



## HOW TO...USE GOOGLE GROUPS AS AN EMAIL DISTRIBUTION LIST

**Google Groups**  . A Google Group may provide additional benefits when it comes to creating and using email distribution lists. The table below provides a comparison between Google Contact vs. Google Groups.

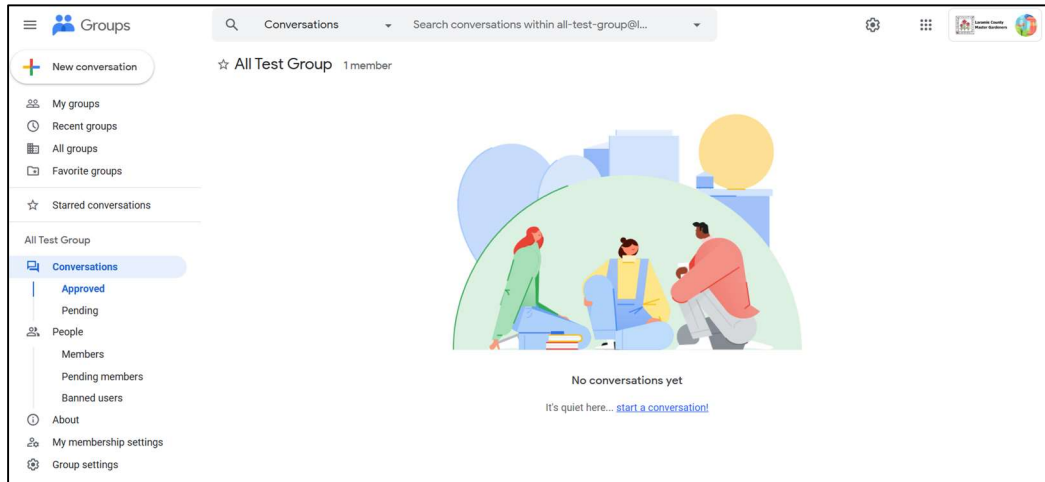
Google Contacts	Google Groups
Created through Google Contacts App; manage through Google Contacts	Created through Google Groups App; manage through Google Groups
Contact groups do not have their own email address – Google will auto-populate individual contact email addresses into the “To” field while composing an email	Can share one email address to reach all members of the group (e.g., AllPRCommittee@lcmg.org) – individual contact email addresses will not appear in “To” field while composing an email
Use labels to identify which individual contacts belong to a group	Add or remove members to the group through Google Groups (no labels)
Only the group owner can use it	Group Managers, Group Members, and/or public community can use the list to reach out to all members at once (you can set limits for who can use)
Recipients see email in inbox only	Recipients see email in inbox and through the online Google Groups Forum (using web browser)
No “Unsubscribe” feature	Can add an “Unsubscribe” feature in the email footer which allows recipients to send you an email requesting removal from the group.

- Create a Google Group:
  1. Sign into Google Groups (<https://groups.google.com>) or the  icon.
  2. At the top, click **Create Group**.
  3. Enter information and choose settings for the group.
    - a. Group Name: 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](mailto:PRCommittee@lcmg.org))
    - c. Group Description: Add a description about the group (purpose, what it is used for, etc.). You may want to include the owner of the group (you) and your @lcmg.org email address.

