

# Managing Non-Colleague-Generated Google Groups

## Google Group Settings

In Google Groups, management is performed from the **Group Settings** page. You must be a Group owner or manager to access the Group Settings. To access the Group Settings, go to your Google Group web page and click on the **Settings** menu (figure 1). Choose **Group Settings**. *Changes to Colleague-generated groups (all class rosters) must be done in WebAdvisor.*



figure 1

## Viewing Members

In Group Settings sidebar menu, click the down arrow next to **Members** to access all options. Then click **All Members**. You will see a list of all members. (figure 1)

Showing 6 of 6 members						
<input type="checkbox"/>	Display name	Role	Email	Delivery	Joined	Posting
<input type="checkbox"/>	Elizabeth Young	Member	eayoung@lclark.edu	All email	2/21/12	Allowed
<input type="checkbox"/>	Julio Appling	Member	jappling@lclark.edu	All email	2/21/12	Allowed
<input type="checkbox"/>	me	Owner	kelly@lclark.edu	All email	2/21/12	Allowed
<input type="checkbox"/>	Maia Penchansky	Member	maiap@lclark.edu	All email	2/21/12	Allowed

figure 2

## Inviting Members

Group owners may invite or directly add users to their groups. From within the Group Settings, click the down arrow next to **Members** to access the full options. You have three options for adding members to your group (figure 3).

- 1) **Invite Members:** Allows you to send email invitations to specific email addresses. The email will include a link to accept the invitation to the group.
- 2) **Direct Add Members:** Allows you to immediately add members using their email addresses. New members will receive an email welcome with a link to the Group web page. Default email subscription options may also be set for users.
- 3) **Join Requests:** Under **Permissions** and then **Basic Permissions**, you can select who can Join the Group. By default anyone at L&C can ask to join the group. If someone who has not been invited or directly added requests group membership, the request waits in the **Join requests** section until a Group owner or manager authorizes them.

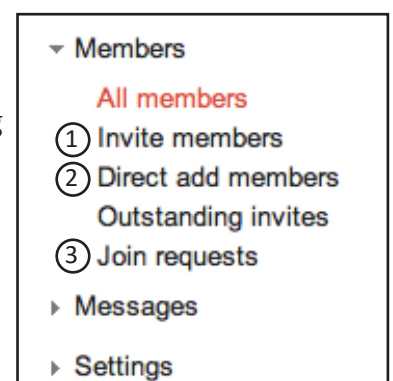


figure 3

By default, only users within the lclark domain (with an L&C email address) may be added to L&C Google groups. If you wish to add members to an L&C group who DO NOT have a L&C email address:

1. From within the Group Settings, click the down arrow next to **Permissions** to access the full options (figure 4).
2. Click on **Basic permissions**.

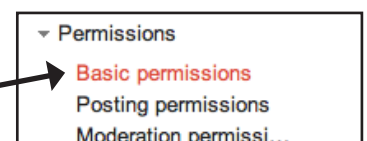


figure 4

3. Check the box labeled **Allow new users not in lclark.edu** (figure 5).

Allow members external to this organization ☒ Allow new users not in lclark.edu

figure 5

## Deleting Members

1. From within the Group Settings, click the down arrow next to **Members** to access the full options.
2. Click **All Members** to view the a list of Group members (figure 1).
3. Check the box in front of each member you wish to delete.
4. Click the **Actions** button at the top and choose **Remove from group** (figure 6).
5. You will receive a warning dialog box. Click **Remove**.

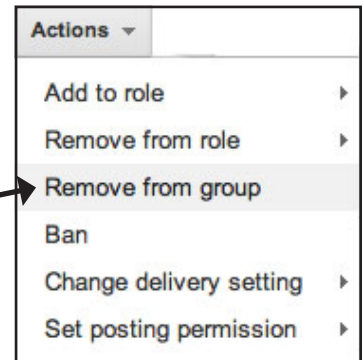


figure 6

## Roles

There are three default roles in Google Groups:

- **Owner** – owners have the most permissions of any members. They have the ability to add or remove members, change members' roles, and access all group settings.
- **Manager** – managers have less permissions than owners, but can add and remove members and manage messages.
- **Member** - most everyone else.

## Miscellaneous Group Settings

There are a number of other settings that you may be interested in for managing your group.

