Configure Microsoft 365 Group Settings

1 Navigate to admin.microsoft.com
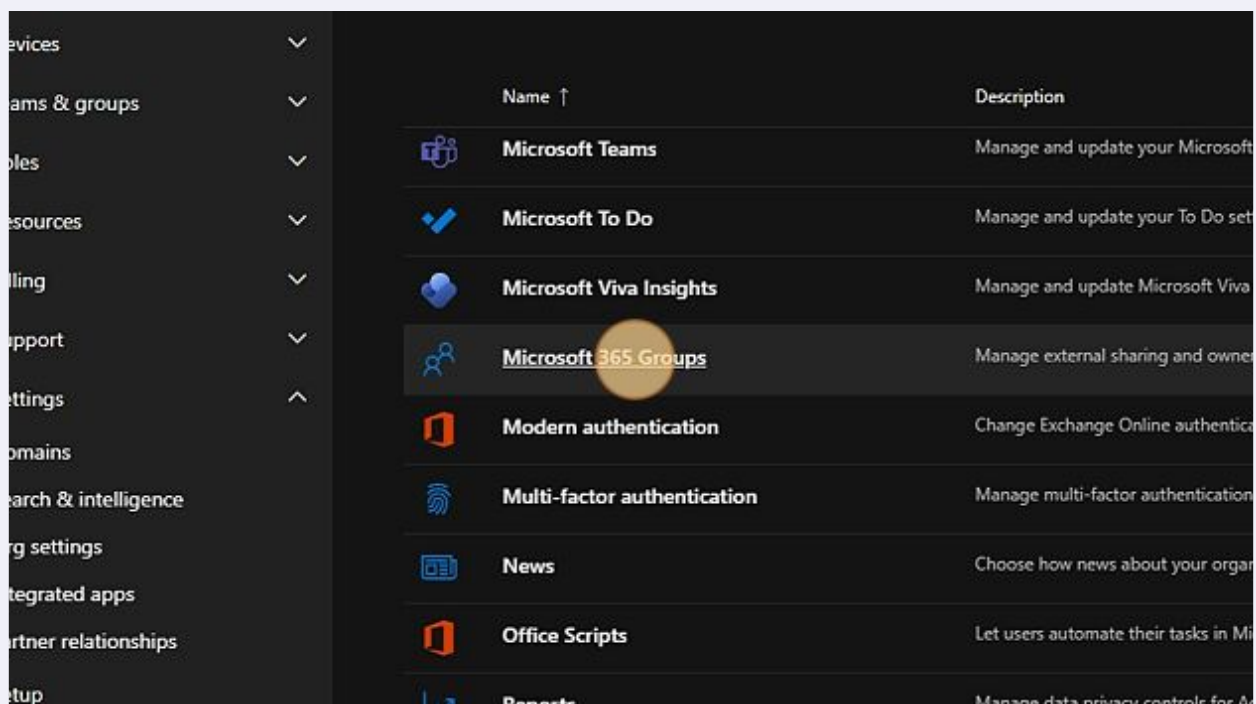
2 Click "Settings"
