

University of Management and Technology

Step by Step Guide to Create, Manage and Delete Google Groups

1 Login to UMT email

The first step is to first log into your Google email and on inbox webpage there is a link. **Groups'** showed as **A**. Click on this link.



Figure 1: Login Page

2 Groups Page

When you will click on Groups link on inbox page following page will be displayed shown as Figure 2. This page shows

- The groups that a user is member in.
- Secondly the groups that is he/ she is owner shown as **A**.

One can search group on Google shown as **B**. To create new Google groups click '**Create a Group**' shown as **C**. Click on Create group button and Figure 3 will appear.



Figure 2: Groups

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3 Create Group Page

- When create group button is clicked on **Figure 3a** screen will appear. On this screen you can create your group. Fill the fields indicated as
- **'A'** represents the field to name your group. For example for batch 8 of Mass Communication you want to create a Google Group for Computer Skills course. You can name it like 'MC505-Computer Skills', otherwise you give the name you wish to.
- **'B'** represents the email address that will be generated for this group. By default it will suggest the name you have written in the name field but you can change and set any appropriate email address of your choice.
- **'C'** represents area where creator of group can set a welcome message for the participants who are going to be part of this group.
- Next option is to select Access Level as indicated as **'D'**. Following are the access levels

Public - Anyone in *umt.edu.pk* can join, post messages, view the members list, and read the archives.

Team - Only managers can invite new members, but anyone in *umt.edu.pk* can post messages, view the members list, and read the archives. Also allow anyone on the Internet to post messages.

Announcement-only - Only managers can post messages and view the members list, but anyone from *umt.edu.pk* can join and read the archives.

Restricted - Only managers can invite new members. Only members can post messages, view the members list, and read the archives. Messages to the group do not appear in search results.

- Above mentioned options are self explanatory. The best option is last one as indicated. Select this option and select **"Create my Group"** button shown as **'E'**
- On clicking this "Add Members" Figure 4 will appear.

The screenshot shows the 'Create a group' interface. At the top, there are two tabs: '1 Set up group' and '2 Add members'. Below the tabs, there are several input fields and a list of options. Label 'A' points to the 'Name your group' text box. Label 'B' points to the 'Create a group email address' text box, which has a dropdown menu showing '@umt.edu.pk'. Label 'C' points to the 'Write a group description' text area. Label 'D' points to the 'Choose an Access level' section, which contains four radio button options: 'Public', 'Team', 'Announcement-only', and 'Restricted'. Label 'E' points to the 'Create my group' button at the bottom right of the form. The 'Public' option is selected by default.

Figure: 3a Create a Group

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An example to fill information in figure 3a is shown in following 3b

The screenshot shows the 'Create a group' form for the University of Management and Technology. The form is titled 'Create a group' and has two tabs: '1 Set up group' and '2 Add members'. The 'Set up group' tab is active. The form contains the following fields and options:

- Name your group:** Computer in Education
- Create a group email address:** ist520-comp-in-education-spr-11 @umt.edu.pk
- Group web address:** http://groups.google.com/a/umt.edu.pk/group/ist520-comp-in-education-spr-11
- Write a group description:** This group is to send emails to students studying in this course, and to communicate important matter. (Letters remaining: 200)
- Choose an Access level:**
 - Public - Anyone in umt.edu.pk can join, post messages, view the members list, and read the archives.
 - Team - Only managers can invite new members, but anyone in umt.edu.pk can post messages, view the members list, and read the archives.
 - Also allow anyone on the Internet to post messages.
 - Announcement-only - Only managers can post messages and view the members list, but anyone from umt.edu.pk can join and read the archives.
 - Restricted - Only managers can invite new members. Only members can post messages, view the members list, and read the archives. Messages to the group do not appear in search results.

A 'Create my group' button is located at the bottom right of the form.

