Create 'Private Distribution Groups' in Office 365

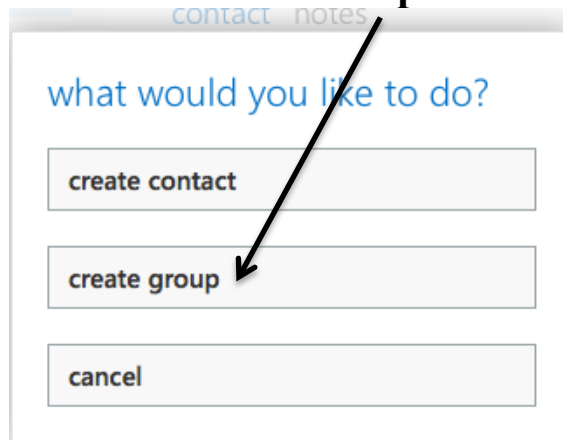1. Log on to Office 365 (https://login.microsoftonline.com).
2. Click on **People**.
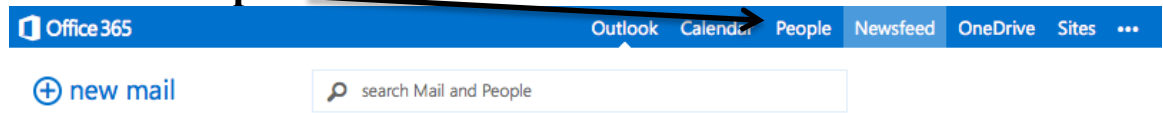
3. On the left, click **new**.

4. Click on **Create Group**

5. Name your group, then add members. Click **Save** at top left**.**

    **This group is visible only to you, not the entire district.
    **You can add external addresses to your group as well.