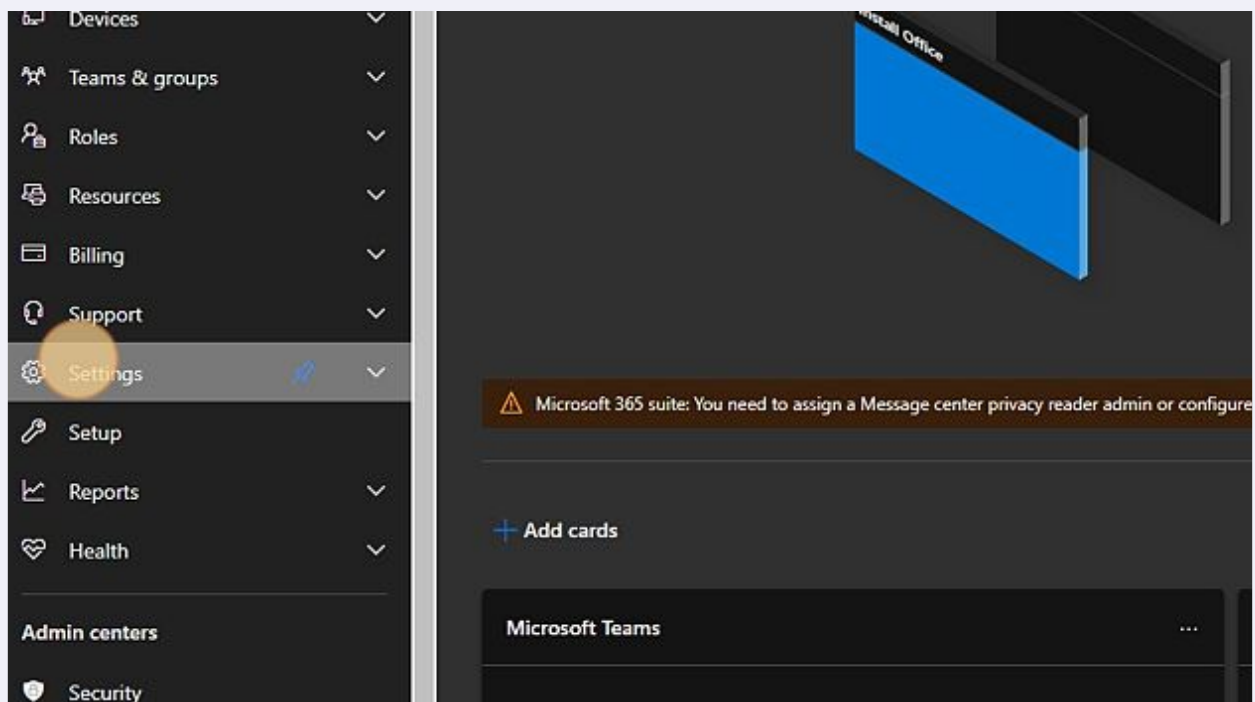
3 Click "Org settings"
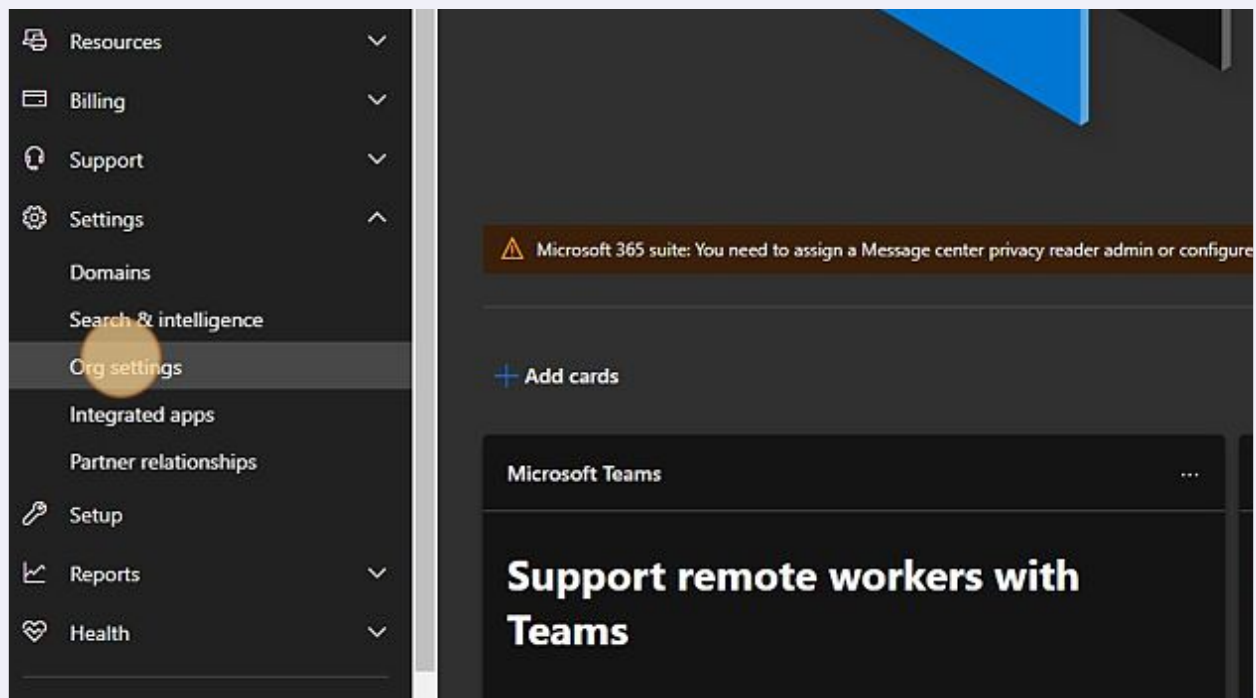
4 Click "Microsoft 365 Groups"

