## How to Adjust Google Groups Email Delivery or Leave a Group

SVCR uses a Google Group for all members, a group for <u>Suggested Actions and Events</u>, and another for each of our <u>Interest Groups</u>.

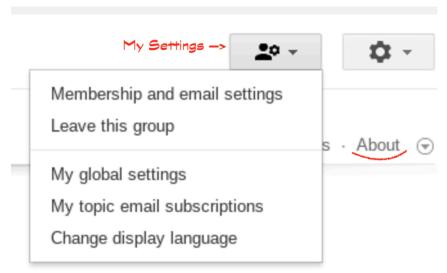
- You can leave a group at any time.
- You can set how often a group emails you, including never.
- For help, ask the group OWNERS (not all members) via About →
  Contact owner. See the screenshot, below.

## Prep

- 1. Browse to <a href="https://groups.google.com">https://groups.google.com</a> and click My groups to see all your Groups.
- 2. Click on one of your groups such as silicon-valley-courageous-resistance.

## On this group page, you can

• Change your settings via the **My settings** button:



- Membership and email settings lets you set your display name and set your Email delivery preference to:
  - **Don't send email updates** -- This turns off email delivery. It's useful to go on temporary or permanent vacation or to change from reading posts via email to reading via the group's web site when you feel like it.
  - Send daily summaries -- You'll get at most one summary email per day.

- Send combined updates -- You'll get summary messages.
- Notify me for every new message -- This turns on email delivery of all new messages.
- Leave this group lets you leave the group. (You don't have to ask anyone.)
- Read discussions.
- Post a reply to an existing topic.
- Start a new topic (a discussion thread).

## More tips

For help on Google Groups, see <u>Groups Help</u> (or look in the gear menu for "Help and Feedback"). The Help topic "<u>Find & Join a Group</u>" explains how to <u>Join a Google group</u> <u>without a Gmail address</u>, how to create a Google Account without changing your email address, and <u>how to sign in to your Google Account with another email address</u>.