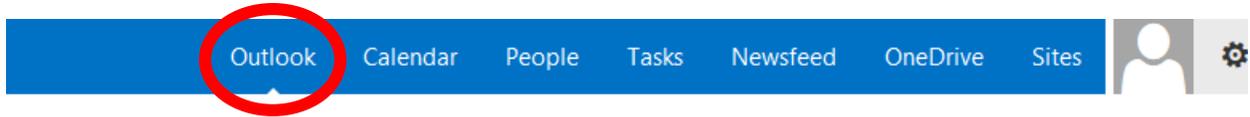
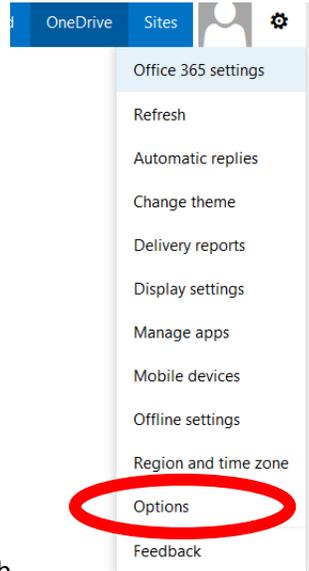


Creating Office 365 Groups/Email Lists

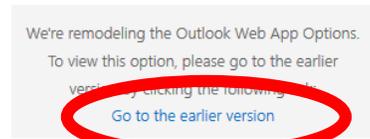
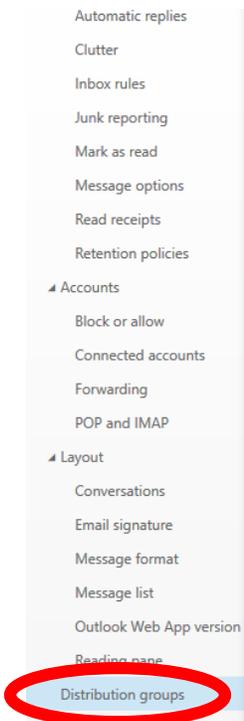