5 Check the box to enable ownerless group settings.

6 Click "Configure policy"

7 Set "Number of active members to notify" to 3

Guest members are never invited to be owners. We'll let you know the outcome Microsoft Purview compliance portal audit log.

Notifications are sent weekly starting within 24 hours of policy creation.

Specify who can receive ownership notifications * ⓘ

All active members   ∨

Number of active members to notify * ⓘ

5

Notify most active members *

Weekly for 4 weeks   ∨

ubject and message

Groups

eview and finish

8 Set "Notify most active members to "Weekly for 4 weeks"

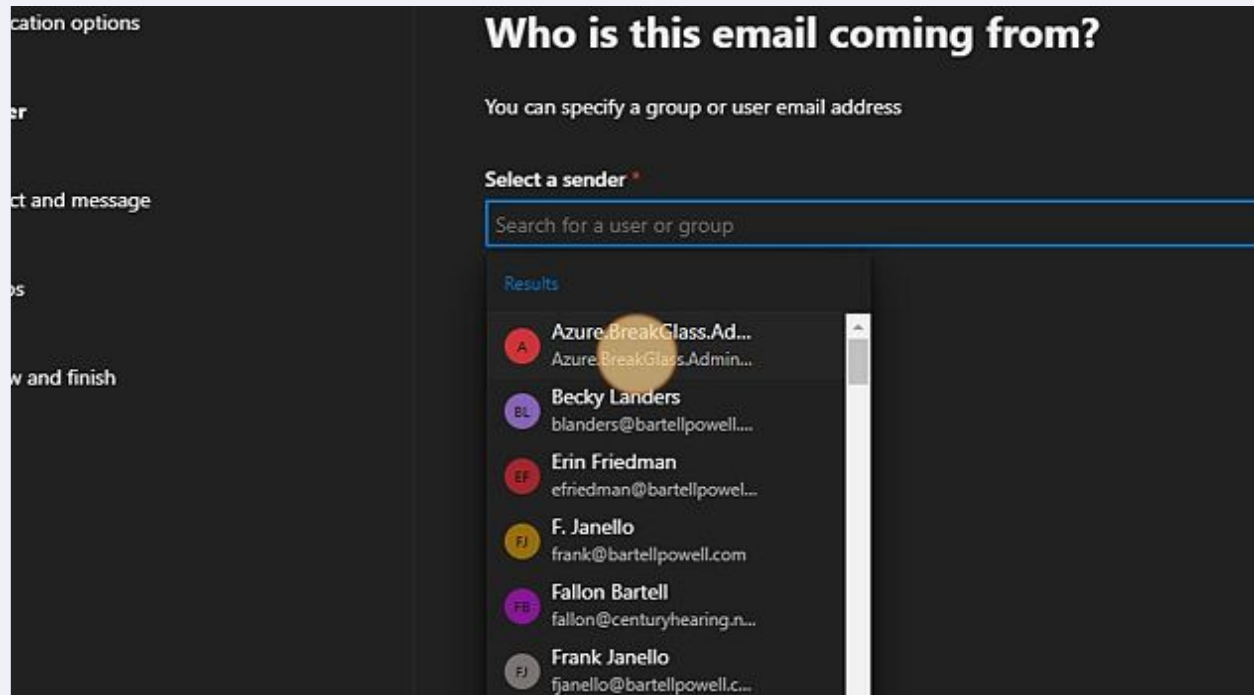**Notify most active members** *
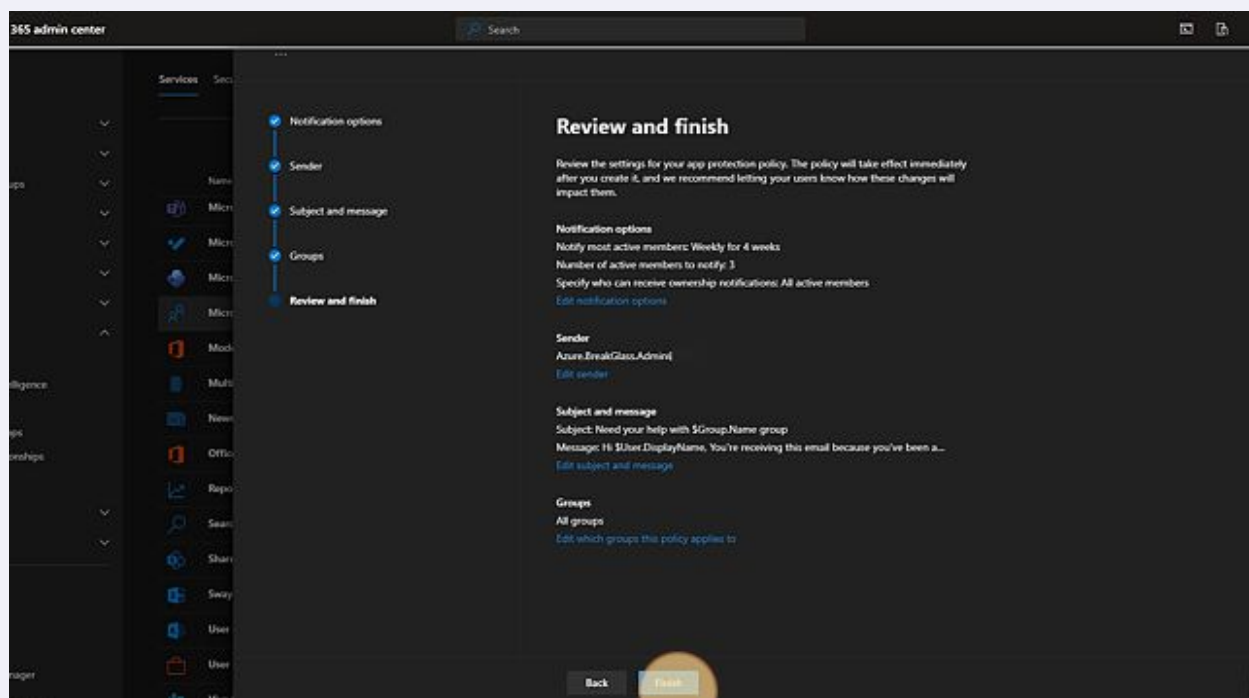
Weekly for 4 weeks   ∨

