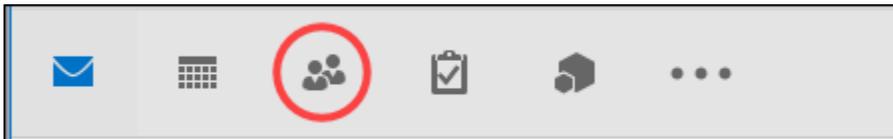


How to make a Distribution List in Office 365

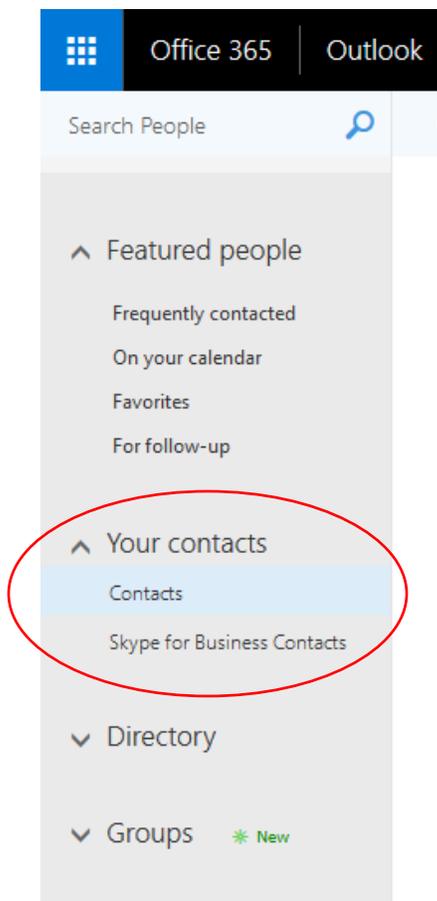
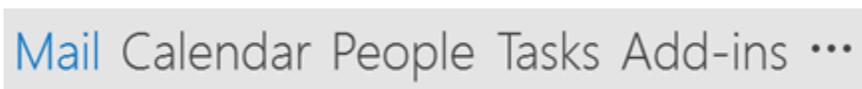
- On the Navigation bar, click **People**.

Note: You can find **People** in one of two places on the Navigation bar.

If you're using the compact Navigation bar, click the People icon.



If you're using the expanded Navigation bar, click the word **People**.



- Under **My Contacts**, select the folder where you want to save the contact list. Usually, you'll select **Contacts**.

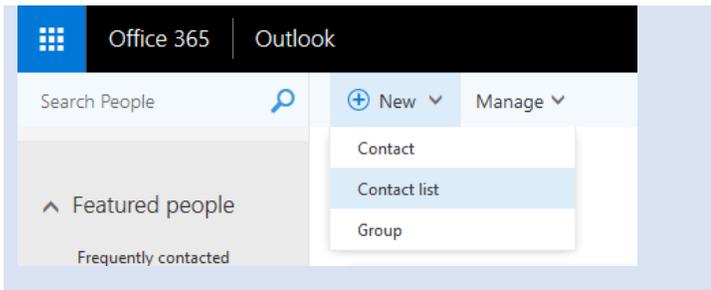
Distribution Lists vs Groups

What are Office 365 Groups?

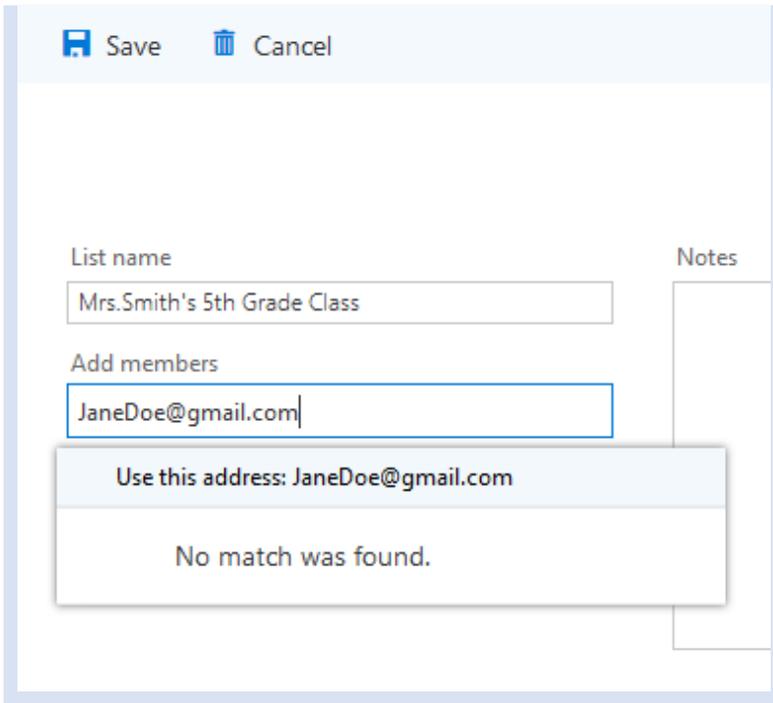
Office 365 **Groups** is a service that works with the Office 365 tools you use already so you can **collaborate with your teammates** when writing documents, creating spreadsheets, working on project plans, scheduling meetings, or sending email.

