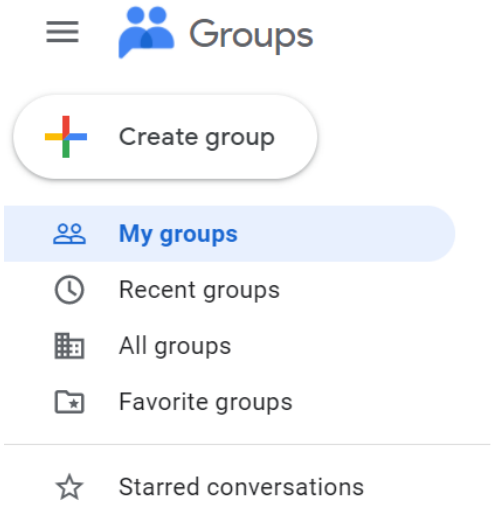
Manage Google Groups

- Google Groups are communication groups that are primarily used as email lists at MLML.
- Some Google Groups (like `students` and `staff`) are operated by SJSU IT, but you can create a Group for any purpose, like for your lab, or a project that you're working on.
- To view a directory of MLML's Google Groups, click this link:

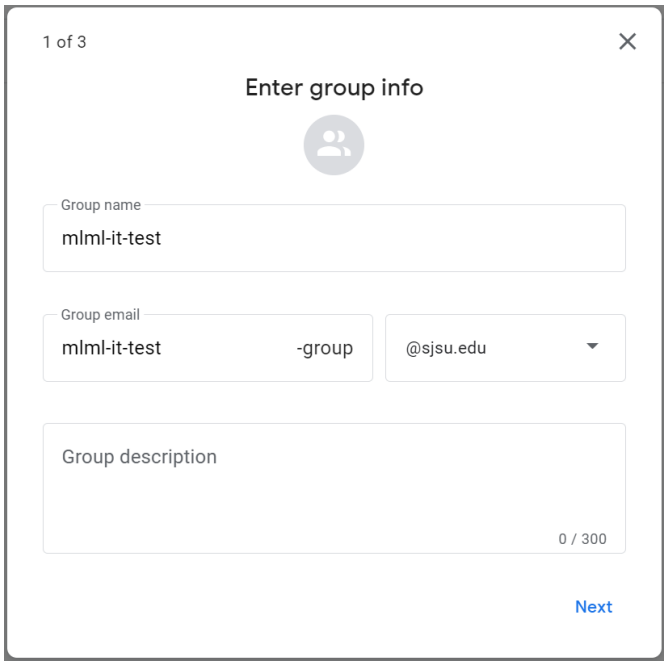
  https://mlml.sjsu.edu/intranet/google-groups-directory/

Create a Google Group:

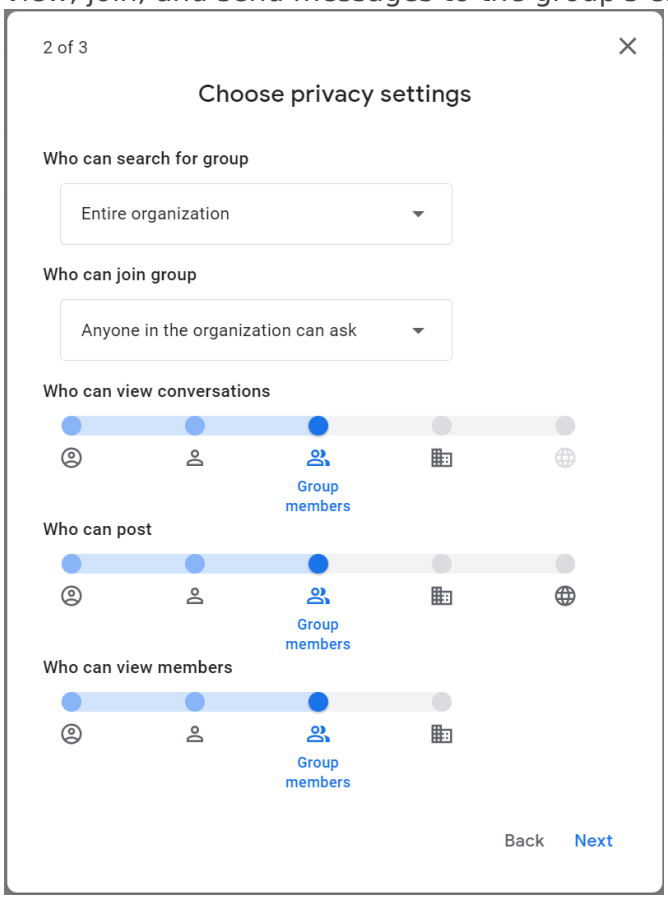
- Go to groups.sjsu.edu in your browser.
  - (if you need to view Groups in the old mlml.calstate.edu domain, go to groups.google.com while logged into your MLML Google account)
- Click **Create group** in the top left.



