Getting Started With Google Groups

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- Login to the google groups console at [https://groups.google.com/](https://groups.google.com/)
- Click “Sign In” in the upper right hand corner of the screen and enter your username and password

- Click “My groups”

- Click “harvard.edu” to view harvard groups

- Click “manage” next to the group that you want to manage

- If you are not an owner of the group, you may have to go to “Settings” → “Group settings”
You are now in the Google Groups settings console. From the menu on the left of the screen you can manage all of the settings for your Google group. There are 6 categories in the menu.

1. Members - This is where you can view the current members, change their specific settings, and add new members.

2. Messages - If you have chosen to have new messages be moderated, this is where you will find messages awaiting approval.

3. Settings - These are the general settings that apply to the functionality of the group. Here you can change the email footer and decide if messages should be moderated among other things.

4. Permissions - Here you determine who has access to various aspects of the group.

5. Roles - By default google allows 3 types of members; Member, Manager, and Owner. If you need another type you can create it here.

6. Information - Here you can set the name and description of the group along with some other options.