Figure 3b: Create Group information for Computer in Education Course

4 Add Members to group

- Now it is time to add members to your account. When you will click on create group button 'Add Members' Tab option will be displayed on same Create group screen as shown in Figure 4 below.
- Now there are two options
 1. Invite members by email
 2. Add members directly
- Select the option "Add members directly" shown as 'A'
- Enter email address of students in text area shown as 'B'. These emails should be comma separated.
- To get a list of comma separated list of emails IDs of your course follow the steps in **Appendix**. Paste the list generate from Appendix in Figure 4 field shown as 'B'
- Write a welcome message shown as 'C'
- Check the option to send notification email to people added
 1. 'D' option represents that how system will treat each participant contribution.
 - First option is that no email is sent and member can see only on web what has been posted
 - Second option is mostly used and we recommend you use it is that whenever somebody send email on group everyone gets an email each time
 - Thirdly person can receive a summary of all email in a day in one email contain every

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- message on group during the day
- Fourth one is one email is sent with all activity in it.
2. Select an option and click Add members' button shown as 'E'
 3. This will add members to you list.

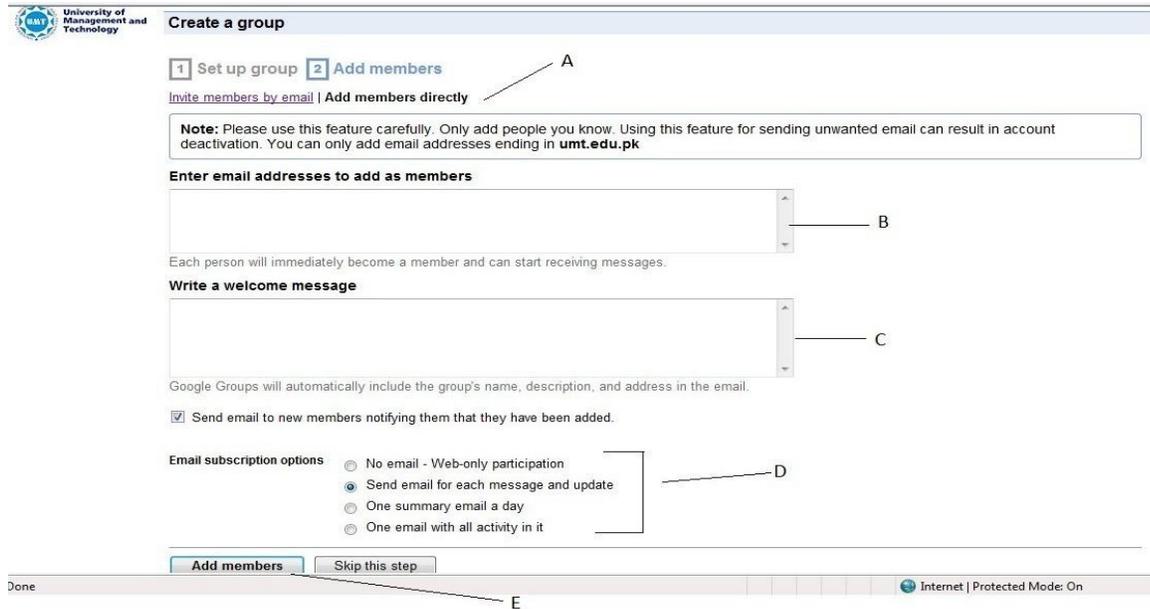


Figure 4: Add members to group

5 Managing your Group

5.1 Adding a Member

Click on any group you want to modify as in Figure 2 and following screen will appear if you have selected Add Member option as shown in figure 7



Figure 7: Add Members

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5.2 Finding and Exporting a List of Members

Manage Task as shown in Figure 8 with the option you can find a member or export list of email for this group

