

# How to manage Email List/Google Drive Access using Google Groups

We are using Google Groups for email list. All groups start with the letter “g” & have a period to signify a “group” email address (examples: g.membership@uuberks.org, g.building.keepers@uuberks.org, ...)

Note: Email list are free with our G Suites account, but only admins can create groups. If you need a new group created, please contact UUBerks G Suite IT Services at our email address : [g.itservices@uuberks.org](mailto:g.itservices@uuberks.org)

The Email lists are also used to manage access to other G Suite resources like *Shared Drives* and the *Shared Calendars*. We want one or more members of each committee to manage their own email list. User's with the “manager” role must have a Google account. People that are just receiving emails from the list just need a valid email address.

## Email List Management Duties:

- Add new member email addresses to the list
- Delete old member email addresses from the list
- Manage member roles for users (either “Manager” or “Member”)
- Modify existing email addresses (you will need to delete the old one and then add the new one)
- Approve/Block spam messages
- Modify delivery options for each user:
  - No email - you have to log into a web page to view the messages.
  - Abridged Email: one summary email of new activity per day
  - Digest Email: up to 25 full new messages in a single email
  - All Email: send each message as it arrives
- Contact UUBerks G Suite IT Services at [g.itservices@uuberks.org](mailto:g.itservices@uuberks.org) when there is an issue that the group is having with the email list, and you can't fix it.

**Note:** When you make changes to the email list, it may take a few hours for those changes to propagate across all of the Google servers. As an example: if you change a person's role from “member” to “manager”, they may not see the change instantly on their computer.

To access the Google Groups, Shared Drive and Shared Calendar (places that need the user to “log in”), the user must have a Google Account. There are basically 3 types of Google Accounts:

1. **G Suite account** - email address with @uuberks.org
2. **Gmail account** - email address with @gmail.com
3. **Google Account** - uses your existing “yahoo.com”, “hotmail.com”,... email address as your login to Google. See the section “How to setup a Google Account” later in the document for more details.

Members do not need a Google Account to

1. Send/receive emails to/from the email list
2. View files on the Shared Drive, via a link sent in an email
3. Join a *Google Meeting* Online Group Meeting
4. View a “public” uuberks.org Google Site

Members do need a Google Account to:

1. Manage the email list at groups.google.com
2. Add/Delete/Edit files on the Shared Drive
3. Add/Delete/Edit events in the Shared Calendar
4. Edit content on all uuberks.org Google Site
5. View a “private” uuberks.org Google Site

In Addition, Members must have a G Suite account to :

1. Start / Schedule a *Google Meeting* Online Group Meeting with no time limit and up to 25 people -- this is one of our G Suite apps.
2. Access the uuberks.org *Global Contacts Directory/Address Book*

## How To's

How To View the people in your group

See this [link](#) on the Google Support Page...See the *View all members of a group* section

How To Add / Remove people from your group

See this [link](#) on the Google Support Page

How to set permissions for managers & members

See this [link](#) on the Google Support Page

## How to approve or block new posts

Google will flag a post as possible spam. You will need to approve the post, or it will not be forwarded to your email list. This does not happen very often. See this [link](#) on how to work with possible spam post on the Google Support Page.

## How to delete a user from the group

1. Sign in to Google Groups.
2. Click My groups.
3. Choose a group.
4. Near the top right, click *Manage Members*.
5. Select the user you want to delete, by clicking in the checkbox on the row of the user you want to delete (note: you can select multiple users)
6. Click on the **Actions** button, at the top of the window.
7. Select the *Remove from group* option

## Problems and Solutions

### 1) The uuberks.org group is not showing up in *My Groups* on groups.google.com webpage

Google Groups applies filters to your groups. You have to select the “uubersk.org” filter view to see UUBerks groups

- 1) Go to [groups.google.com](https://groups.google.com)
- 2) Click on the “My Groups” link
- 3) Near the top of the page, you should see a  
“My Groups - Switch organization view to” menu  
You should see links to the other organizations listed just to the right. Select the “uuberks.org” link
- 4) You should now see the uuberks.org groups/email list
- 5) To switch back to the other Google Groups, click on the “Public Groups” link

### 2) How to setup a Google Account with a non-Gmail Email:

- 1) Go to the *Create your Google Account* [page](#).
- 2) Just above the *Password* field, select the *Use my current email address instead* link.
- 3) Enter your non-Gmail email address you would like to register with Google.
- 4) Finish filling out the new account form and accept Google’s Privacy Policy and Terms.

5) Confirm your new account with the email address you provided. (Google will send you an email to the email address you provided. Follow the instructions in the email to confirm your new account)

## Tricks

### Have more than one email address in a group

You may want to have more than one email address in a group, so that you can have full access to a shared drive or calendar when logged into Google (example: your personal Gmail account and your school Gmail account).

The problem is, you don't want to receive emails sent to the group, at all your email addresses. To get around this problem, make sure that the delivery options for all your "secondary" email accounts is set to *No email: web-only participation*.