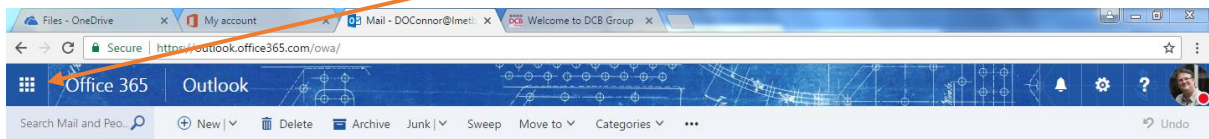
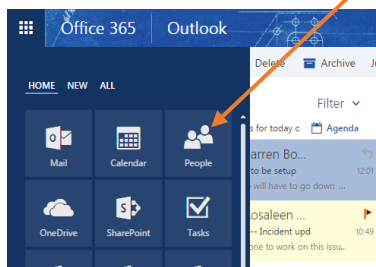


Creating a distribution list on Office 365

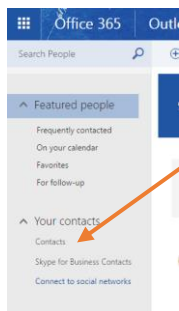
1. In Office 365, select the app launcher



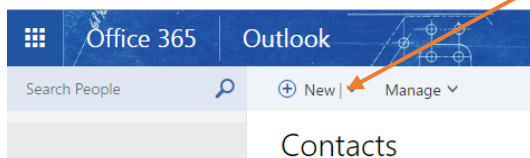
2. Then select the People option



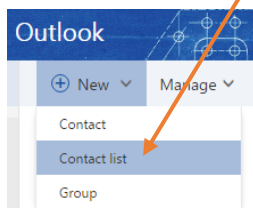
3. Choose the contacts option as below



4. In this window select the arrow beside New



5. Select **Contact List**:



6. Add a name for the list then add the members, just type the beginning of their email address and they will appear as below

Save Cancel

List name

Add members

doconnor

David O' Connor
DOConnor@lmetb.ie

Search Directory

Notes

7. Once you have the list named and the members typed in select Save

Save Cancel

List name

Add members

doconnor

David O' Connor
DOConnor@lmetb.ie

Search Directory

Notes

8. When you need to send an email you just type in the name of the list and it will appear in the address bar, you can see the members individually if you select the + symbol

https://outlook.office365.com/owa/projection.aspx - Google Chrome

Secure | https://outlook.office365.com/owa/projection.aspx

Send Attach Discard ...

To + TL test list x | Bcc

Cc

Add a subject

David O' Connor.
| IT Trainer | LMETB IT Department | Email: doconnor@lmetb.ie

Please consider the environment before printing this e-mail.