



**Distribution Lists for Email Purposes:**

**Purpose:** Suitable for sending emails to a group of users, commonly used for communication, announcements, and notifications.

**Example Names:**  
DL\_[tust\_code]\_All\_Staff (Nested Group containing all DL\_[site\_code]\_All\_Staff)  
DL\_[trust\_code]\_Central\_Team\_Finance\_All\_Staff (for Trust Central Team Department Specific Group)  
DL\_[site\_code]\_All\_Staff (for Academy Specific)  
DL\_[site\_code]\_Finance\_All\_Staff (for Academy department Specific)

**Mail-Enabled Security Groups for SharePoint Permissions:**

**Purpose:** Ideal for managing permissions in SharePoint, directly assignable to SharePoint securable objects.

MESG\_[tust\_code]\_All\_Staff (Nested Group containing all MESG\_[site\_code]\_All\_Staff)  
MESG\_[trust\_code]\_Central\_Team\_Finance\_All\_Staff (for Trust Central Team Department Specific Group)  
MESG\_[site\_code]\_All\_Staff (for Academy Specific)  
MESG\_[site\_code]\_Finance\_All\_Staff (for Academy department Specific)

**Microsoft 365 Groups for Teams:**

**Purpose:** Designed for collaboration in Microsoft Teams, providing integrated features for team communications.

M365\_[trust\_code]\_Central\_Team\_Finance\_All\_Staff (for Trust Central Team department specific Group)  
M365\_[site\_code]\_All\_Staff (for Academy Specific)  
M365\_[site\_code]\_Finance\_All\_Staff (for Academy department Specific)

**Security Groups for Microsoft 365**

**Purpose:** Used for managing Microsoft 365 licensing, including the assignment of licenses based on user roles and responsibilities and devices.

LIC\_[tust\_code]\_All\_Staff (for Trust Wide)  
LIC\_[site\_code]\_All\_Staff (for Academy Staff)  
LIC\_[site\_code]\_All\_Students (for Academy Students)

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