

Welcome to Google Groups

There's a lot you can do with Google Groups

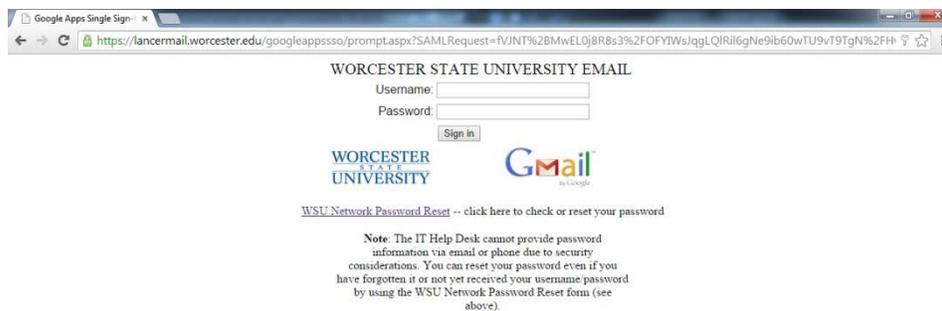
- Engage in discussion
- Create question and answer support
- Organize gatherings among members
- Find people with similar interests
- Read group posts on different mediums

Find and Join a Group

Groups have names that indicate the subject.
There are different types of groups to join.

First let's get to the Google Groups app.

Open up your Gmail and sign in.

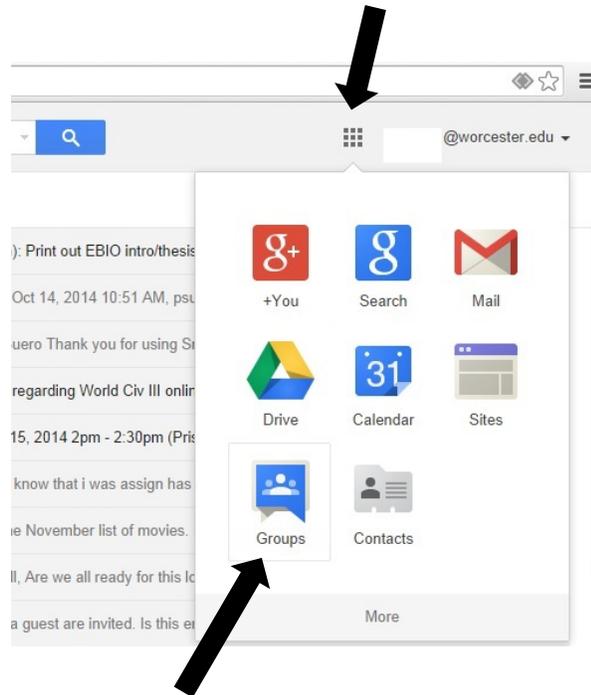


Once your email is opened up, there will be a box on the top right hand corner



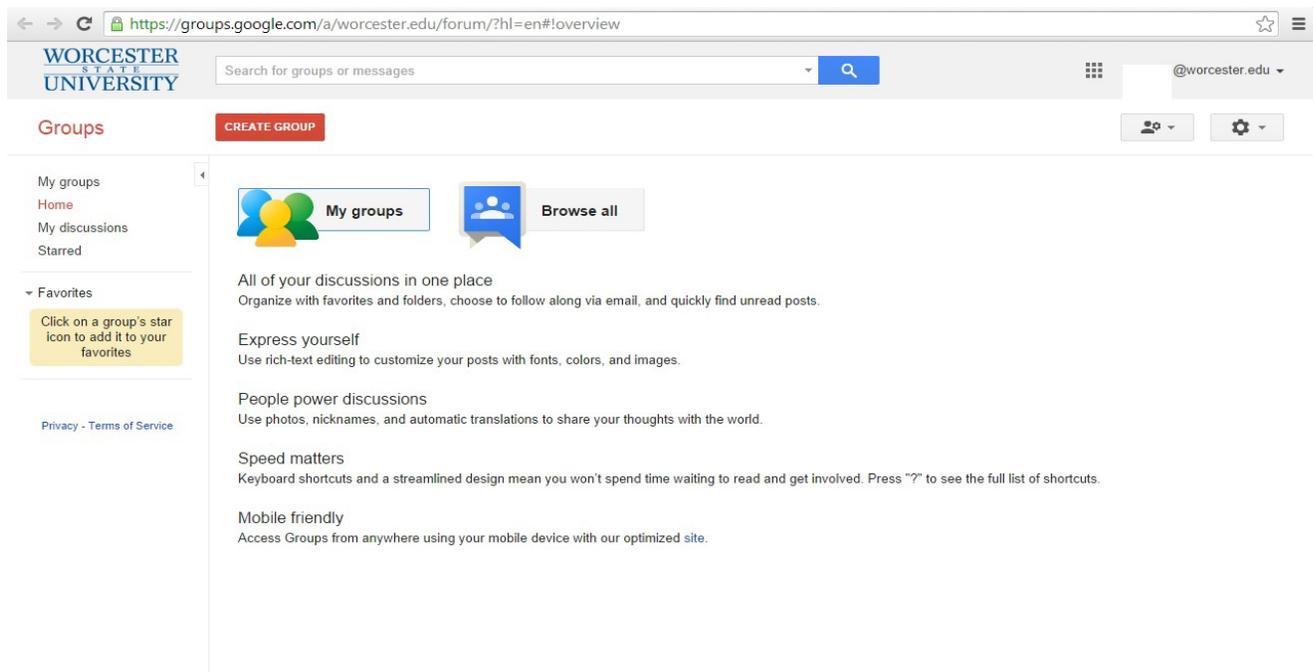
This is where the apps can be found.
Click on the box.

