# Office 365 Group / Team

# Request Form

Groups in Office 365 brings together features of People, Conversations, and Content across an organization’s users of Office 365. By providing an integrated experience that links together email conversations, file storage, calendar management and a SharePoint Team site. Groups can be public to enable information sharing across a whole organization, or private for teams that require restricted access.

The use of SharePoint Online storage with Groups directly impacts the amount of storage space allocated to each Agency/Dept/Division for overall SharePoint use. If you have any questions on available storage space for your Agency, please see your IT Department.

In accordance with the Vermont State Archives and Records Administration (VSARA) and the Agency of Digital Services(ADS) recommendations, the procedure is to use any form of document storage provided during the creation of an Office 365 group  for the following  **Transitory Records:** (VSARA’s [GRS-1000.1000 Record Schedule](https://www.sec.state.vt.us/media/66866/GRS-10001000_TransitoryRecords.pdf)).

\*\*The Group Owner will be able to add members.

1. **Agency/Department/Division requesting this Group:** Click or tap here to enter text.
2. **Name of Group (ie. ADS – Pilot Group):** Click or tap here to enter text.

**\*\*Name must start with ANR - <Dept>-<group or team name>**

**\*\*If it is a Team be sure to put TEAM after the name**

1. **Description - What do you need it for:** Click or tap here to enter text.
2. **Group owner/contact:** Click or tap here to enter text.
3. **Is this a private group or public:** Click or tap here to enter text.
4. **Any external users (Y or N)?**  Click or tap here to enter text.
5. **Length of time needed for Group? (Permanent or temporary):** Click or tap here to enter text.
6. **Do you want one of the members of the group to send emails on behalf of the group (Y or N)?**  Y Which member or members?  Click or tap here to enter text.
7. **Name of IT Lead approving:**