

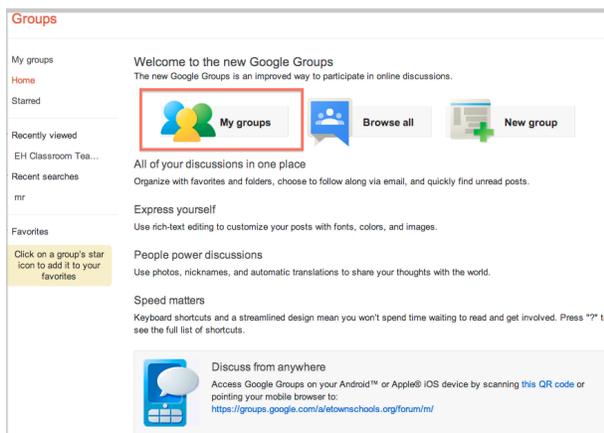
Admin Assts: Adding Members to Google Groups

Google Groups is the equivalent of Kerio's Distribution Lists. The names of the groups have been recreated in Google matching what was in each building's Kerio distribution lists.

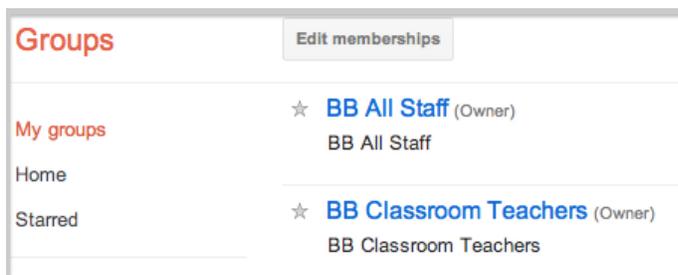
To add users to a Google Group:

Log into Google Apps and click Groups in the top menu bar.

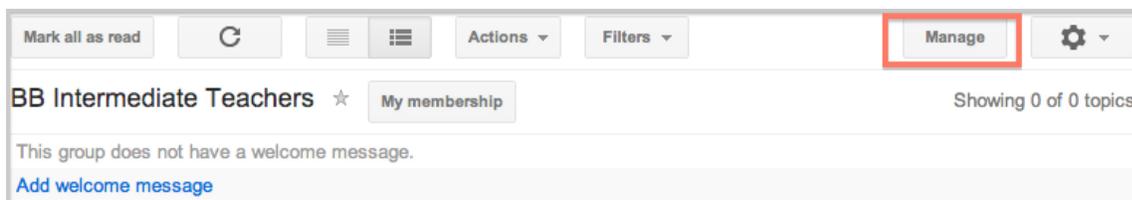
When the Groups window or tab opens, click on the "My Groups" section in the center of the window.



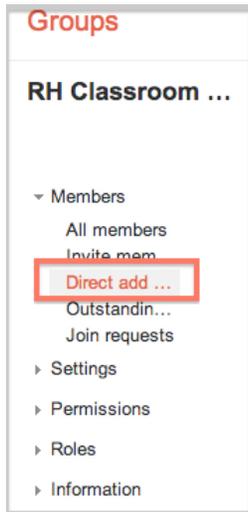
You will see the list of group(s) of which you are a manager, which means you can add or remove users.



Find and click on the name of the group to which you would like to add names. Click Manage in the top right corner.



Click **“Direct add members”** in the menu on the left side of the Group page (you may need to expand the Members section by clicking the triangle to the right of Members):



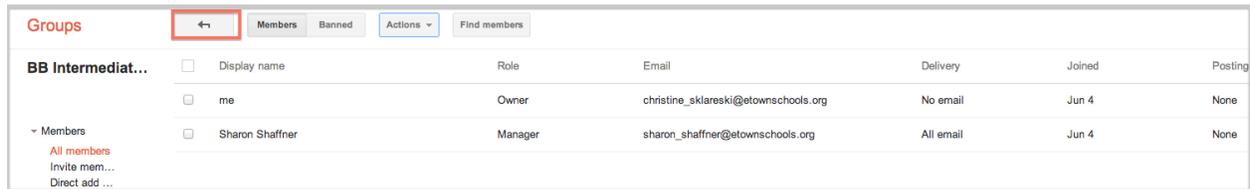
Manually type in the email addresses of staff that belong in this group. Notice that as you type in the name, the email address will appear below the text box. Click on the name one time to add it to the textbox.

Leave Email subscription options set to “All Email” so the members receive the emails that are sent to this group.

Click **“Add”**

The image shows the "Add" form for adding members to a group. At the top left is a back arrow button, and at the top right is a blue "Add" button. Below these is a yellow warning box: "Please use this feature carefully. Only add people you know. Using this feature for sending unwanted email can result in account deactivation." Below the warning is a text input field with the placeholder "Enter email addresses to add as members" and the text "Ted Cardwell" <ted_cardwell@etownschools.org>,". Below the input field is a note: "Separate email addresses with commas. Each person will immediately become a member and can start receiving messages." Below that is a section titled "Write a welcome message" with a text area and a note: "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 is another note: "The group's name, description, and address will automatically be included in the email." At the bottom is a section titled "Email subscription options" with four radio button options: "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" (which is selected and highlighted with a red box).

To view the list of members for a group, click “**All Members**” in the left navigation menu.



	<input type="checkbox"/>	Display name	Role	Email	Delivery	Joined	Posting
	<input type="checkbox"/>	me	Owner	christine_sklareski@etownschools.org	No email	Jun 4	None
Members	<input type="checkbox"/>	Sharon Shaffner	Manager	sharon_shaffner@etownschools.org	All email	Jun 4	None

You can see the name of the staff and their role, email address, delivery type, and when the manager added them to the group:

Explanation of Roles:

- Owner: who created that group.
- Manager: responsible for adding/editing members of the group.
- Member: staff members/teachers who will get emails because they are part of that group.

Delivery: should be set to “All email” otherwise the members won’t receive emails as part of the group.

To return to the main Google Groups page, click “**left arrow**” at the top of the member list. Then click on “**My groups**” in the left navigation menu to return to your list of groups.

** Keep in mind that it may take up to 24 hours for changes to reflect in a Google Group. The 24 hours allows the additions and/or changes to sync over all of Google’s servers.