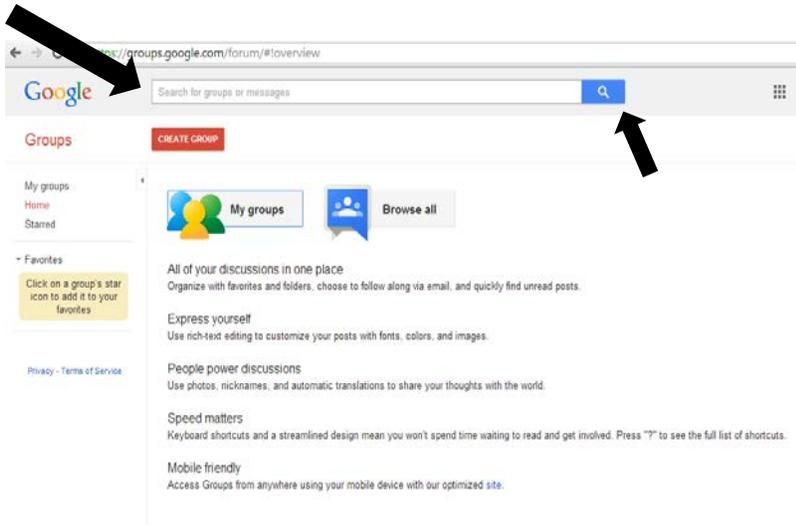
Now appears a drop down menu of various google apps.



Google groups is on the last row.
Click on Google Groups.

This will now take you to the google Groups home page.



