

Google Groups - New Administrators

Introduction

In the past, MacEwan University used a listserv to manage email communications between large groups of people. A single message could automatically be sent out to a group, and depending on how it was configured, would either allow or not allow responses to be sent back to all members of the group.

Today, we're taking advantage of the Google Groups tool to do the same thing - but with more functionality. In addition to a simple one-way mail out, Google Groups can also be used as a discussion forum. [Check out some samples of what else you can do!](#)

For information for **administrators or participants** visit <http://goo.gl/7PUVHM> or <http://goo.gl/tJKgek>. You can also visit Lynda.com: <https://goo.gl/EYjdw>.

Creating the Group

Each group is created based on the needs indicated by person who initially made the request.

Majority of the groups have been setup to reflect the old mailing list functionality:

- messages are one-way (replies are not accepted)
- only individuals with the roles of administrators or managers can post a message or add members to the group

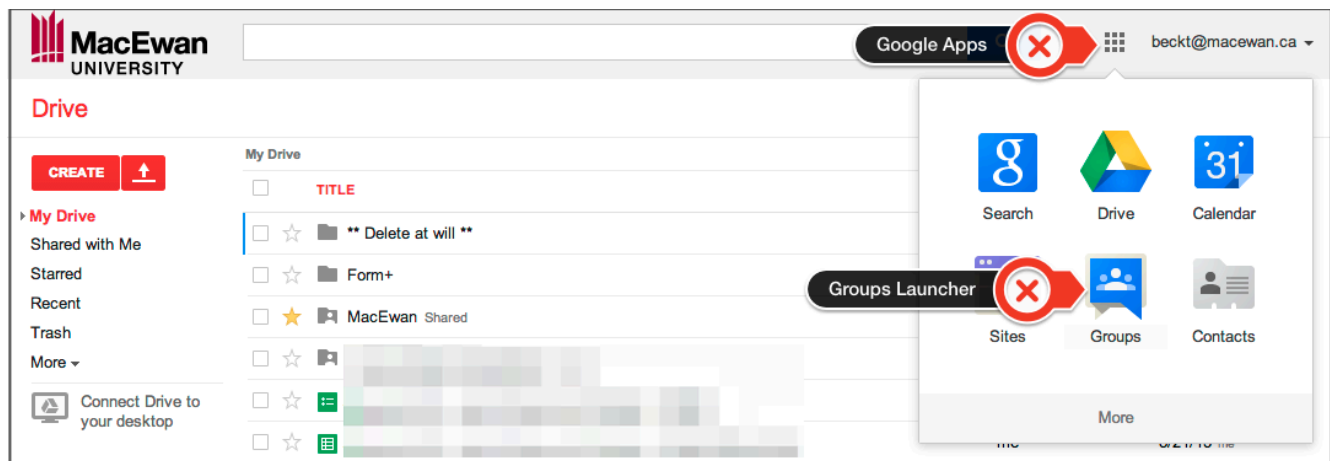
Some people like the “give and take” of discussions where replies can be sent to the post. For information on how to setup a web forum visit <http://learn.googleapps.com/groups/groups-how>.

Accessing Your Groups

The easiest way to access your groups is by [logging into myportal.MacEwan.ca](#). Then:

- Select Google Drive from the application launch pad on the left
- Select Groups from the Google apps launcher on the right
- Select My Groups to see a list of groups you are a member of
- Click on **the name of the group**.

You've now entered the group and you will see the message list!



Note: if you also login to a personal Gmail account, Google may ask you to select an account to use with Google Docs. You must select your MacEwan University account (eg. DoeJ@macewan.ca) in order to access your work content.

Setup

Your group is a blank slate - here are some things you should look at:

1. Create a welcome message
https://support.google.com/groups/answer/2465458?hl=en&ref_topic=2458761
2. Setup permissions and other settings for your group
<https://support.google.com/groups/?hl=en#topic=2459491>
3. Add your users.
https://support.google.com/groups/answer/2465464?hl=en&ref_topic=2459490

Remember, if you have questions, visit the Google Groups help page (<http://goo.gl/yWVGnH>) or you can search for videos on YouTube.

Posting Messages

Assuming the group has been set up as an outgoing mailing list, you can send your message in 2 ways:

1. **Post** the message from the group's **web page**.
2. **Send** a message to the group's **email address**.

Either way, the message will be posted to the site and will also be sent out to the members of the group.

For more information on posting or sending, visit

https://support.google.com/groups/answer/1059071?hl=en&ref_topic=2458614