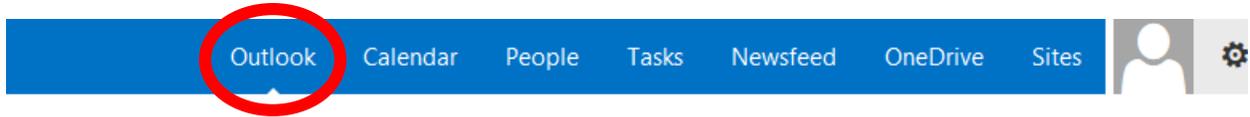
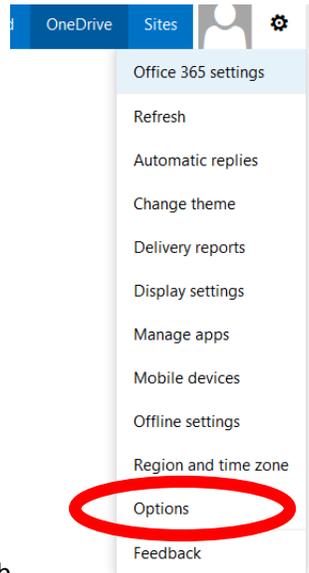


## Creating Office 365 Groups/Email Lists

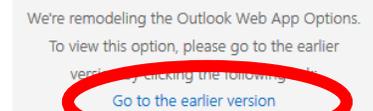
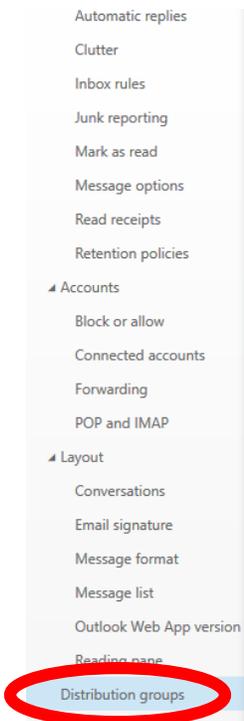


Log into office 365 and select the **Outlook** tab



Then select **Options** from the tab

Click **Distribution Groups**



Once you are to the distribution groups page you will see groups you belong to and groups you own

To create a new group click the +

ar in the address book for others to use. Group owners can restrict membership. You can also join or le

## distribution groups I own



type the name of the group you're looking for

Display name	Email address
There are no items to show in this view.	

Once the page loads you will see the page below

### new distribution group

**Display name:** what the students or other staff members will if they search for the name

\*Display name: English 11 1st period - Smith

**Alias:** what will appear as the email address can not contain

\*Alias: English\_11\_1\_smith

\*Email address: English\_11\_1\_smith @ lexington-schools.org

**Domain:** select "Lexington-schools.org"

Description: Used to for homework and handouts

Make this group a security group

\*Owners: LevisTest

**Description:** Users will see as the description of the group so they know if they are joining the correct group

**Owners:** who can add or remove users from the group and delegate control.

Members:  Add group owners as members

Choose whether owner approval is required to join the group.

Open: Anyone can join this group without being approved by the group owners.

Closed: Members can be added only by the group owners. All requests to join will be rejected automatically.

Owner approval: All requests are approved or rejected by the group owners.

save cancel