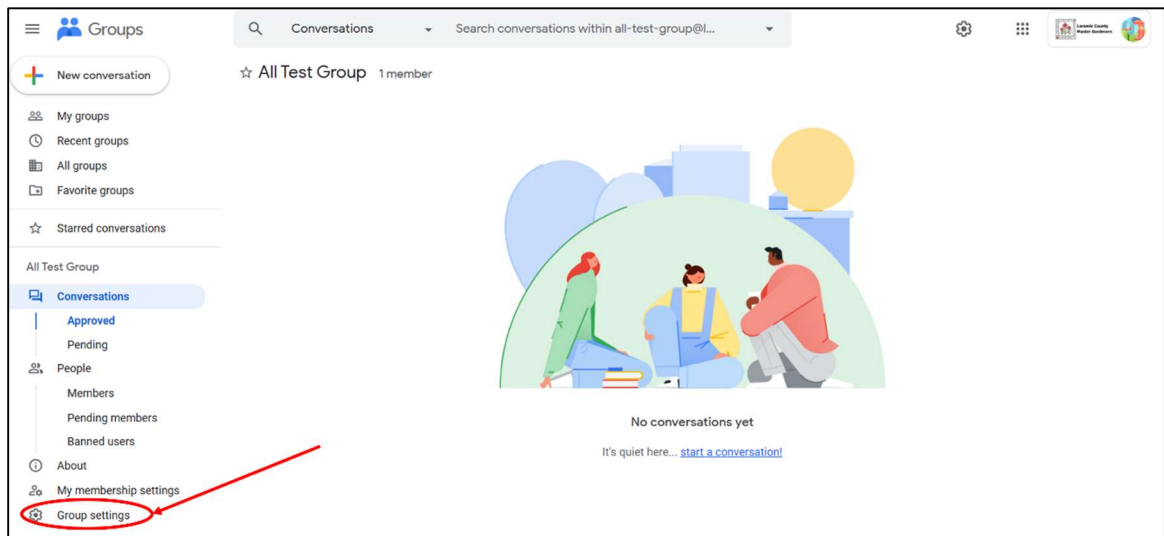
4. Click **Next**.
5. Choose privacy settings.
  - a. Who can search for group: select “**Entire Organization**” – the Entire Organization refers to anyone with an @lcmg.org account; making a group visible lets others search for your group or see it in the Groups directory. Group members can always see the group they belong to in the directory (non-Google members will not be able to see the Google Groups directory).
  - b. Who can join group: Recommend selecting “**Anyone can ask**” – this allows anyone without a @lcmg.org email address to request access (helpful if you have another volunteer request to join your committee)
  - c. Who can view conversations: Recommend selecting “**Group members**” – this will automatically include group owners and group managers, but keep your conversations contained within your group.
  - d. Who can post: Recommend selecting “**Group members**” – this will automatically include group owners and managers, but keep conversations contained within your group.
  - e. Who can view members: Recommend selecting “**Group members**” – this will automatically include group owners and managers, but keep conversations contained within your group.
  - f. Click **Next**.
6. 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**. (We will complete this information in the steps below for managing your group.) 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. You may also receive an email from Google Groups letting you know the group was successfully created and ready to use.
7. Once 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.

- Manage your Google Group Settings:

1. Open your Google Groups Dashboard (see Figure below for similar).



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



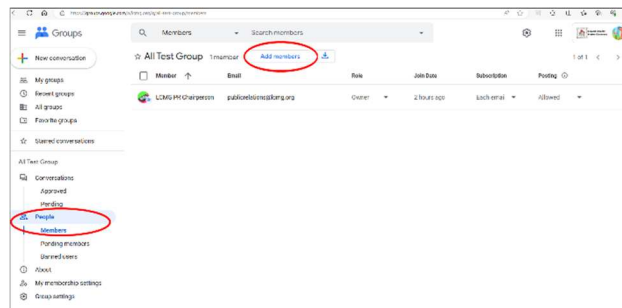
3. Complete the entries as described in **Attachment 1** of this handout and click **Save changes**.

- To View all members of a Google Group: you can view all group members, as well as anyone who may have been banned from a group.

1. Sign into **Google Groups** and **click the name of a group**.
  2. On the left, click **Members**.
  3. To view people who have been banned from the group, on the left, click **Banned users**.
- Adding members to your Google Group: 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.*

1. Invite someone via email.
  - a. Sign into **Google Groups** and **click the name of a group**.
  - b. From the left-side menu, click **Members**.
  - c. At the top, click **Add Members**.



- d. At the bottom, next to **Directly add members**, toggle the switch to **OFF**.
- e. Enter the email addresses of the people to invite.
- f. (Optional) To include an invitation message, enter a message.
- g. Click **Send invites**.
- h. To manage the invitations:
  - i. On the left side of the Group Dashboard, click **Pending members**.
  - ii. Take one of the following actions:
    1. 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.

2. To cancel a single invitation, point to the invitation > on the right, click **Cancel invitation**.
  3. 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**.
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2. Add people to your group directly.
    - a. Sign into **Google Groups** and **click the name of a group**.
    - b. From the left-side menu, click **Members**.
    - c. At the top, click **Add Members**.
    - d. Enter the email addresses of the people to invite.
    - e. (Optional) To add a welcome message to the email notification for new members, enter a message.
    - f. Choose the Subscription option (recommend **Each email**):
      - i. Each email: messages sent individually as they're posted to the group.
      - ii. Digest: up to 25 complete messages are combined into single emails and sent daily.
      - iii. Abridged: Summaries of up to 150 messages are combined into single emails and sent daily.
      - iv. No email: messages from the group are not sent via email, only posted to the web browser/app for the Google Group.
    - g. Click **Add members**.
  3. Approve people who applied to join your group.
    - a. Sign into **Google Groups** and **click the name of a group**.
    - b. From the left-side menu, click **Pending Members**.
    - c. 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 accept or reject multiple join request, check the boxes next to the requests > above the list on the right, click **Approve request** or **Reject request**.

- Email a Google Group

1. Open your **Gmail**, and on the left, click the **Compose** button.
2. Next to **To**, instead of adding each team member's email address to your email, just enter the group's email address.

You may also use a Google Group to help manage shared resources (files, calendar, etc.).

**Please note:** you will not be able to use this sharing feature with your Google Group members that do not have a Google Account (emails end in something other than @gmail.com or @lcmg.org). To share files and calendar invites with these members, you will need to provide individual access to those files (see Step 5. Google Drive) or add them individually as guests.

- Invite a Google Group to a Calendar Event

1. Open your **Google Calendar**.
2. Create an event.
3. On the **Guests** tab, go to **Add guests** and add a Google Group's mailing list.
4. If a member of your Google Group has an email address ending in something other than @gmail.com or @lcmg.org, you will need to add them to the guest list separately using the non-Google email address they provided.
5. Click **Save**.
6. Click **Send** to notify guests.

- Share Docs, Sheets, Slides, and Forms with a Google Group *NOTE: sharing with Google Groups will not work for any member with a non-Google Account. You will need to add non-Google users individually by sharing a link to the file—non-Google users will be able to access the file only through the link you provide.*

1. Create a file in **Google Drive** or open an existing file.
2. In the file, click **Share**.
3. In the **Invite people** field, enter the group's address.
4. Select the level of access you want to provide the group: **Editor**, **Commentor**, or **Viewer**.
5. Click **Send**.

## ATTACHMENT 1. GOOGLE GROUP SETTINGS

General Settings	
Group Name	Verify or change your group name. This name identifies the group in lists and messages.
Group email	Verify or change your group's email address
Group description	Verify or change your group's description
Welcome Message	People viewing the group will see this Welcome Message. Your Welcome Message can help prospective members understand the group's purpose, or you can provide important information such as your group's email address, or you can add important messages to remind people of things such as posting guidelines or accessing shared resources. This message will appear below the group's name on the group's conversation list.
Enable additional Google Groups features	Recommend selecting " <b>No additional features</b> " unless you are familiar with how to use and manage the group as a Collaborative Inbox.
Shared labels	Recommend leaving <b>unchecked</b> unless you are familiar with using labels to manage group conversations (mostly used if Collaborative Inbox is turned on)
Who can see group	Recommend selecting " <b>Anyone on the web</b> " – making a group visible lets others search for your group or see it in the Groups directory (if they are a Google User). Group members can always see the group they belong to in the directory (non-Google members will not be able to see the Google Groups directory).
Who can join the group	Recommend " <b>Anyone on the web can ask</b> " – this allows non-@lcmg.org users to ask to join the group (the owner or managers will approve or disapprove the join request).
Allow external members	Recommend selecting <b>ON</b> to allow people without an @lcmg.org email address to view and participate in your Google Group.
Who can view conversations	Recommend selecting " <b>Group Members</b> " – this will automatically include group owners and managers, but keep conversations within the group.
Who can post	Recommend selecting " <b>Group Members</b> " – this will automatically include group owners and managers, but keep conversations within the group.

