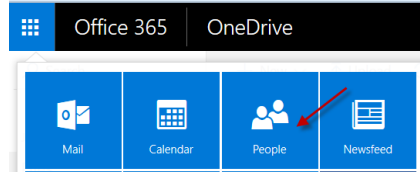


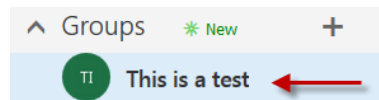
## Changing the Privacy Setting on an Office 365 Group

To ensure that only members of your group can view the communication being shared by group members, check the group's privacy setting, and change it to "Private" if it is currently set to "Public". You must be designated as the owner of the group in order to make this change. To check/change the Privacy setting:

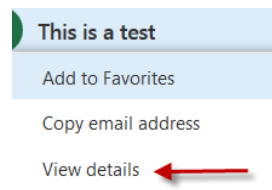
1. From the Office 365 App Switcher, select People:



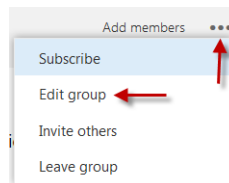
2. Find the Group whose privacy settings you need to check/update. In this example, the name of the group is "This is a test":



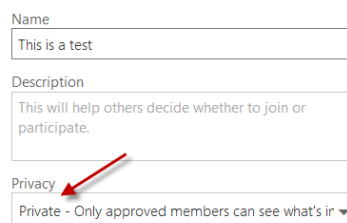
3. Right-click on the name of the group, and select View Details :



4. Select the three dots to the right of Add Members and select Edit Group from the resulting menu:



5. Check the Privacy setting, and if it is set to "Public – anyone can see what's inside", change it to "Private – Only approved members can see what's inside":



6. Select Save at the top of the screen:

