **SharePoint site.**
- **Private Channel Owners** are **Site Collection Admins/Owners** in SharePoint. **Private Channel Members** are **Site Members** in SharePoint