<b>Member Privacy</b>	
Who can view members	Recommend selecting “ <b>Group Members</b> ” – this will automatically include group owners and managers, but keep conversations within the group.
Identification required for new members	Choose the form of identity required for new members. Recommend selecting “ <b>Either display name or organization profile</b> ” – members use their Google Account profile name as their default display name or they can change their display name.
Who can contact group owners	Choose which users can contact members with the owner role in the group. Recommend selecting “ <b>Anyone on the web</b> ” to allow people without an @lcmg.org account to contact an owner.
Who can view member email addresses	Choose which users can view member email addresses in the Google Group. Recommend selecting “ <b>Group Managers</b> ” which automatically includes group owners. This will protect member privacy regarding release of their personal email addresses within Google Groups.
<b>Posting policies</b>	
Allow email posting	Recommend <b>checking</b> this box.
Allow web posting	Recommend <b>checking</b> this box.
Conversation history	Turn <b>ON</b> so that members can view posts in Google Groups anytime. Members who choose to get email updates can read and respond to posts using Google Groups online, email, or both. If they opt out of email updates, they can still access posts online.
Who can reply privately to authors	Choose which users can privately reply to authors, as opposed to the whole group. Recommend selecting <b>Group Members</b> .
Who can attach files	Choose which users can attach files, such as documents or photos. Recommend selecting <b>Group members</b> .
Who can moderate content	Choose which users can approve, block, or delete messages in the group. Recommend selecting <b>Group Managers</b> .
Who can moderate meta data	Choose which users can use Collaborative Inbox features. Recommend selecting <b>Group Managers</b> , unless you are using the group as a Collaborative Inbox.
Who can post as group	Choose which users can post messages from the group’s email address instead of their own email address. Recommend selecting <b>Group Managers</b>
Default sender	Choose the default address for messages sent from the group. Recommend selecting <b>Author’s address</b> so members can see who is responding.



<b>Posting policies (cont.)</b>	
Message moderation	Choose whether to review and approve messages before sending them to the group. Recommend <b>No moderation</b> – allows posting of messages as they are received without reviewing them.
New member restrictions	Choose the initial posting privileges for members when you add them to the group. Recommend <b>No posting restrictions for new members</b> – let new members send messages to the group without requiring moderation.
Spam message handling	Choose how to handle messages sent to the group when the system marks them as spam. Recommend <b>Moderate and notify content moderators</b> – this will send messages the system marks as spam to whomever you selected in the “Who can moderate content” section and notifies them that there is an item to review
Rejected message notification	Choose whether to notify senders when messages are rejected instead of being delivered to the group. Recommend <b>OFF</b> as some bots use returned messages for other nefarious means.
Include default rejected message response	Leave <b>unchecked</b> .
<b>Email options</b>	
Subject prefix	Automatically add a prefix to the subject line of group messages. A prefix helps recipients identify email from the group. Recommend “[ <b>LCMG [enter your committee name] Google Group</b> ]”.
Email footer	<p>Choose what appears in the footer of group email messages.</p> <ul style="list-style-type: none"> <li>• <b>Check</b> the box for <b>Include the standard Groups footer</b> which provides the Unsubscribe link and Viewing this message on the Google Groups link (viewing messages on Google Groups Dashboard available to Google Users Only)</li> <li>• <b>Check</b> the box for <b>Include a custom footer</b>, which is available to all recipients. Custom footers have a 1,000 character limit, and include text you specify, such as legal notices and information about the organization.</li> </ul> <p>Recommended custom email footer example:          “You received this message because you are subscribed to the LCMG All Test Google Group. This distribution list is used to forward LCMG-related information pertaining to this LCMG Committee.”</p>

<b>Email options (cont.)</b>	
Group email language	Select <b>English</b> .
Auto replies	Leave <b>all unchecked</b> .
Post replies to	Choose where replies to group posts are sent. Recommend selecting <b>Sender chooses recipient</b> .
Conversation mode	Recommend selecting <b>ON</b> . Conversation mode determine what happens to new messages that share the exact same subject as an existing thread that has recent activity but aren't sent as replies to that thread. When conversation mode is ON, these types of messages are added to the thread as a reply. When this mode is OFF, these messages generate a new thread. If you turn conversation mode OFF, any messages already in a thread remain unchanged. Only new messages are affected.
<b>Member moderation</b>	
Who can manage members	Choose who can add or remove members. Recommend <b>Group Managers</b> .
Who can modify custom roles	Choose who can change permissions for group roles. Recommend <b>Group Owner</b> .
Custom roles	Create and edit custom roles for your group.

Don't forget to click **Save changes** at the bottom of the screen to save your changes.