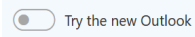

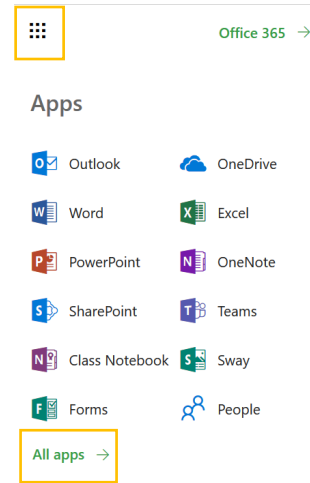


## Joining Self-Enrolled Email Subject/Grade Distribution Lists

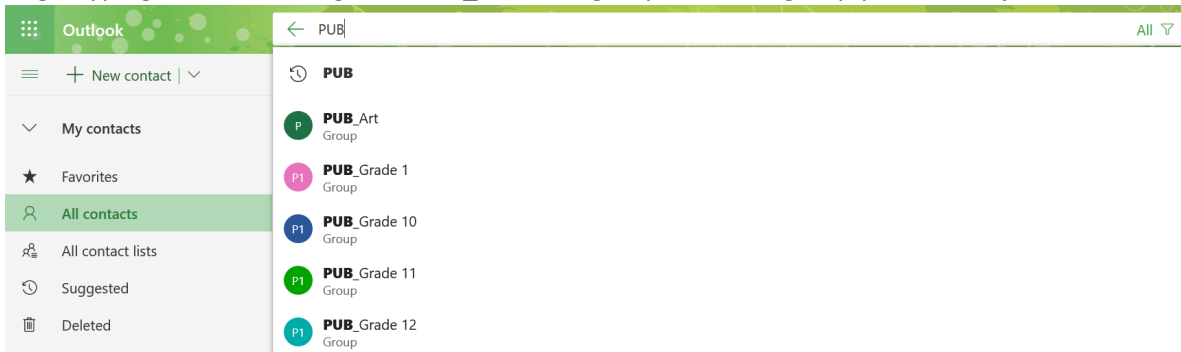
1. Sign into Office 365 <https://office.com>
2. In the upper right corner, if you see **Try the new Outlook** click the slider to enable. If you do not see this then you have already enabled the new Outlook on a previous visit.



3. Click the  (ellipses) and select the People App. If you don't see the People app, click **All apps**.



4. Begin typing a name starting with **PUB\_** to find a group. Click the group you wish to join.



5. Click **Join group**. You may also choose the **Send email** link to email the group.