Log into office 365 and select the **Outlook** tab

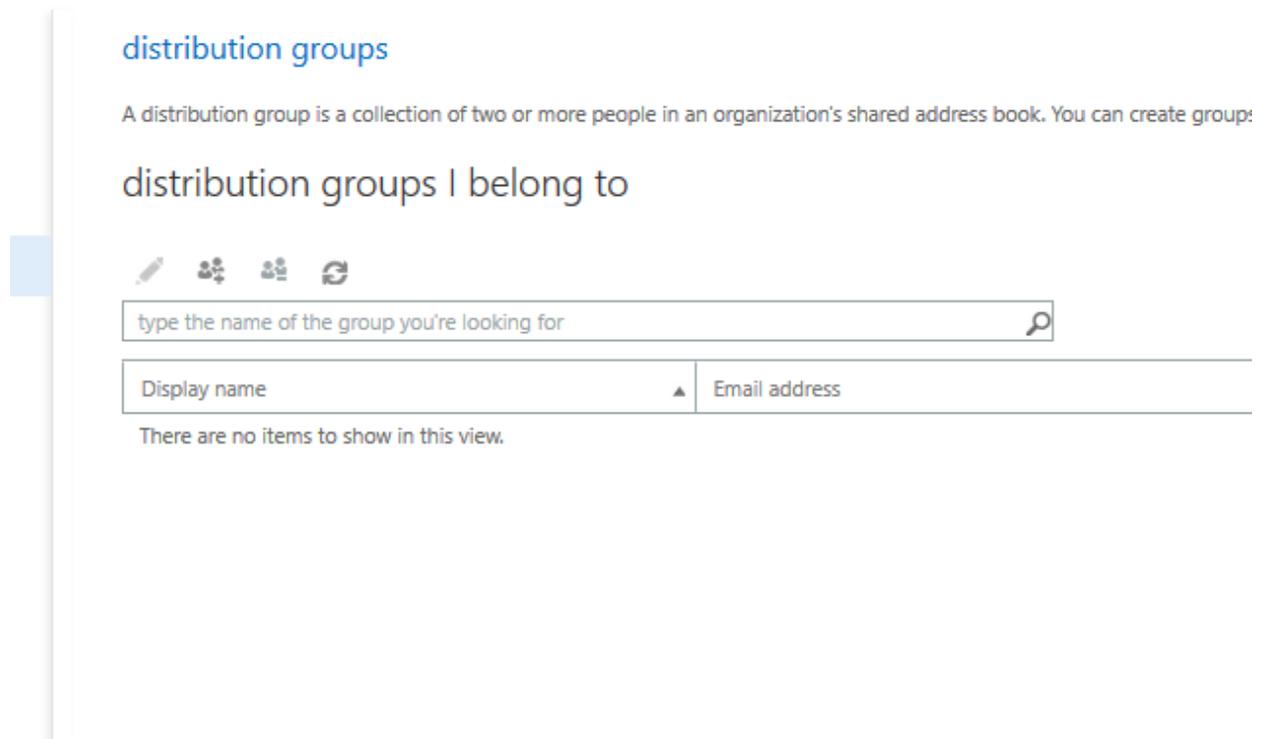


Then select **Options** from the tab

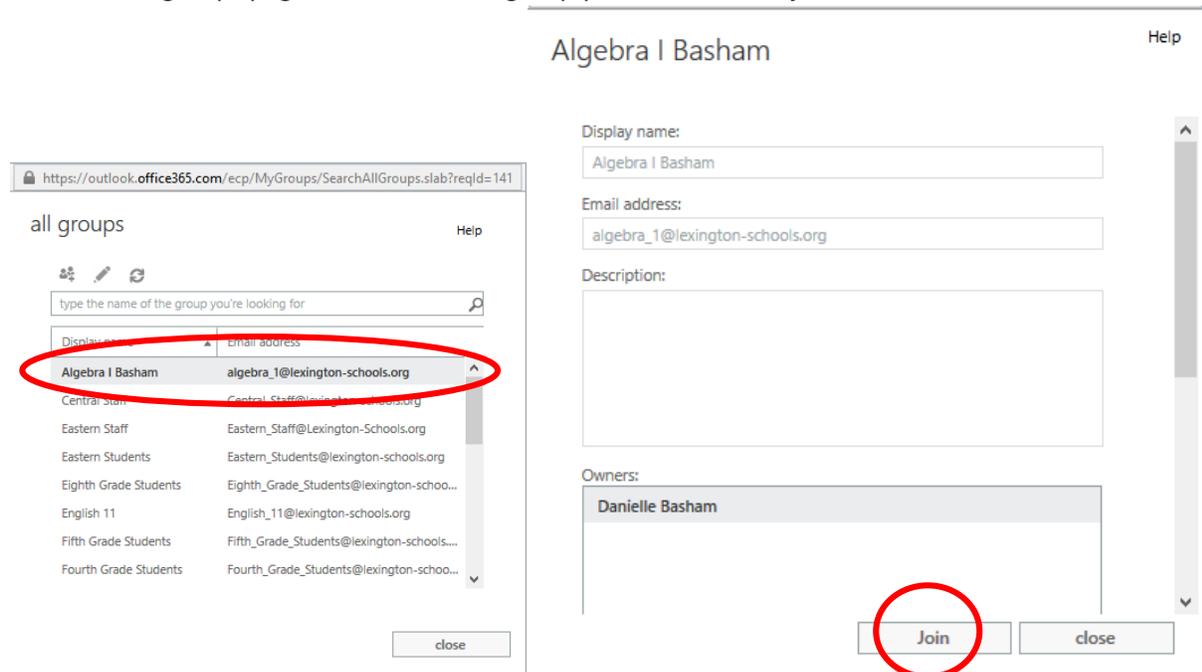
Click **Distribution Groups**



Once you are the distribution groups page click the Group pick with the plus



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



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.