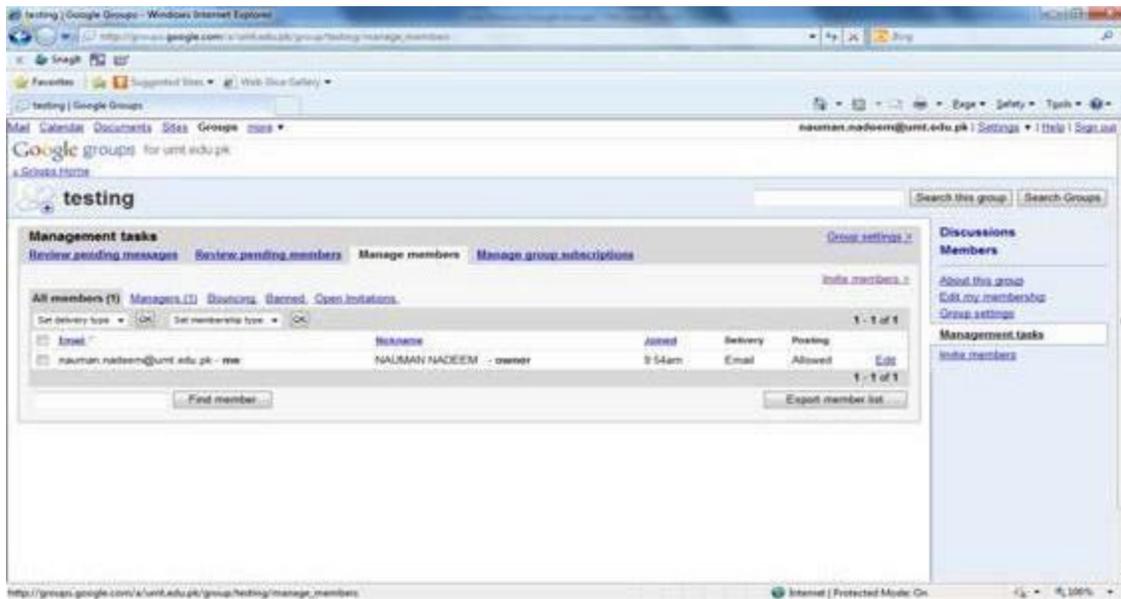


Figure 8: Manage Tasks

5.3 Making a more than one person as manager or owner

There are two members in this group in Figure 9 below one is owner and one is simple member. Select simple member and click edit

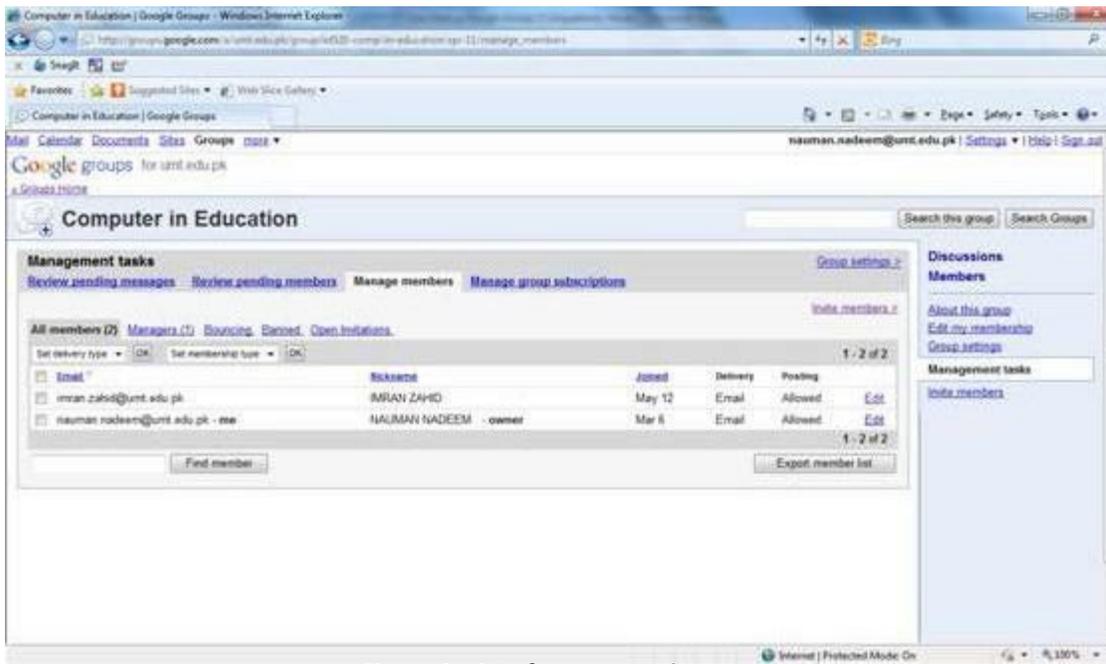


Figure 9: List of group members

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Following screen will appear when you will click edit



Figure 10: Manager Member rights

In Figure 10 you can set right of this particular selected user by selecting him/her as manager or owner so that after you select an option and click save changes.

