## 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.

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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.

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	Figure 2: Groups		

### 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.

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	Write a group description	
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	Team - Only managers can entre new members, but anyone m unit edu pix can post messages, view the members list, and read the archives 	
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	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.	
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#### Figure: 3a Create a Group

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

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	Name your group
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	ist520-comp-in-education-spr-11 @umt edu pX
	Group web address: http://groups.google.com/a/umt.edu.pk/group/ist520-comp.im-sducation-spr-11
	Write a group description
	This group is to send emails to students studying in this course and to communicate important in matter
	Letters remaining 200
	Choose an Access level  Public - Anyone in umt edu pic can join, post messages, wew the members list, and read the archives
	Team - Only managers can imite new members, but anyone in um£ edu pk can post messages, view the members list, and read the archives.     Also allow anyone on the Internet to post messages.
	<ul> <li>Announcement-only - Only managers can post messages and view the members list, but anyone from unit edu pik can join and read the archives.</li> </ul>
	<ul> <li>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.</li> </ul>
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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

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.

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	T set up group Z Add members
	Inite members by email   Add members directly
	Note: Please use this feature carefully. Only add people you know. Using this feature for sending unwanted email can result in account deactivation. You can only add email addresses ending in <b>umt.edu.pk</b>
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	where a welcome message
	Google Groups will automatically include the group's name, description, and address in the email.
	☑ Send email to new members notifying them that they have been added.
	Email subscription options O No email - Web-only participation
	Send email for each message and update
	One summary email a day
	One email with all activity in it

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

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Figure 7: Add Members

### 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

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Figure 9: List of group members

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

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Figure 11: Group Setting Options

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

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Do Not Archive Messages To This Group	Do not keep an archive of messages sent to this group		
	While this box is checked, messages sent to the group will oot be archived. Previously received messages will	8 remain archived	
Set Archive Mode	$\equiv$ Set the status of this group to be archived, mactive. Reject new posts. Keep old messages browseable and	nd searchable	
	While this box is checked, new messages to this group will be rejected, old messages will remain browseable is reverted, Whis can post messages? will automatically be set to Managers only in the 'Access' tab	and searchable. If this setting	
Receive communications from Google	Allow Google to contact managers of this group		
	Occasionally Google may send you updates on the latest features, ask your input on possible new features, o your Group. The information that we collect will be held confidentially. Help us make Groups better	v seek permission to highlight	
Saus Channes	Dawral		

#### 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:

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Figure 14: Confirmation of Group Deletion Click on button Remove Group and group will be automatically remove