## Google Apps Tips :: Google Groups Published on Information Tochnology

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## **Google Apps Tips:: Google Groups**

With <u>Google Groups</u> [1] you can create and manage your own mailing lists right from the <u>Google Apps</u> [2] screen. You will need to think carefully about the appropriate controls for each group you create, so you always know who can post, who can join, etc. Follow the guidelines in <u>Creating Google Groups</u> [3] to make sure your groups will work

the way you want them to.
Benefits of Google Groups include:

- Group members can edit their own subscription settings
- Group names show up in the Gmail [4] Global Address List [5], making it easier for you to find them
- Group owners can easily add, view, and remove members through their Google Apps account
- · All emails sent to the group are archived and can be viewed from the Groups page
- Documents can easily be shared with groups

## **Related Topics**

**Google Apps Migration** [6]

Source URL: <a href="http://www.humboldt.edu/its/google-groups">http://www.humboldt.edu/its/google-groups</a>

## Links:

- [1] http://www.humboldt.edu/its/glossary/5#term196
- [2] http://www.humboldt.edu/its/glossary/5#term40
- [3] http://www.humboldt.edu/its/google-groups-create
- [4] http://www.humboldt.edu/its/glossary/5#term195
- [5] http://www.humboldt.edu/its/glossary/5#term42
- [6] http://www.humboldt.edu/its/category/quicklinks/google-apps-migration