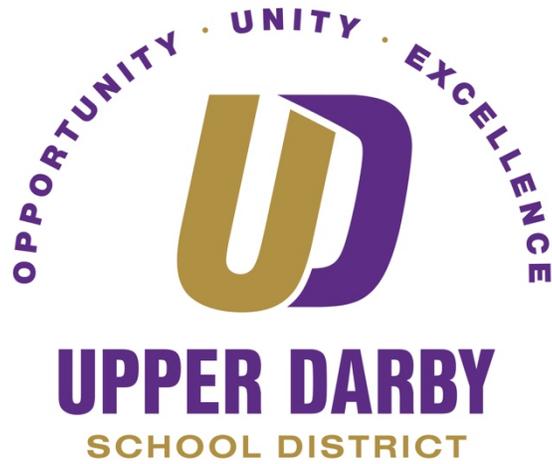
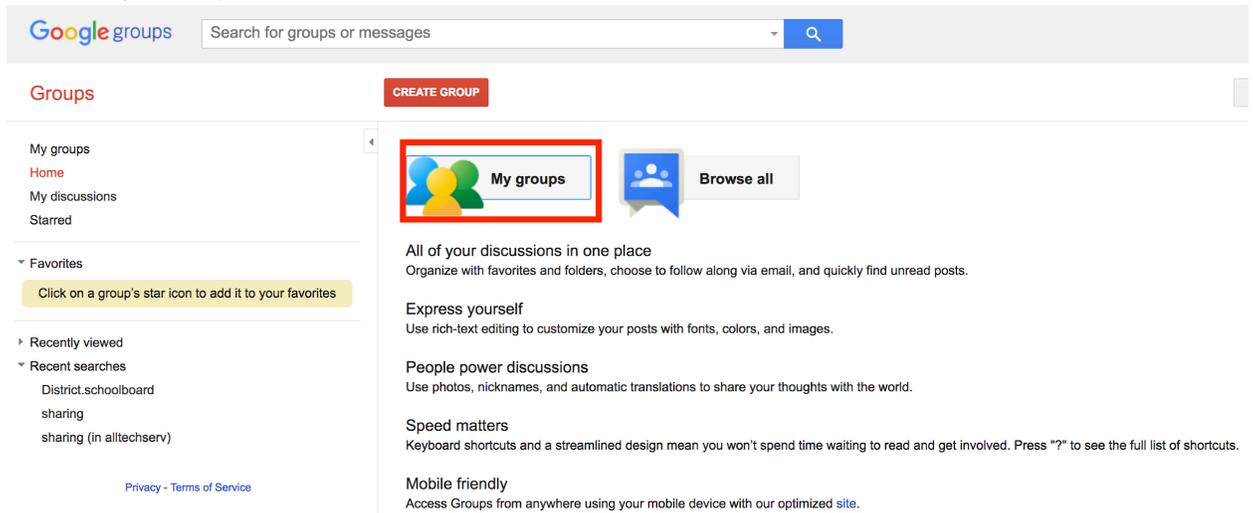


# How To: Manage Google Groups/Mailing Lists

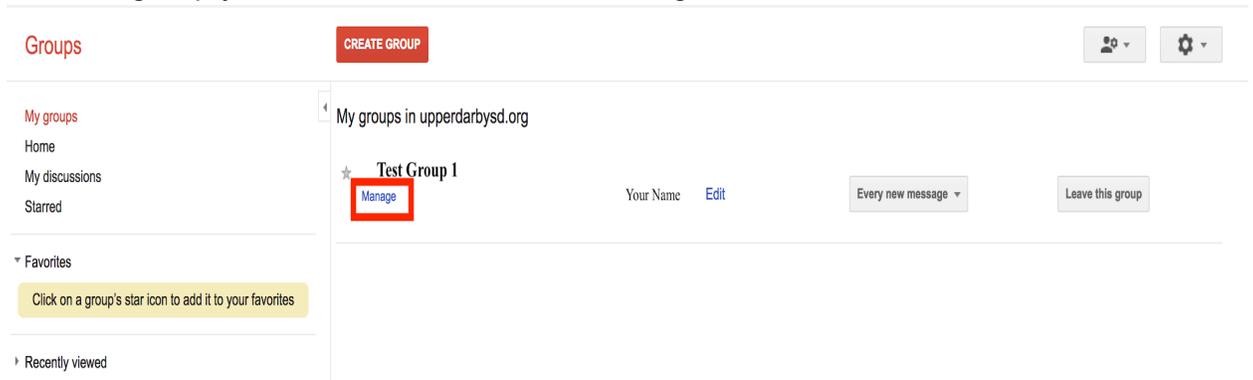


The following instructions provide information on how to manage the groups that you have manager rights for

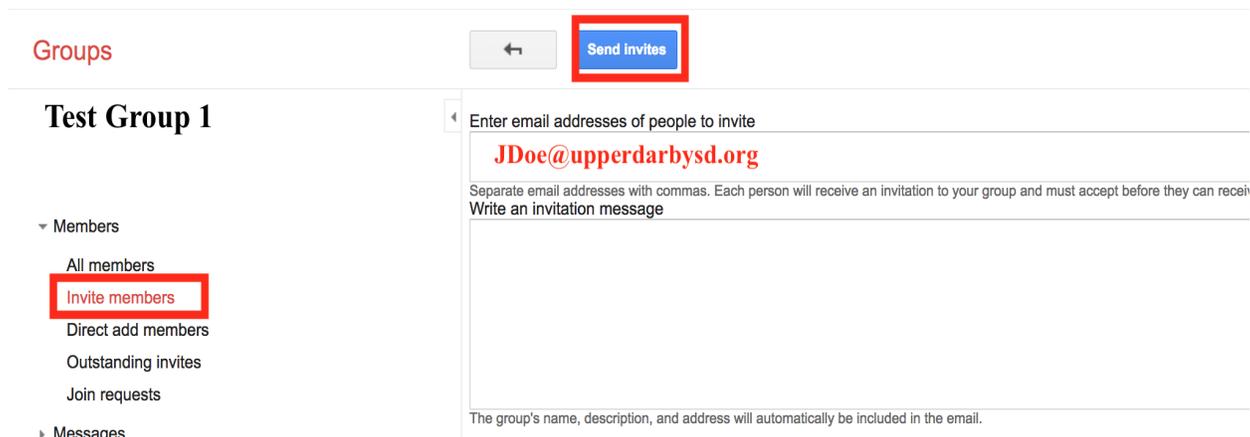
1. Go to [www.groups.google.com](http://www.groups.google.com)
2. Login using your @upperdarbysd.org email
3. Once you're logged in, you should see a page similar to the image below
4. Click "My Groups"



5. Find the group you wish to edit and click "Manage"



6. On the left hand side, click on “Members”
7. Click “Invite Members”
8. Enter the email of the person you wish to add to the group
9. Click “Send Invite”



10. The new group member will receive this notification, it is then up to them to “Accept” the invitation in order to join the group.

To remove members in the group, repeat steps 1-5

1. Then, select the user you wish to remove by click the checkbox next to their name
2. Then click “Action”
3. Click “Remove From Group”

