An Introduction to Google Groups

Google Groups is a Google app that makes it easy to communicate with others in an online setting. With Google Groups, easily engage in discussions, make plans and organize meetings, and much more! A great feature of this app is that group posts can be read and created through email, the group interface, or both.

Signing In

To sign into Google Apps for Education,

1. Go to http://go.uis.edu/google
2. Select Continue. Log in with your NetID and password.

Navigating the Google Groups Interface

1. When you log in, you will be prompted to choose one of three options; access your existing groups by click My groups, browse different groups by click Browse all, and create an entirely new group by clicking New group.

My Groups:

Browse all:
Creating a Group

1. To create a new group, click Create group from the home screen.

2. Enter your group name, an email address, and a description if you wish.

3. After your group has been created, you will be directed to the home screen.

Your new group will appear empty, until you begin a discussion and post topics. To manage your group, use the buttons along the top.
Managing your Groups

*Inviting Group members*

1. At the top right corner of your group page, click **Members**.

2. Group members will appear sorted by their name and their join date. To invite new members and manage existing members, click **Manage**.

3. To invite new members, click **Invite**.

4. Enter the email addresses of the individuals you wish to invite and enter an invite message. Click **Send Invites**.

5. To manage group members, check the box next to the member(s) you wish to manage. Under the **Actions** tab, you can choose to change their posting permission, the way they receive notifications, add or remove a role, and ban them from the group or remove a
previously set ban. Note: You can also simply click on the name of the individual you wish to change the settings for, make your edits and click Save.

Creating and working with Topics

1. To view topics, click the Topics tab at the top right corner. The list of topics will appear in the center of the screen. Click a topic to view the thread.

2. To reply to a post, click the thread to open it, and click the arrow icon at the bottom right corner of the post. You can also click the Post reply icon at the top right of the post.

3. Enter your text as you would an email. Click Post when you are ready to post your response.
4. To post a new topic, click **New Topic**.

5. Similar to an email, enter a **Subject**, choose if you want the post to be a discussion or an announcement, and enter the text of your post. Click **Post** when you are finished.

Managing your Google Group

1. To manage your group, click the **wheel icon** at the top right of your group homepage. Click **Manage group**.
2. Under **Manage group**, you can edit basic settings such as the name and email under the **Basic** tab. Under the **Advanced** tab, you can edit more specific settings.

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Settings for Dr. Kim Research

<table>
<thead>
<tr>
<th>Basic</th>
<th>Advanced</th>
</tr>
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<tbody>
<tr>
<td>Profiles and identity »</td>
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<tr>
<td>Directory »</td>
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<td>Moderation »</td>
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<td>Email delivery »</td>
<td></td>
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<tr>
<td>Customize web view »</td>
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