





HOW TO USE GOOGLE GROUPS AS AN EMAIL DISTRIBUTION LIST

Google Groups  You may organize email addresses into grouped lists either through Google Contacts or Google Groups applications. A Google Group may provide additional benefits over a label in Google Contacts. The table below compares Google Contacts vs. Google Group.

Google Groups	Google Contacts
Create and manage through the Google Groups App	Create and manage through the Google Contacts App
Google Groups assigns a unique email address for the Google Group – the Group’s email address will display in the message address field rather than individual personal email addresses	Google Contacts does not assign a unique email address – individual, personal email addresses of those in the grouping will auto-populate & display in the message address field
No label assignments to member email addresses	Uses labels to identify which contact belongs to a grouping (contacts can have more than one label)
Group Managers, Group Members, and/or public community can use the unique email address to reach out to all members at once (you can set limits to accessibility)	Only the creator of the grouping can use the grouping (account-specific)
Recipients can see the email in their inbox and through the online Google Group Forum to catch up on any missed message (user selects the option at the bottom of each individual email they receive)	Recipients only see the email in their email inbox
Auto-Unsubscribe Feature may be added in the email footer which allows recipients to automatically remove themselves from the group (no email to owner)	No Auto-Unsubscribe Feature

If your @lcmg.org account is identified as an Owner or Manager of a particular Google Group, you have privileges to make changes to the Group, including adding or deleting members from the Google Group.

View Your Google Groups

1. Select the Google Groups App Icon  or use your web browser to go to your Google Groups page (<https://groups.google.com>).
2. In the left panel, click **My groups**. A list of the Google Groups you belong to will appear on the screen.

