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
- 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"

Google groups Search for groups or		messages - Q			
Groups		CREATE GROUP			
My groups Home My discussions Starred		My groups Browse all			
* Favorites		All of your discussions in one place Organize with favorites and folders, choose to follow along via email, and quickly find unread posts.			
Click on a group's star icon to add it to your favorites		Express yourself Use rich-text editing to customize your posts with fonts, colors, and images. People power discussions Use photos, nicknames, and automatic translations to share your thoughts with the world. Speed matters Keyboard shortcuts and a streamlined design mean you won't spend time waiting to read and get involved. Press "?" to see the full list of shortcuts.			
Recently viewed					
 Recent searches District.schoolboard sharing sharing (in alltechserv) 					

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

Groups	CREATE GROUP			2° × - \$
My groups Home My discussions Starred	My groups in upperdarbysd.org	Your Name Edit	Every new message 💌	Leave this group
 Favorites Click on a group's star icon to add it to your favorites 				
Recently viewed				

- 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"

Groups	Send invites
Test Group 1	Enter email addresses of people to invite
-	JDoe@upperdarbysd.org
	Separate email addresses with commas. Each person will receive an invitation to your group and must accept before they can receive write an invitation message
✓ Members	
All members	
Invite members	
Direct add members	
Outstanding invites	
Join requests	
Messages	The group's name, description, and address will automatically be included in the email.

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"