6 Deleting a group

You can delete a group once it is no more required. Click on Group Settings as shown in the figure 11

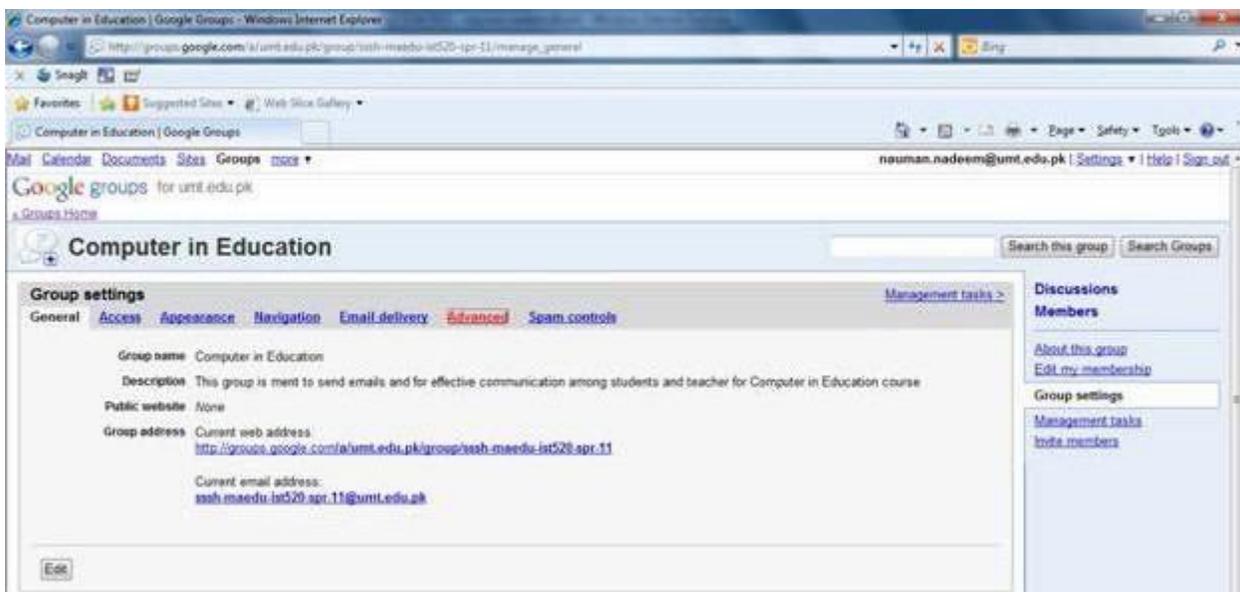


Figure 11: Group Setting Options

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On Figure 11; click on advanced Tab Options. Following Screen will appear