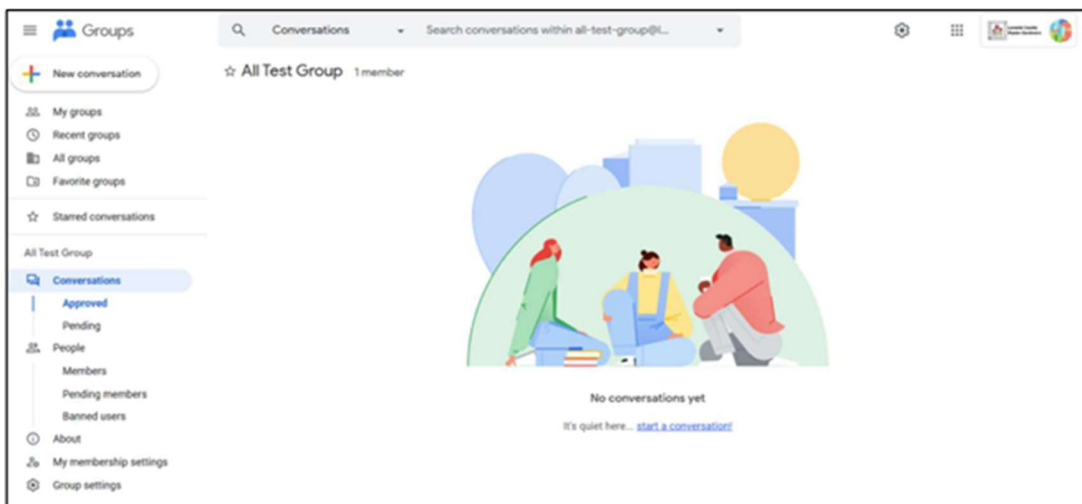
Create a Google Group

1. Sign into Google Groups (<https://groups.google.com>).
2. In the left panel, click **Create group**.
3. Enter information and choose settings for the group.
 - a. Group Info: Recommend using the name of your committee (e.g., LCMG PR Committee)
 - b. Group email: Google will suggest an email address, but you can change it (e.g., PRCommittee@lcmg.org)
 - c. Group Description: Add a description about the group (purpose, etc.). You may also want to include contact email for the owner of the group in case a member of the group has questions.
4. Click **Next**.
5. Choose privacy settings (recommendations below, but choose your comfort level):
 - a. Who can search for group: select “Anyone on the Web” – allows external users (non-@lcmg.org accounts) to find the group by searching for the group’s name, email address, or conversations. Searching is not the same as posting, so you can limit who can post to the group)
 - b. Who can join the group: select “Anyone can ask” – this allows anyone without a @lcmg.org email address to request access.
 - c. Who can view conversations: Select “Group Members” – this will automatically include group owners and group managers, but keep your conversations contained within the group.
 - d. Who can post: Select “Group Members” – this will automatically include group owners and group managers, but keep your conversations contained within the group.
 - e. Who can view members: select “Group Members”
6. Click **Next**.
7. You can choose to add Members, Managers, and Owners at this time, but I recommend you skip this for now and scroll down to the bottom of the pop-up screen and click **Create group**.

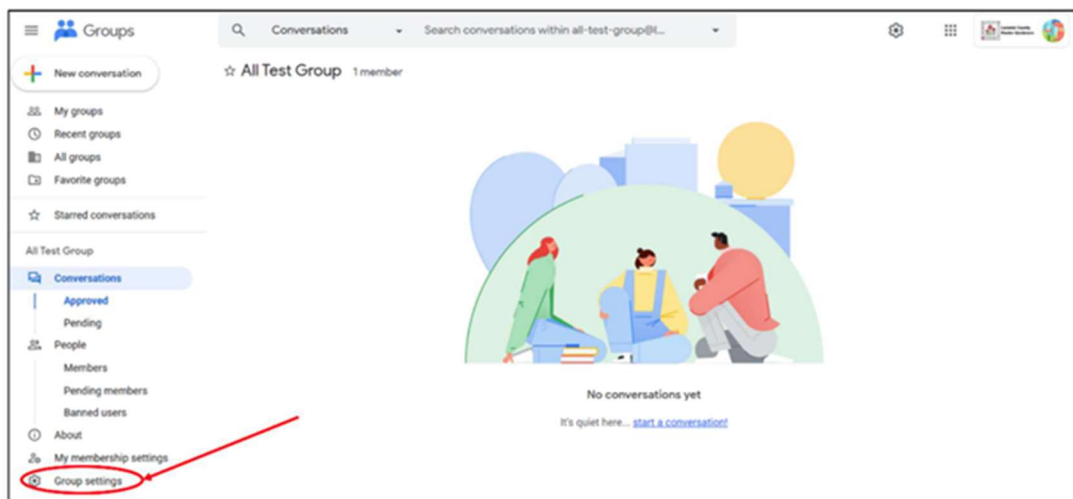
8. Wait a few minutes for your new group to become active before sending a message to it. Otherwise, you might get a notification that your message couldn't be delivered.
9. Once your group is created, click **Go to group** from the pop-up window. This will take you to the main dashboard for the group you just created so you can add members.

Manage your Google Group Settings

1. Log in to your Google Group App and select the group you want to manage. A dashboard will appear with details about that group (see picture below for example).



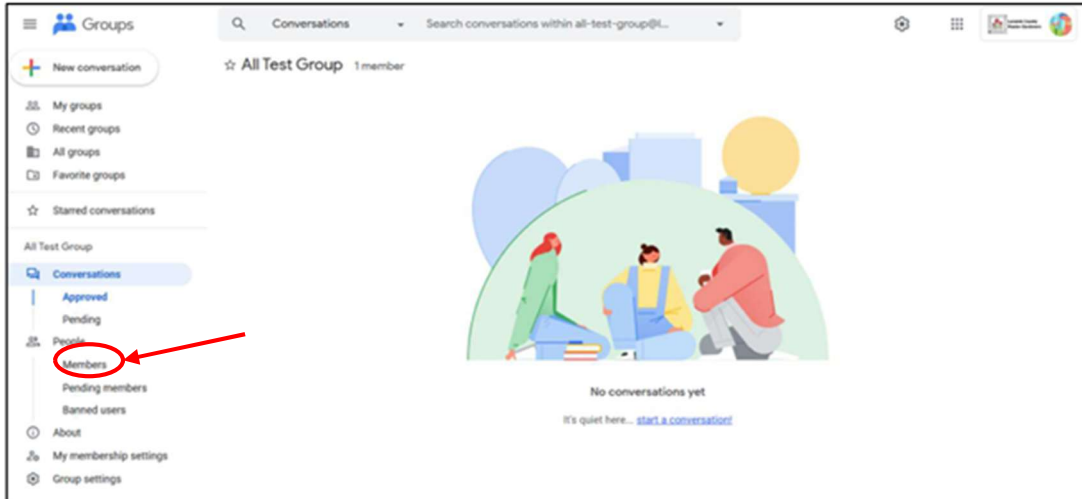
2. Click **Group settings** from the left-side menu.