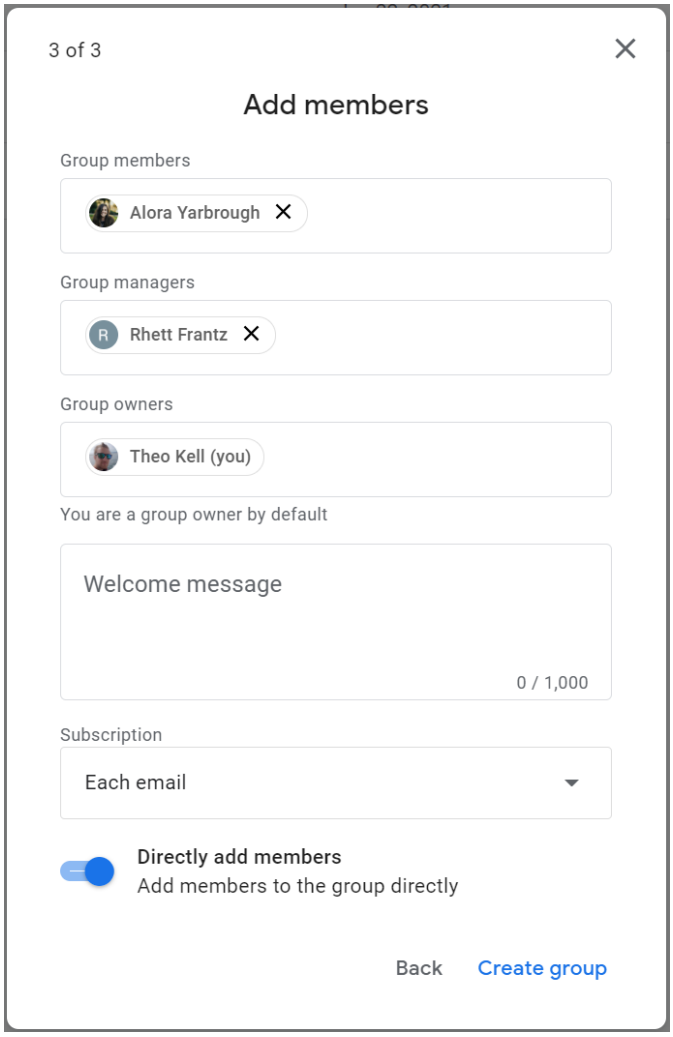
- Enter the name for your group. Add "mlml-" to the beginning of the name, to distinguish your group from other groups in the SJSU domain



- Enter the privacy settings for your group. You have a great deal of control over who can view, join, and send messages to the group's email list.