From within the Group Settings, click the down arrow next to **Settings** to access the full options (figure 7).

Under **Email options**, you can set a **Subject prefix** that will be added to the subject line of each message to the Group which will identify the message as being sent to that group. You can also add specific information to the **Footer** of each message indicating how to post to the group, how to unsubscribe from the group, how to access the Group via the web, and more (figure 7).

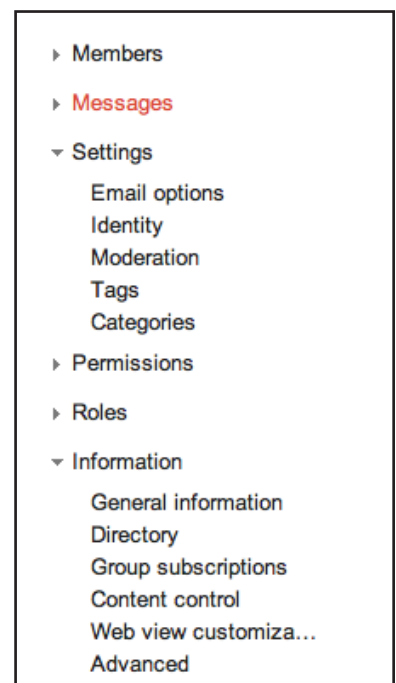


figure 7

Email footer

☐ Display how to post to this group by email.

☐ Display how to unsubscribe from this group by email.

☐ Display client-services's group webpage URL.

☐ Display the URL of the posted message.

☐ Display the Google Groups opt-out URL.

☒ Add custom footer text.

figure 8

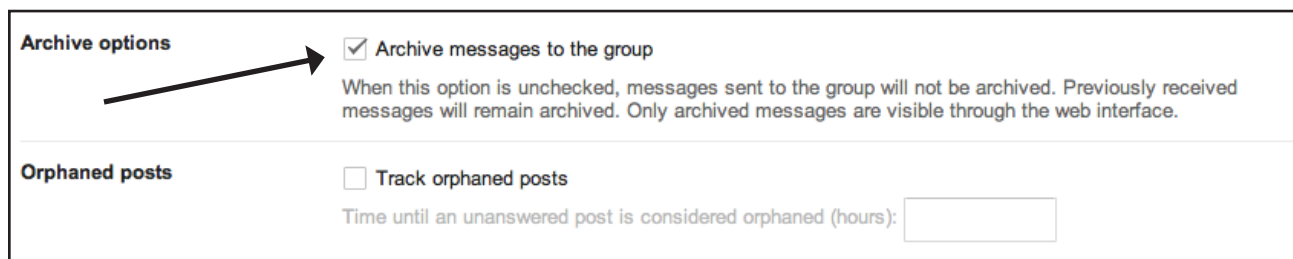
Under **Moderation**, you can decide if emails to the group should be moderated. If messages are moderated, they must be released by an owner or manager before they are sent to the rest of the Group members.

From within the Group Settings, click the down arrow next to **Information** to access the full options (figure 7).

Under **General Information**, you can set the **Group description**. This is visible if the Group is accessible in the directory of Google Groups at L&C.

Under **Directory**, you can check if you would like your group listed in the directory of Google Groups. This makes it easier for individuals to find your group. However, if membership to the group is by invitation only, then you will not want it listed.

Under **Content control**, you can choose to **Archive messages** to the group. When this option is checked, messages sent to the group will also appear on the Group's webpage (figure 9).



The screenshot shows a settings panel with two sections. The first section, 'Archive options', has a sub-header and a checkbox labeled 'Archive messages to the group' which is checked. Below the checkbox is a descriptive paragraph. The second section, 'Orphaned posts', has a sub-header, a checkbox labeled 'Track orphaned posts' which is unchecked, and a text input field preceded by the label 'Time until an unanswered post is considered orphaned (hours):'. An arrow points from the 'Archive options' sub-header to the 'Archive messages to the group' checkbox.

<b>Archive options</b>	<input checked="" type="checkbox"/> Archive messages to the group When this option is unchecked, messages sent to the group will not be archived. Previously received messages will remain archived. Only archived messages are visible through the web interface.
<b>Orphaned posts</b>	<input type="checkbox"/> Track orphaned posts Time until an unanswered post is considered orphaned (hours): <input type="text"/>

*figure 9*

