

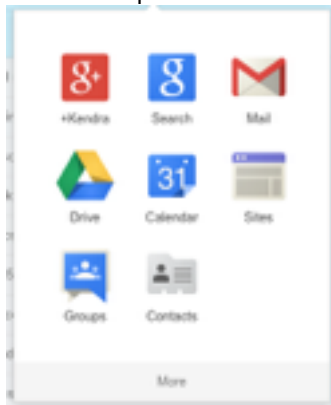
Accessing Groups

Log-into G-Mail

Select the apps icon in the top right of the screen.



In the drop down select Groups.



This will take you to the Groups homepage.

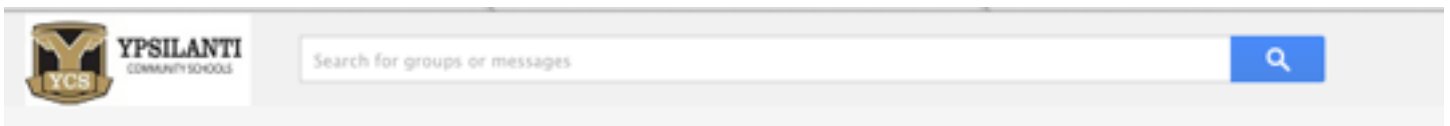


Editing Groups (if you are an Owner)

From the Groups home page, select Browse all.



You can scroll through the list and locate the group you want or you can type in a key word in the search bar at the top.



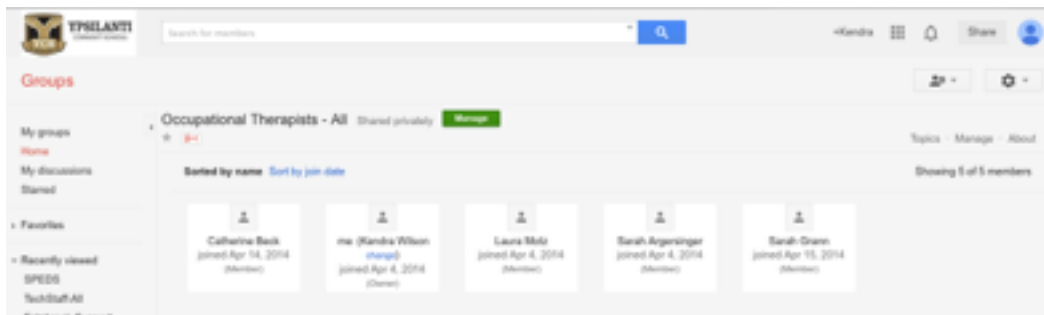
Once you have located the group click on the title of the group. It will open up to a page that shows all of the e-mails that have been communicated to that particular group. On the right hand side of the screen select Members.



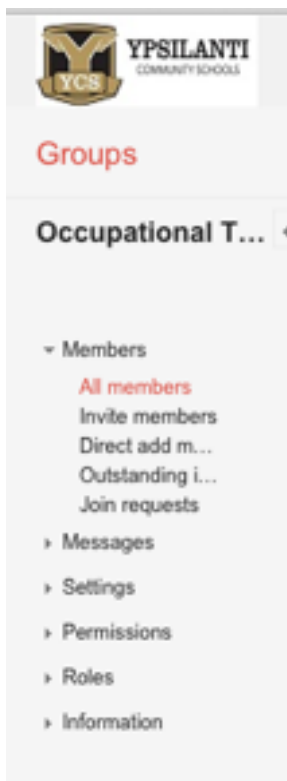
You will be directed to a page listing all of the members of the group you selected.

You will now need to Manage your group.

There are 2 places you can select to Manage the group.



The members will be listed in alphabetical order by first name. To the left of the list are some options to choose from.



All members is currently highlighted.

You can Invite members, Direct add members, view Outstanding invites or view Join requests. You can also remove members from the group.

Direct Add Members

Select Direct add members.

The screenshot shows a web form for adding members to a group. At the top, a yellow warning banner reads: "Please use this feature carefully. Only add people you know. Using this feature for sending unwanted email can result in account deactivation." Below this is a section titled "Enter email addresses to add as members" with a large text input field. A note below the field says: "Separate email addresses with commas. Each person will immediately become a member and can start receiving messages." The next section is "Write a welcome message" with a text area. A note above the text area says: "Leave this message empty if you do not want to send a welcome message. Please note that welcome messages are required in some cases." Below the text area, a note states: "The group's name, description, and address will automatically be included in the email." The final section is "Email subscription options" with four radio button choices: "No email: web-only participation", "Abridged Email: one summary email of new activity per day", "Digest Email: up to 25 full new messages in a single email", and "All Email: send each message as it arrives". The "All Email" option is selected.

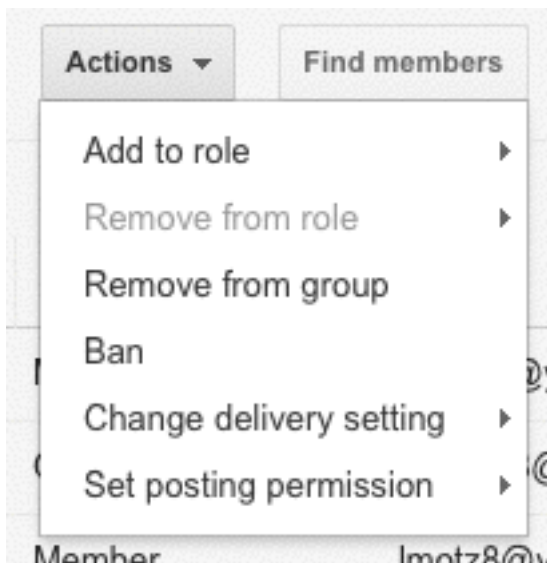
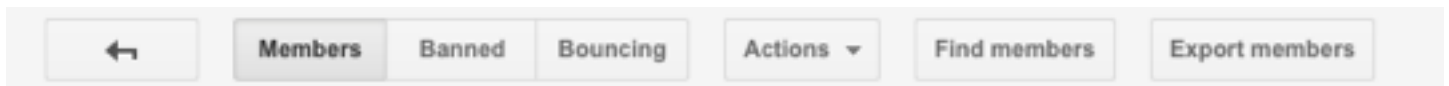
Enter the e-mail addresses of the members you want to add. You can add multiple people at the same time by separating their names with a comma.

Include a welcome message. I wrote, "Student Support Services is working on simplifying the e-mailing process. We are creating groups to make sending e-mails easier. You have been added to this group so you will be included in important e-mails from Student Support Services."

Select Add when you are finished.

Removing Members

From the list of members on the Manage screen, click on the box to the left of their name. You may select as many as you need to. Once you have the correct ones selected go to Actions.



From the drop down select, Remove from group.