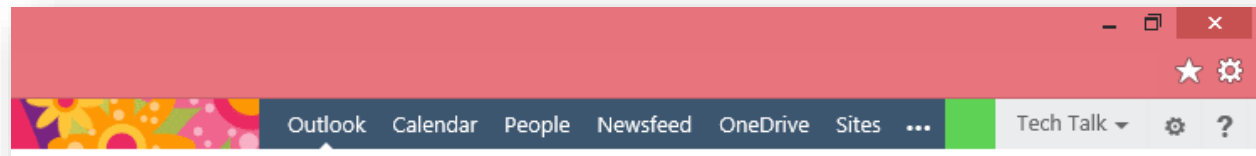
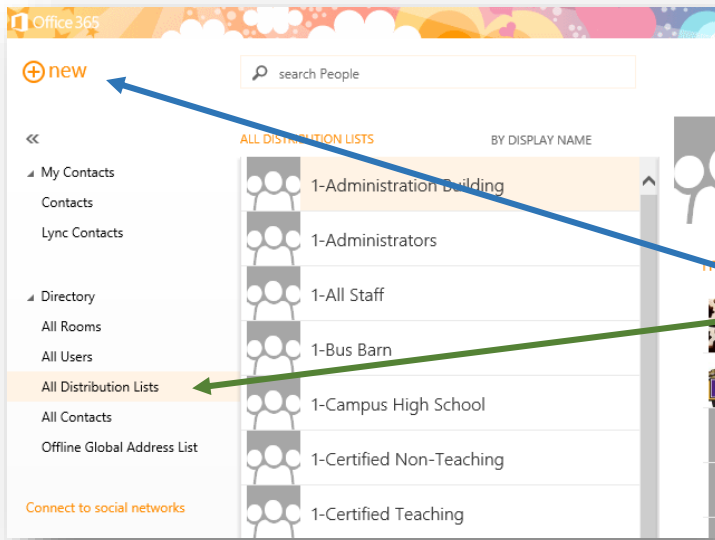


# Quick Cheat Sheet for Creating Email Distribution Groups in Office 365 Web Mail



Log in to your Office 365 web mail and click the 'People' tab in the upper right corner of your email window.



1. Select "All Distribution Lists".  
2. Click "New".

1. Give your group/list a name.  
2. Type in the "Members" area to search for members to add to your group.  
3. Click "SAVE" in the upper left corner of the window.

