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 <u>My groups (google.com)</u>. This screen will display all the groups to which you are subscribed or added-

=	ដ Groups	Q My groups	 Search my groups 	•
+	Create group	My groups 11 groups		
뾾	My groups	🗌 Groups 个		Join date
C	Recent groups			
	All groups			
(*	Favourite groups			
☆	Starred conversations			

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.

≡	ដ Groups	Q	Members	*	Search me	mbers		•
+	New conversation	\$		24	members	Add members	T	
8	My groups		Member 个		Email			Role
S	Recent groups							
	All groups							
×	Favourite groups							
☆	Starred conversations							
믹	Conversations	1						
	Approved	1						
	Pending							
ස	People							
	Members							
	Pending members							
	Banned users							
i	About							
20	My membership settings							
÷	Group settings							

- 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.

Member 个	Email	Role	Join date	Subscription	Posting (i)
				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 direct	stly
Canc	el 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.