3. Update entries as required and click **Save changes**.

To View all members of a Google Group

1. On your desktop, open Google Groups application and select the Google Group you want to view.
2. From the left-side menu, click **Members**. This will display a list of members currently assigned to this group.



Add Members From the Member List

If you are a Group Owner, or you allow your Group Managers to manage members, you can add people to your group in three ways:

1. Invite someone via email.
2. Add people to your group directly.
3. Approve people who applied to join your group.

NOTE: Invitations expire after 7 days, but requests to join a group never expire. You can resend invitations if they expire before your invited member gets to it.

1. Invite someone via email

- a. Sign into your @lcmg.org account and go to the **Google Groups** application.
- b. Find the group you want to add members to and **click the name of the group**.
- c. From the left-side menu, click **People > Members**. This will display a list of members currently assigned to this group.
- d. At the top, click **Add Members**.
- e. At the bottom, next to **Directly add members**, toggle the switch to **OFF**.
- f. Type in the email address of the member(s) you want to add.
- g. (Optional) Include a customized invitation message.
- h. Click **Send invites**.

- i. To manage the invitations: On the left side of the Google Groups dashboard, click **Pending Members** and take one of the following actions:
 - i. To resend a single invitation, point to the invitation > on the right, click **Resend invitation**. Invitations automatically expire after 7 days, but you can resend at any time.
 - ii. To cancel a single invitation, point to the invitation > on the right, click **Cancel invitation**.
 - iii. To resend or cancel multiple invitations, check the boxes next to the invitations > above the list on the right, click **Resend invitation** or **Cancel invitation**.

2. Add people to your group directly

- a. Sign into your @lcmg.org account and go to the **Google Groups** application.
- b. Find the group you want to add members to and **click the name of the group**.
- c. From the left-side menu, click **People > Members**. This will display a list of members currently assigned to this group.
- d. At the top, click **Add Members**.
- e. Type in the email address of the member(s) you want to add.
- f. (Optional) Include a customized invitation message.
- g. Choose the subscription option (recommend **Each email**):
 - iv. Each email: messages sent individually as they're posted to the group.
 - v. Digest: up to 25 complete messages are combined into single emails and sent daily.
 - vi. Abridged: Summaries of up to 150 messages are combined into single emails and sent daily.
 - vii. No email: messages from the group are not sent via email, only posted to the web browser/app for the Google Group.
- j. Click **Add members**.

3. Approve people who applied to join your group

- a. Sign into your @lcmg.org account and go to the **Google Groups** application.
- b. Find the group you want to add members to and **click the name of the group**.
- c. From the left-side menu, click **People > Pending Members**. Take one of the following actions:
 - i. To approve a single request, on the right of the request entry, click **Approve request**.

- ii. To reject a single request, on the right of the request entry, click **Reject request**.
- iii. To approve or reject multiple requests, check the boxes next to the requests > above the list on the on the right, click **Approve request** or **Reject request**.

Update Existing Member Information

You cannot edit an existing email address – you must delete the email address and add them as a New Member with the new email address. You may update the Role, Subscription, and Posting privileges for each email address without deleting the old email address entry.

Delete Members From the Member List

1. On your desktop, open Google Groups application and select the Google Group you want to modify.
2. From the left-side menu, click **People > Members**. This will display a list of members currently assigned to this group.

Email the Google Group

1. Open your Gmail app, and on the left, click the **Compose** button to open a new email message.
2. Next to the **To** address field, begin typing the Google Group name (you may see a suggested email address appear as you type) or enter the Google Group's email address directly.