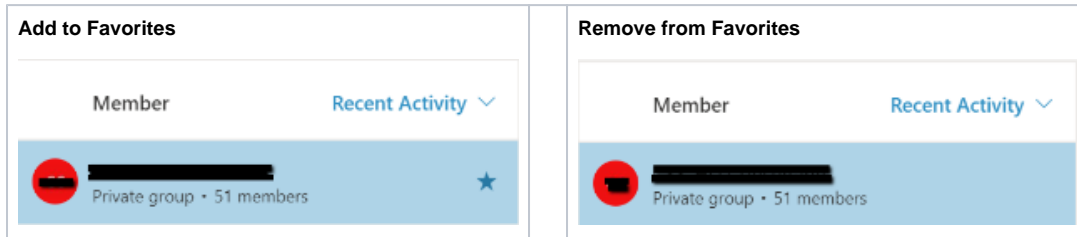


Add or remove a Microsoft 365 Group as a favorite

Add or remove a group as a favorite

If you belong to a lot of groups and need to find a certain group quickly, you can make a group a favorite (also called pinning), which puts the group at the top of the group list in the group navigation pane.

1. Sign into Office 365, and navigate to **Outlook**, **People**, **Calendar**, or **OneDrive**.
2. If necessary, click **All Apps** to see all the groups.
3. In the navigation pane, under **People**, locate the **Groups** tab, and then do one of the following:
 - Click on the group name, and then select **Add to Favorites** or **Remove from Favorites**.
 - After adding a group to favorites, you will see a star next to the group. If you remove a group, the star will disappear.



A group favorite is not the same thing as an Outlook Web App favorite, which is used to organize email folders.



Although you cannot drag and drop favorites into a different order, you can remove a group as a favorite and then immediately add the group back as a favorite. This places it at the top of the favorites list.

Need more help? Contact the [ITS Service Desk](#).