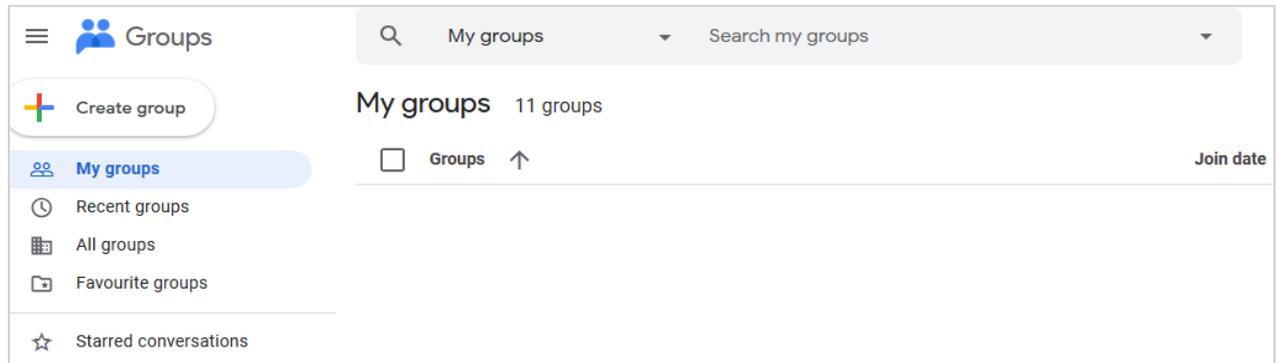


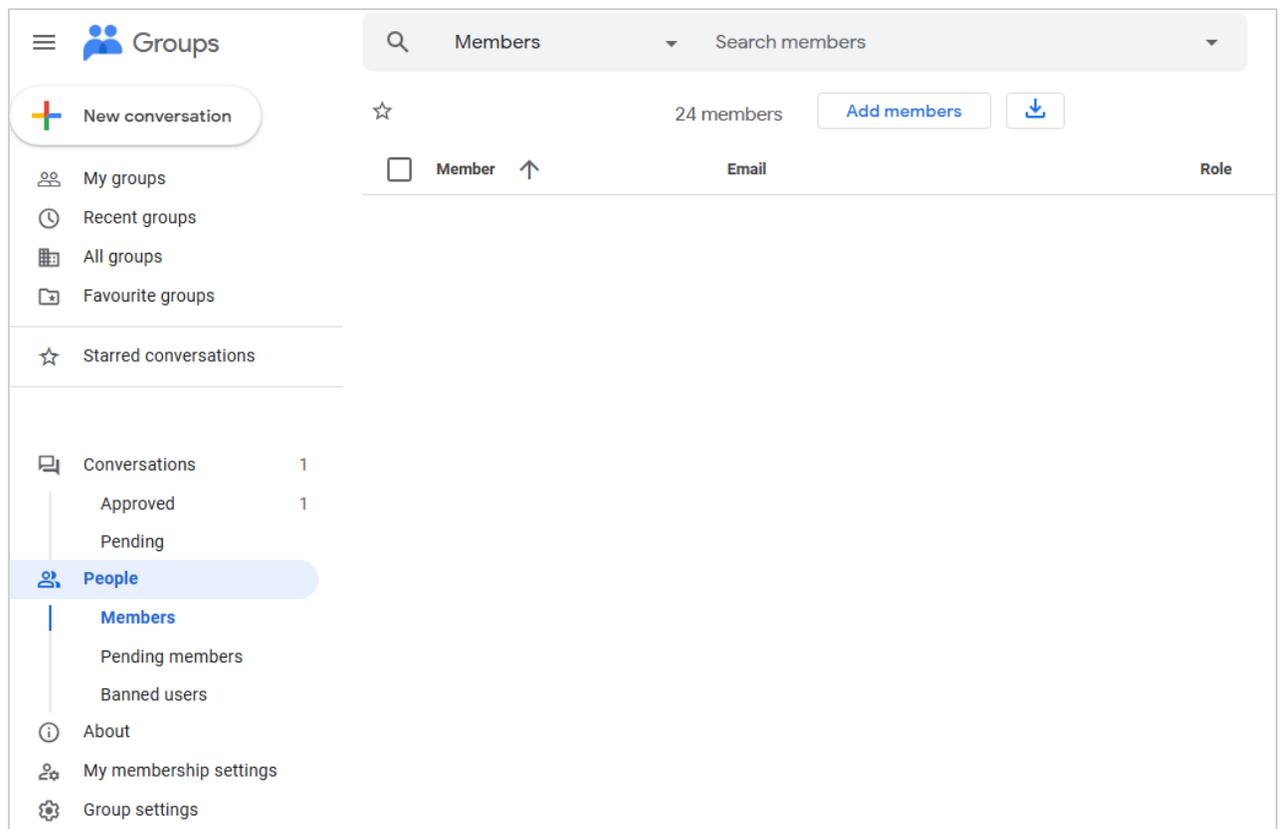
# How to Manage Group/Mailing List by Group Owner/Manager

## Steps to add group member(s)-

1. Go to the google groups using the URL [My groups \(google.com\)](https://groups.google.com). This screen will display all the groups to which you are subscribed or added-



2. Enter the group name in '**Search My Groups**' input box or select the group name listed on the screen. Now click on the '**People**' on the left panel; this will show the group members.



3. For each member there are separate options as mentioned below for the two columns-

**a. Subscription**

- i) **Each Mail**-this will allow member to receive every email targeted to the group.
- ii) **No Email**- this will enable not to receive any email targeted to the group.

**b) Posting**

- i) **Allowed**-this will allow member to send emails to all the members of the current group.
- ii) **Not Allowed**- this will not allow member to send emails to any of the member of the current group.
- iii) **Moderated**-this option is disabled and should not be used.

<input type="checkbox"/> Member ↑	Email	Role	Join date	Subscription	Posting ⓘ
				Each email ▼	Allowed ▼

4. Go to the **'Add members'** button to add. This will show below options-

**Add members**

Group members

Group managers

Group owners

Welcome message  
  
0/1,000

Subscription  
Each email ▼

**Directly add members**  
Add members to the group directly

Cancel Add members

5. Enter email id of the member(s) in the 'Group members' input box to add.

6. Subscription should be default selected as Each email.

7. Click on the Add members.