

# Sending Group Emails

Version 1

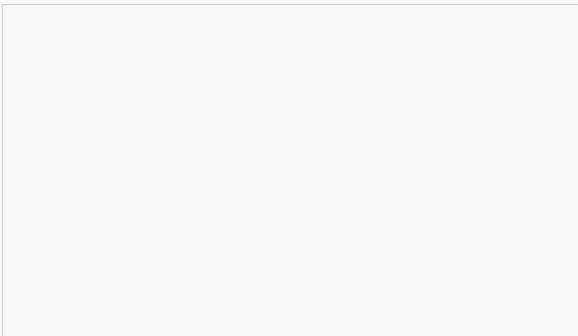
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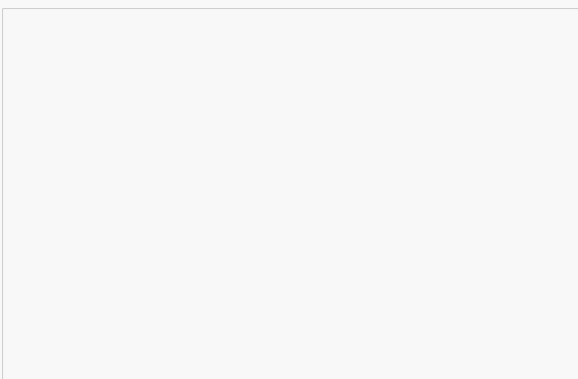
## Sending emails to an Office 365 Group

Sending mail to your Office 365 group allows you to send mail to your entire team without needing to enter the entire team list every email.

1. From within your Group inbox, select New message



2. Click Send to submit the message to your entire group.



Note: On the To line, the group name has already been placed. If you select the "+" icon, all group members & guests individual names will be added instead of the group name. This allows you to customize recipients from a group.

## Sending emails from your mobile devices

1. When using your mobile device to first email to a group, you maybe required to enter the full email address of the group.

2. Once you have sent the initial email, then next time that email will be in memory and you will only need to enter the group's name

tags : its, its-services, mailing-lists, office365-groups