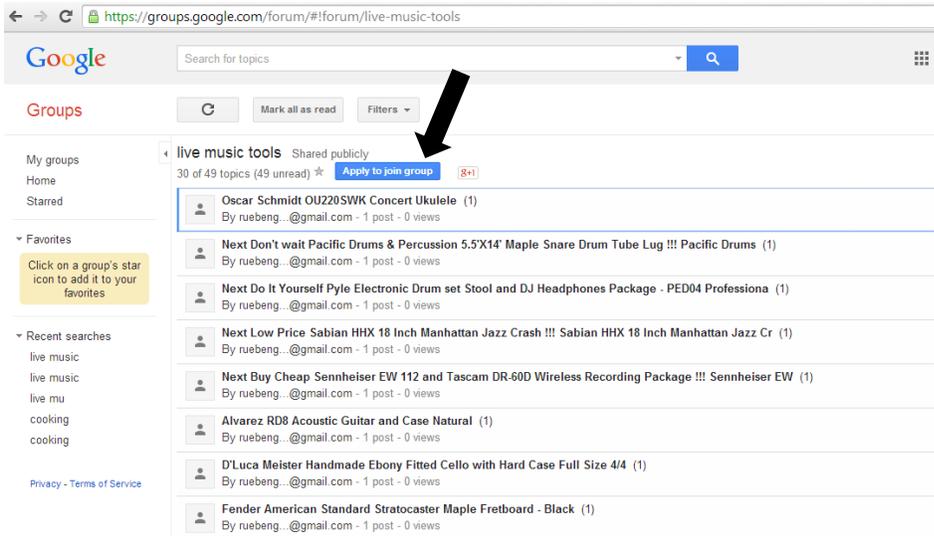
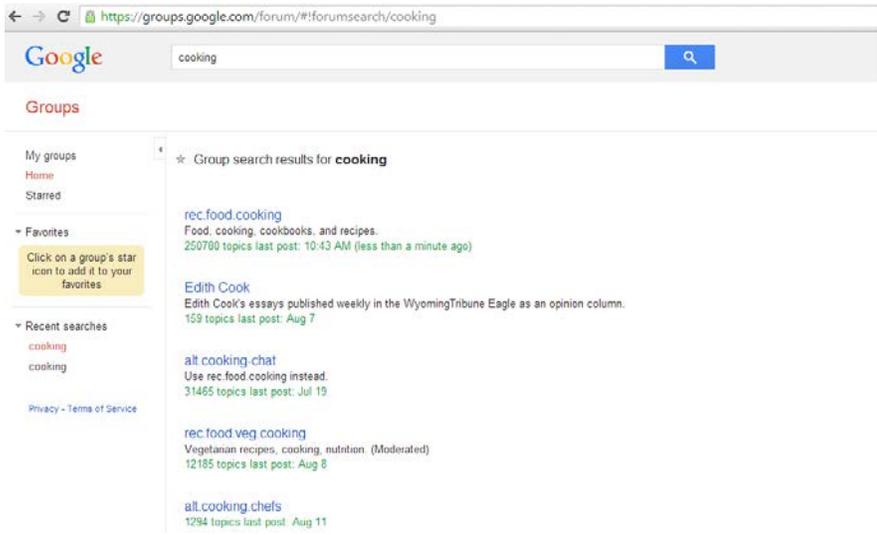


From the Home screen type a subject in the search field.

Press the search button

A list of groups and messages is displayed.

Click on a group name



The Topic screen appears with a series of topics. Click the 'Join Group' link.

A dialogue box appears.

Apply to join the live music tools group

My display name:

 [\(edit\)](#)

Link to my [profile](#) and show my photo on posts [?](#)

Use _____ for this group with the following settings:

▾

Automatically subscribe me to email updates when I post to a topic
Other members of this group can find your email address. Anyone who knows your email address could discover your Google Profile. [Learn More](#)

You can send additional information to the manager by filling in the text box below.

By clicking "Join this group" you are agreeing to the [Google Groups Terms of Service](#).

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Fill in the options in the dialogue box.
Click the **Join this Group** button.

You are now a member of the group.

Creating a Group

There are 3 types of groups:

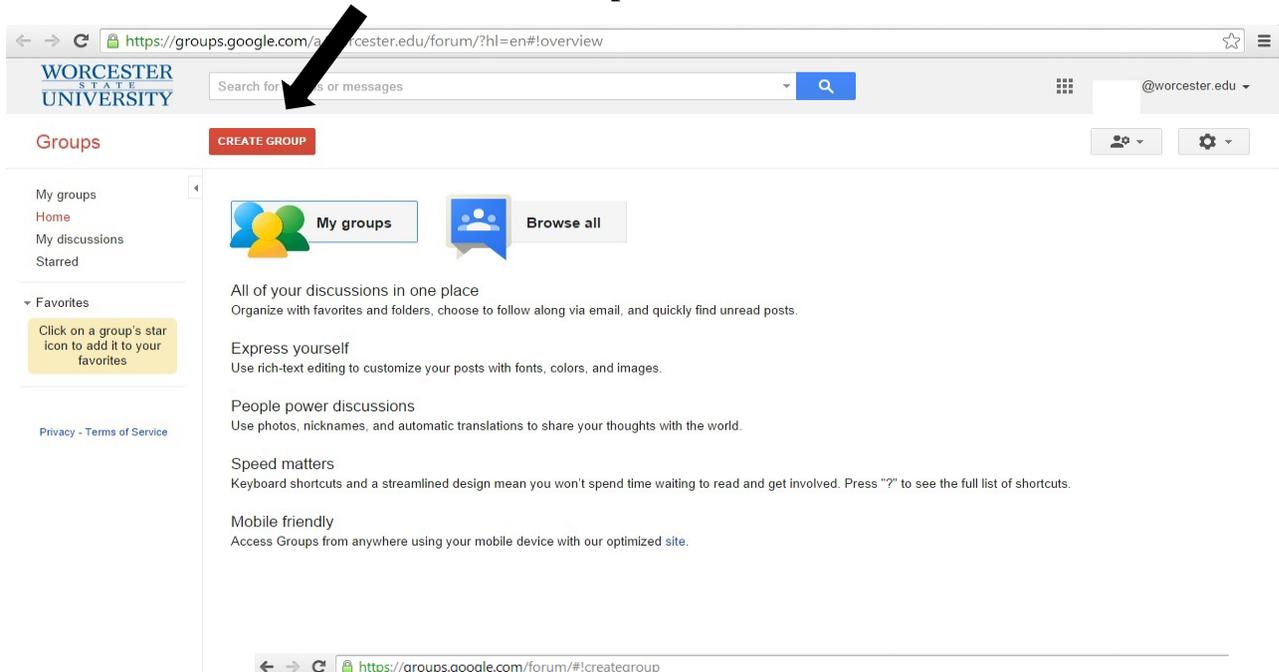
- Open- immediate
- Restricted- requires approval
- Private- request membership

