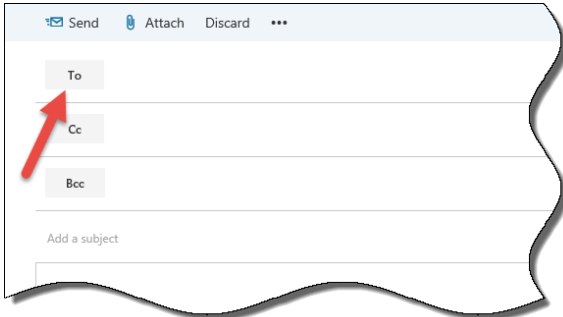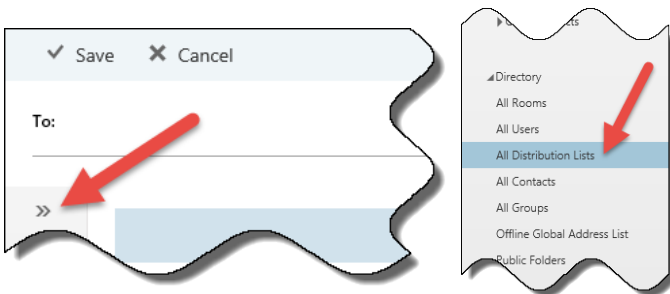# Office 365 Webmail
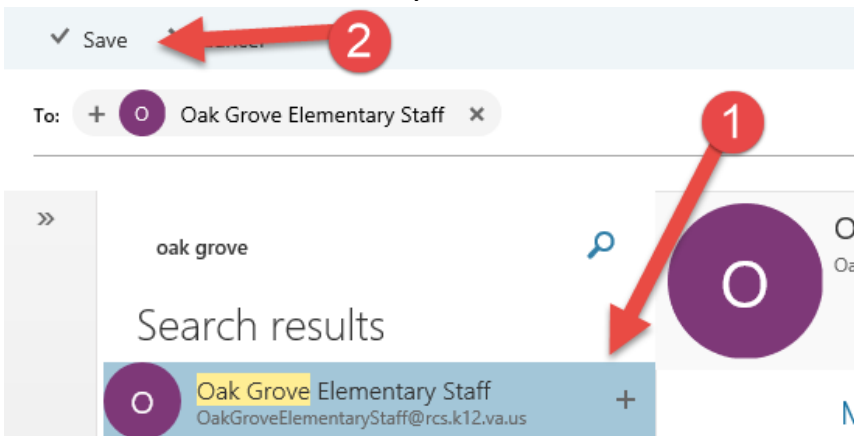# Emailing to a Distribution List (RCS Created)

1. New Email
2. In the new email message, click **To**.

3. Click on the **<<** and select **All Distribution Lists**.

4. If needed, then type the name of the list in the search box.
5. Double click on the List you want to use and click **Save.**

This should add the list to your email message.