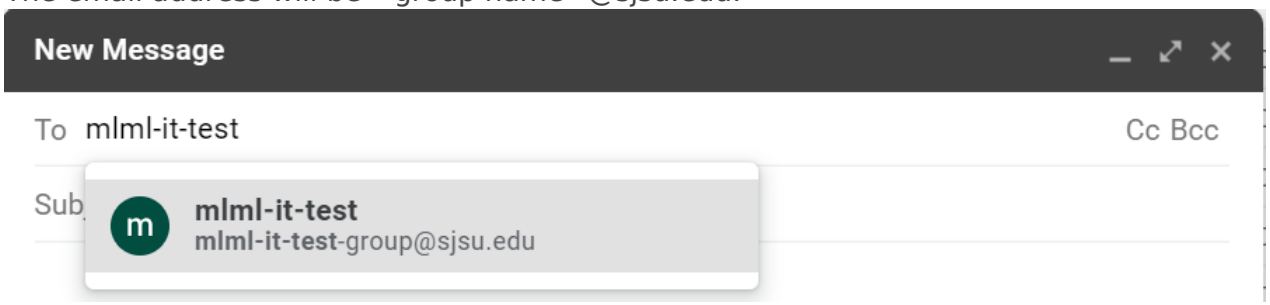
- Add members and managers to your group. You can add anyone with an SJSU account by name or SJSU email address. If you want to add people who do not have SJSU email addresses, you can do that after creating the group, in this section.



- Click **Create group.**

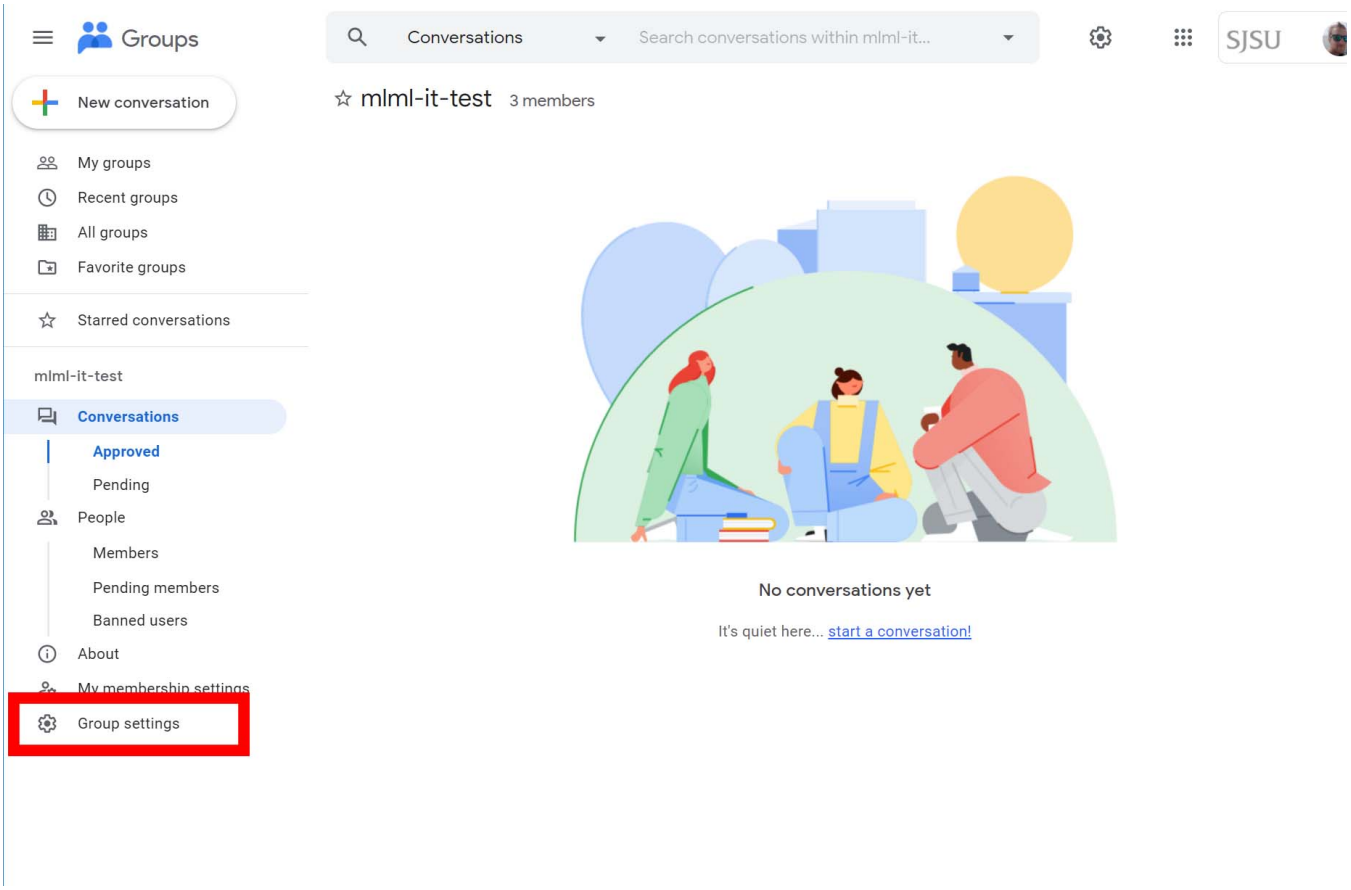
Send an Email to your Group:

- Go to mail.sjsu.edu in your browser.
- Start a new email, and type the name of your group into the recipient field.
- The email address will be <group name>@sjsu.edu:

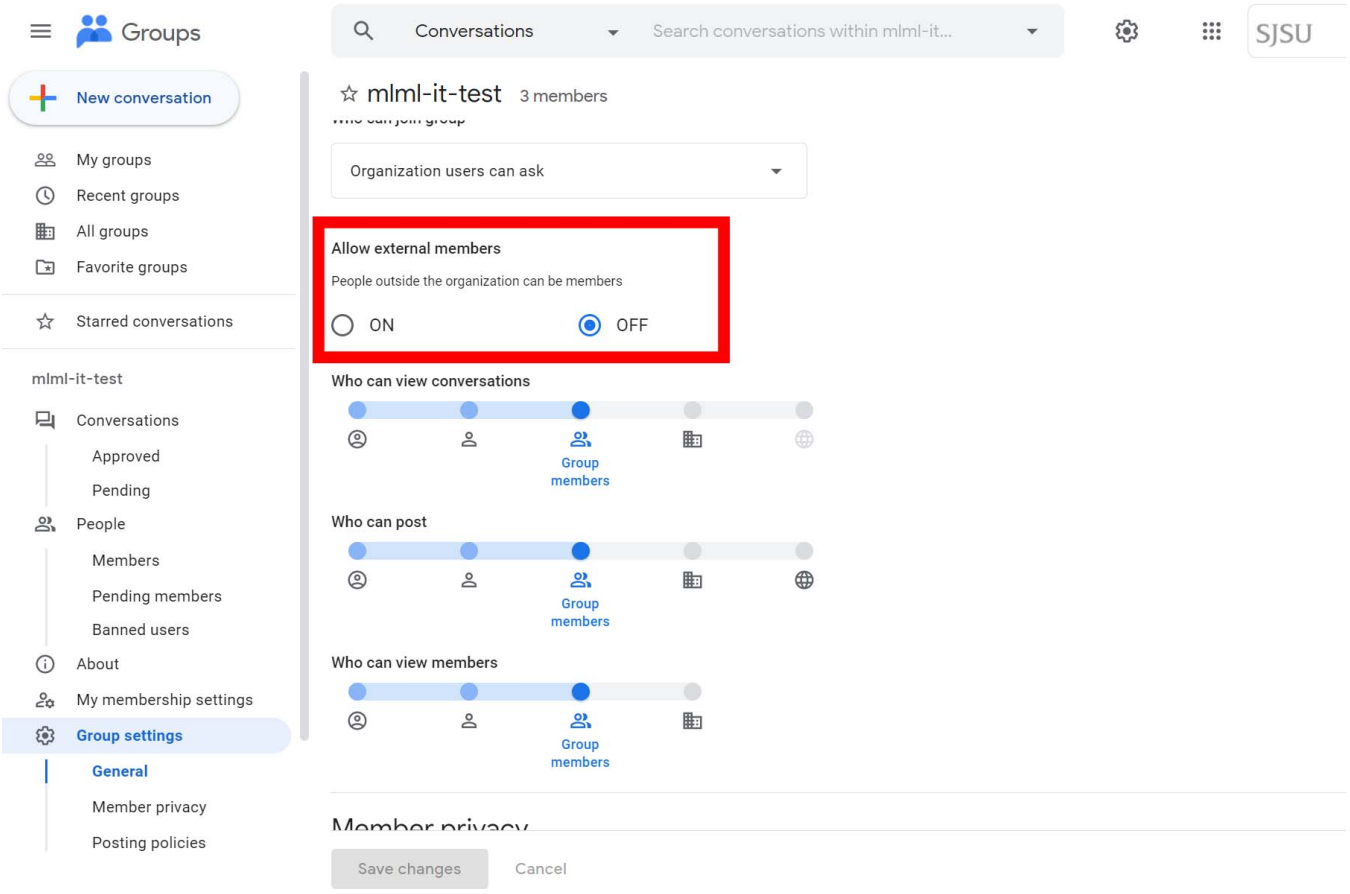


Change Group Settings:

- Go to groups.sjsu.edu.
- Locate the group that you wish to view/change settings for in the list of "My Groups" and click on it.
- Click **Group settings** in the list on the left:

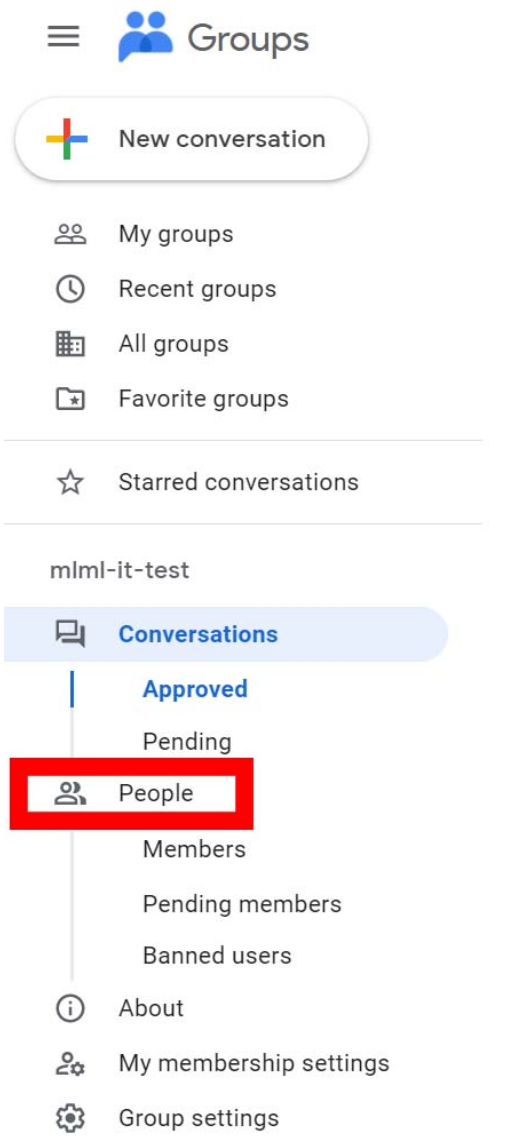


- Here you can view and change settings for your group.
- If you want to allow group members who do not have SJSU Google Accounts, use the **Allow external members** setting under the **General** section:



View and Manage Google Group Members

- Go to groups.sjsu.edu.
- Locate the group that you wish to view/change settings for in the list of "My Groups" and click on it.
- Click **People** in the left sidebar:



- Here you can view the members of your group, and change settings for each member.
- You can also remove members from here.
- You can add members by clicking **Add members** at the top



Other Information:

- If you have a question about managing Google Groups, please file an IT Help Desk ticket.
- View Google's documentation on Google Groups:

  https://support.google.com/groups/#topic=9216

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