

MIAMI INFORMATION TECHNOLOGY

Office 365

Difference between Distribution Groups and Office 365 Groups



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Distribution Groups vs. Office 365 Groups

Distribution Groups

A distribution group is a set of email addresses that allows you to send email messages and meeting invitations to all those email addresses at once. Distribution groups are created using <u>Outlook Web App.</u>

Office 365 Groups

An Office 365 group is a cross between the traditional distribution list and a shared mailbox. In addition to a dedicated group e-mail address, and members list, each group also has storage assigned to it on OneDrive and a web interface that members of the group can use to access group's contents on OneDrive. Office 365 Groups are created using <u>Outlook Web App</u>.

Feature	Distribution Group	Office 365 Group
Allows E-mail to Members	Х	Х
Send a copy of an e-mail message to all members.	Х	Х
Store copy of each past message sent to the group in shared mailbox.		Х
Expand groups' name into members in Outlook.	Х	
Dedicated e-mail address.	Х	Х
OneDrive storage for files.		Х
Dedicated Calendar.		Х
Dedicated OneNote Notebook.		Х
Planner, Site, Connectors.		Х