Groups in Office 365 let you choose a set of people that you wish to collaborate with and easily set up a collection of resources for those people to share. Resources such as a shared Outlook inbox, shared calendar or a document library for collaborating on files.

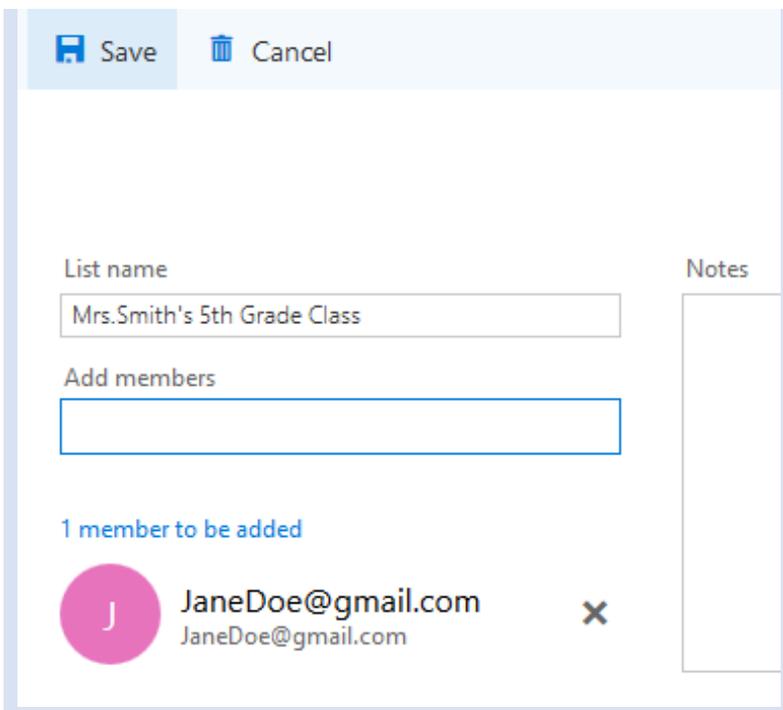
Groups in Office 365 are commonly used with other LCS Faculty and Staff Members.



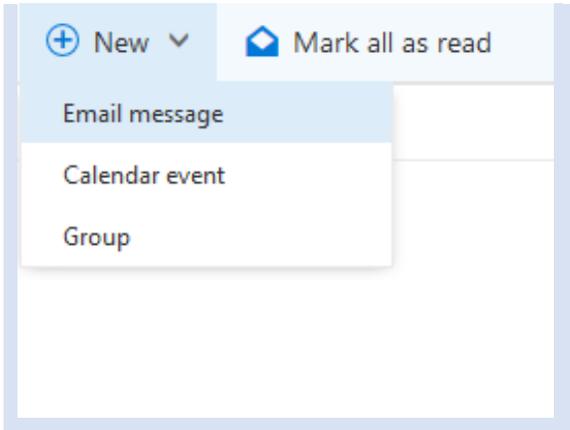
- Select **New**, and then select **Contact list**.



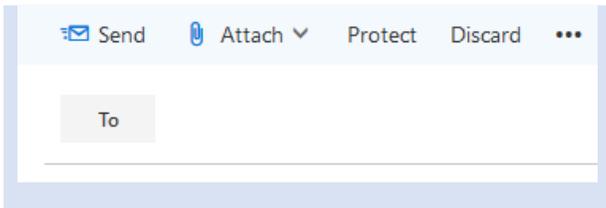
- Create a **List Name**
- **Add members** by typing the addresses in the window provided
- Click on **“Use this address”** if they are not already in our LCS Directory



- **Add more members** (email addresses) and then click **“Save”**



- When you want to send an email to the Parents on your **List**, simply click on **“New”** and **“Email Message”**



- Type the name of your new **“List”** in the **“To”** box and it should appear