



HOW TO STOP RECEIVING EMAILS FROM A GOOGLE GROUP

You can stop receiving emails from a Group  by either leaving or unsubscribing from the Group.

[Unsubscribe and Leave using Group Settings](#)

1. Open the Google Groups app by opening <https://groups.google.com> using your web browser. Ensure you are signed into the account to which you are receiving the emails -- to switch accounts, click on your profile at the upper right-hand corner and choose the account you want to view from the list.



2. Click on **My groups**.
3. Click on the three-dot icon next to the group you want to unsubscribe to and then click Leave group.
4. You will be asked to confirm that you want to leave the group.

[Unsubscribe and Leave using Email](#)

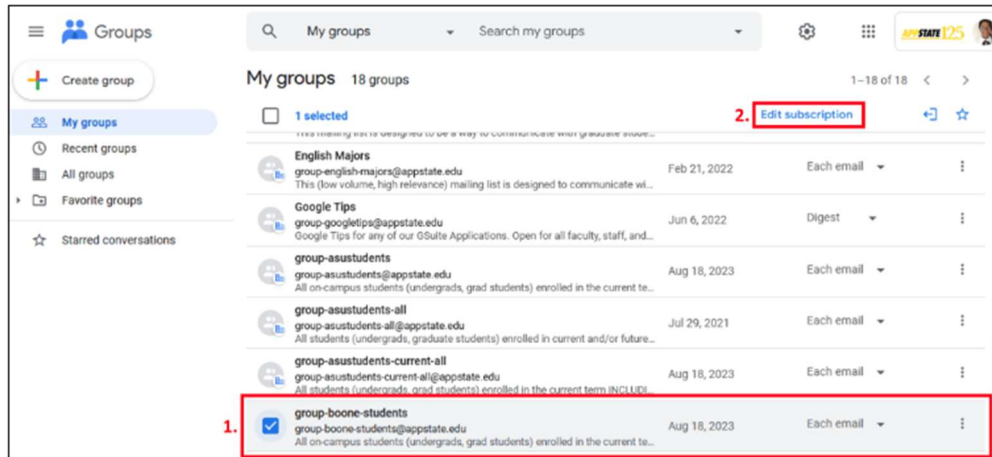
To leave a group and stop getting emails from it, open any email received from the Group you want to leave. Scroll to the bottom of that email and click on the Unsubscribe link. You will be auto-removed from the Group.

[Retain membership in the Group, but stop receiving emails from a Group](#)

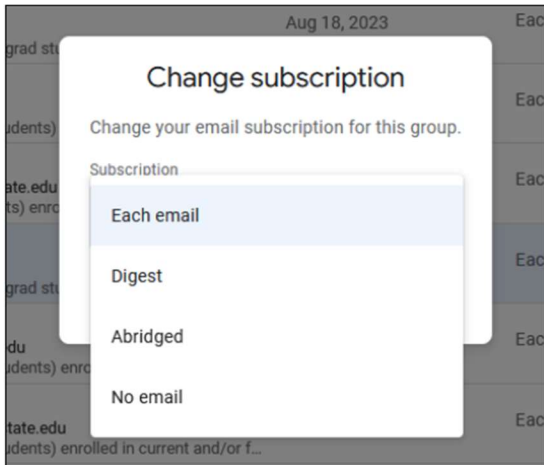
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2. Click on **My groups**.
3. Select the check box on the name of the Group you want to and click **Edit subscription**.



4. In the Subscription drop-down menu, choose your preferred delivery option:



- a. **Each email** – messages are sent individually as they're posted to the group.
- b. **Digest** – up to 25 complete messages are combined into single emails and sent daily.
- c. **Abridged** – summaries of up to 15 messages are combined into single emails and sent daily.
- d. **No email** – messages from the group are not sent.

5. Click **Confirm changes**.