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 the All groups page loads select the group you would like to join

	Algebra I Basham	Help
https://outlook.office365.com/ecn/MvGroups/SearchAllGroups.clab?reald=141	Display name: Algebra I Basham	^
all groups Help	Email address: algebra_1@lexington-schools.org	
Image: set of the group you're looking for Display over	Description:	
Algebra I Basham algebra_l@lexington-schools.org Central Staff@lexington-schools.org Eastern Staff Eastern Students Eastern Students Eighth Grade Students Eighth Grade Students	Owners:	
English 11 English_11@lexington-schools.org Fifth Grade Students Fifth_Grade_Students@lexington-schools Fourth Grade Students Fourth_Grade_Students@lexington-school	Danielle Basham	~
close	Join clo	se

A request will be made to the owner of the group of if the group is "OPEN" to new members you will automatically be placed in the group.