3 Types of information are needed to create a group

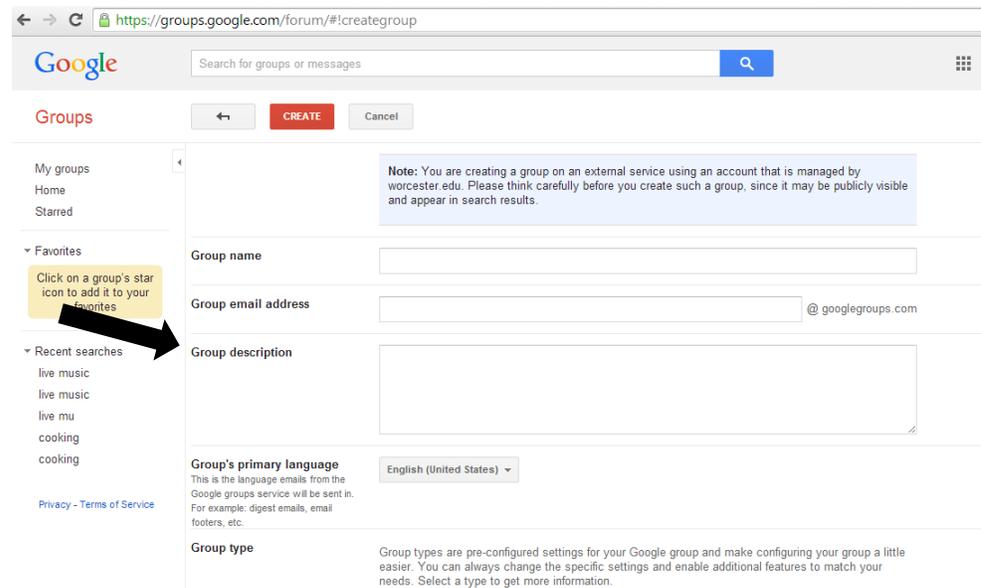
- General information
- Group type
- Basic permissions.

Start back from the Home screen of Google Groups

From the Home screen click on the **Create Group** button



Describe the group



Select group type.

[Privacy - Terms of Service](#)

Group type

Group types are pre-configured settings for your Google group and make configuring your group a little easier. You can always change the specific settings and enable additional features to match your needs. Select a type to get more information.

Select a group type **Email list** ▾

An email list allows members to post messages to the group or through email. This is a mailing list group.

- Email list
- Web forum
- Q&A forum
- Collaborative inbox

Set basic permissions.

Basic permissions

View topics **Select groups of users** ▾ All members of the group
These users can view topics in this group.

Post **Select groups of users** ▾ All members of the group
These users can post messages to this group.

Join the group **Select who can join** ▾ Anyone can ask

Click **Create Group** button.

← → ↻ <https://groups.google.com/forum/#!creategroup>

Google Search groups or messages

Groups ← **CREATE** Cancel

My groups Home Starred

▼ Favorites **Click on a group's star icon to add it to your favorites**

▼ Recent searches live music live music live mu cooking cooking

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Note: You are creating a group on an external service using an account that is managed by worcester.edu. Please think carefully before you create such a group, since it may be publicly visible and appear in search results.

Group name

Group email address @ googlegroups.com

Group description

Group's primary language **English (United States)** ▾
This is the language emails from the Google groups service will be sent in. For example: digest emails, email footers, etc.

You have now created a Google Group.