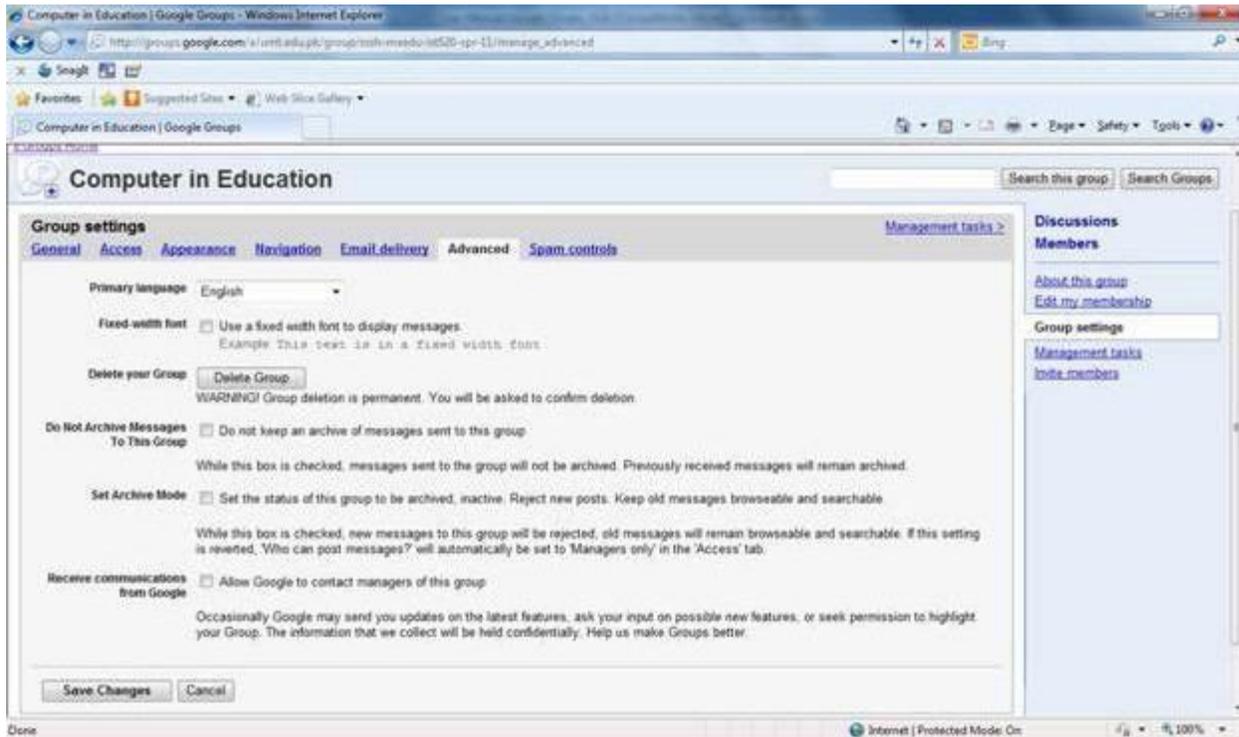


Figure 13: Delete Group

Different options are also present as if

1. To archive i.e. back up mails sent to this group.
 2. IF somebody wants to set the specific status of this group he/she can click this option
 3. Also if Google need to contact this group owner or not
- Click Delete button and following Figure 13 will be appeared:

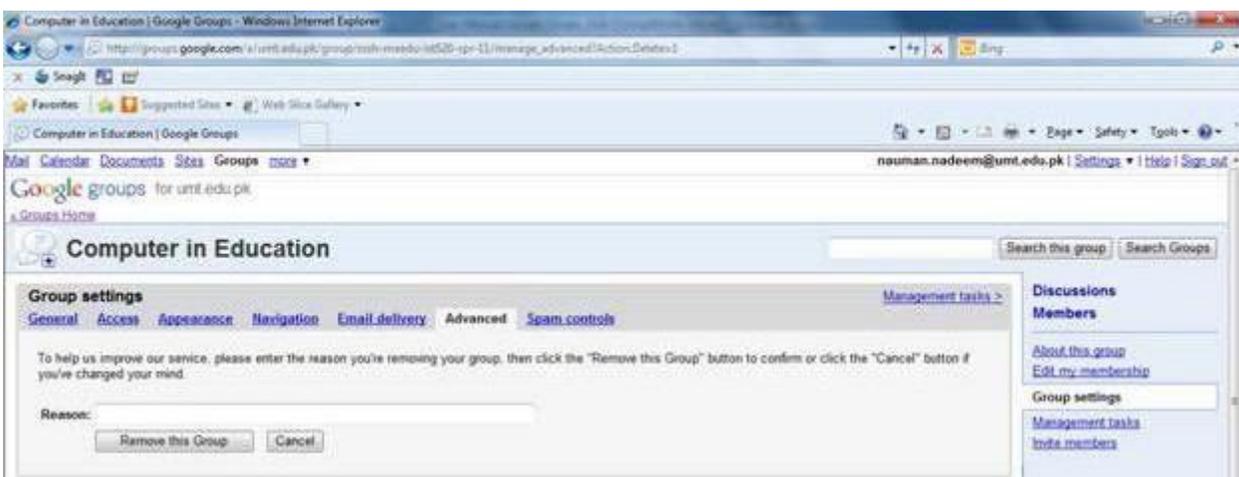


Figure 14: Confirmation of Group Deletion

Click on button Remove Group and group will be automatically remove