Next

9 Select the account that you would like these emails to come from.
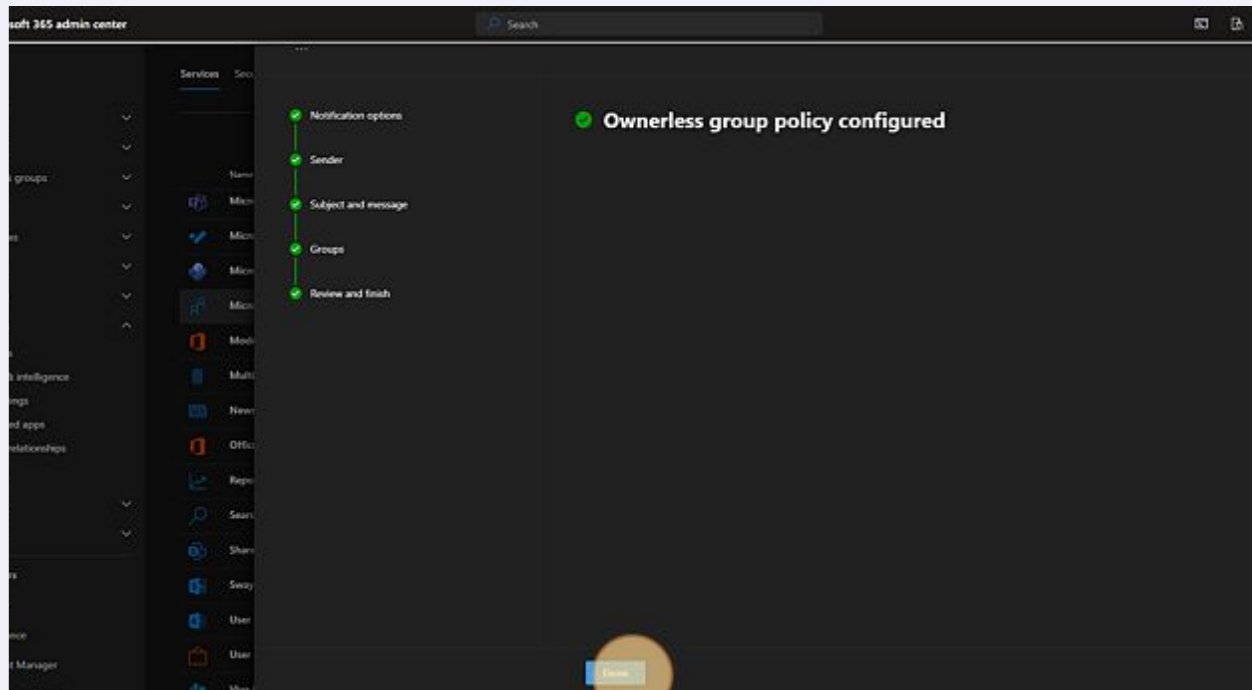
Example: support@xyzcompany.com

10 Review the settings and click "Finish"

11 Click "Done"

12 Click here.

13

Microsoft 365 Groups

Choose settings for guests and ownerless groups.

ⓘ Users can only add guests who are already in the directory to Microsoft 365 Groups. Turn sharing on to allow users to invite new guests to the organization. Change sharing settings.

Guests

Choose how guests from outside your organization can collaborate with your users in Microsoft 365 Groups. Learn more about guest access to Microsoft 365 Groups

☑ Let group owners add people outside your organization to Microsoft 365 Groups as guests

Close