



What's the difference between an Office 365 group and a distribution list?

A **distribution list** is a set of email addresses. You can use the distribution list to send an email message or meeting invitation to all the addresses at once. An **Office 365 group** includes a distribution list but also includes a shared:

- Document Library for storing and working on group files and folders
- OneNote notebook for taking project and meeting notes
- Planning tool for organizing and assigning tasks and getting updates on project progress

When you join a group, your email address is automatically added to the distribution list and you gain access to all group information. You don't have to wait to see group email or view a shared document. You join, you have access to everything, from everywhere: in the cloud, on the desktop, or on a mobile device.

Additionally, if you are using your Office 365 group in Outlook or Outlook on the Web, you will get an Inbox for that group that contains all of the group messages and a shared Calendar for scheduling group meetings and events.

Private groups vs public groups

When creating a group, you'll need to decide if you want it to be a private group or a public group. Content in a public group can be seen by anybody in your organization, and anybody in your organization is able to join the group, **including students**. Content in a private group can only be seen by the members of the group and people who want to join a private group have to be approved by a group owner.

Create Group

A group provides a place for shared conversations, files, and a group calendar.

Choose a name

Privacy

Public - Anyone in your organization can see what's inside

Public - Anyone in your organization can see what's inside

Private - Only approved members can see what's inside them in the group inbox.

After the group is created, you'll be able to add members to it.

OK Cancel