



Google Groups Setup & Overview

I. Group Setup

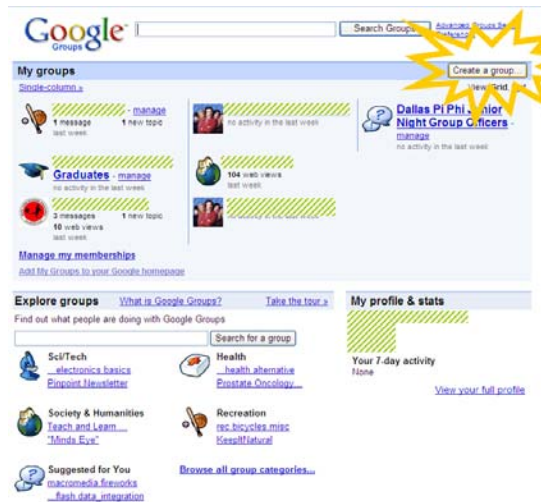
Step 1: Create a Google Account (if you don't already have one)

To create a Google Group you will need a Google Account. (This doesn't mean a Gmail account.) To create a Google Account, please visit the [Google Accounts homepage](#) and follow the directions on that page or go directly to [create a new account](#) (pictured on right). If you're a previous Google Groups or Gmail user, you can use your existing Google Account to log in to Google Groups.

A screenshot of the Google Accounts "Create a Google Account" page. The page has a light blue header with the Google logo and the text "Create a Google Account". Below the header, there is a section titled "Create an Account" with a link to "sign in here" for existing users. The main content area is titled "Required information for Google account" and contains several input fields: "Your current email address:" with a text box and a note "e.g. myname@example.com. This will be used to sign-in to your account."; "Choose a password:" with a text box and a "Password strength" link; "Re-enter password:" with a text box; and a checkbox for "Remember me on this computer.". Below these fields, there is a note about Web History and a checkbox for "Enable Web History.". At the bottom, there is a "Default Homepage" section with a checkbox for "Set Google as my default homepage" and a note about the default homepage.

Step 2: Create Google Group

Once you have registered for a Google Account, go to the [Google Groups](#) page. And click **Create a group** in the top right corner.





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Fill out the information under “Set up Group”. Once complete, click [Create my Group](#).

- **Group Name:** Southern Dallas Task Force – *Team 1: South East Dallas/Pleasant Grove*
Change to reflect your team’s name
- **Description:** The goal of the Mayor's Southern Dallas Task Force is to identify, qualify, prioritize and recommend to the Mayor, City Council and the City Manager a range of implementable deliverables that support the achievement of redeveloping and repositioning Southern Dallas in the near term (2 years), mid term, (2 – 5 years) and long term (> than 5 years). This group will serve as a tool for task force team members to communicate and exchange files.
- **Account level:** Select the “Restricted” radio button

This is a screenshot of the Google Groups "Create a group" page. The page has a light blue header with the Google logo and the text "Create a group". Below the header, there are two tabs: "1 Set up group" (selected) and "2 Add members". The "Group Name" section has a yellow arrow pointing to the "Name your group" input field, which contains the text "Southern Dallas Task Force Team 5". Below this is the "Create a group email address" section, with an input field containing "southern-dallas-task-force-team-5" and a dropdown menu showing "@googlegroups.com". The "Description" section has a yellow arrow pointing to the "Write a group description" text area, which contains the placeholder text "Write your description here." Below the text area, it says "Letters remaining: 271". There is a checkbox for "This group may contain adult content, nudity, or sexually explicit material. Before entering this group you will need to verify that you're 18 years of age or over." The "Choose an Access level" section has three radio buttons: "Public", "Announcement-only", and "Restricted". A yellow arrow points to the "Restricted" radio button, which is selected. At the bottom right, there is a "Create my group" button with a yellow starburst effect around it.

Enter word for verification then click [Create my group](#).

This is a screenshot of the Google Groups verification step. The page has a light blue header with the Google logo and the text "Create a group". Below the header, there are two tabs: "1 Set up group" (selected) and "2 Add members". The main content area says "For verification purposes please type the characters you see in the picture below or the numbers you hear by clicking the accessibility icon." Below this text is a green, stylized word "tckias" in a cursive font. Below the word is an input field with a cursor and a small accessibility icon to its right. At the bottom right, there is a "Create my group" button.



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Step 3: Add Members

1. The default screen will be “Invite Members by Email” but click over to **“Add Members Directly”**
2. **Copy and paste email addresses** from your group roster into the “Enter email addresses” box.
3. **Choose email frequency.** This is up to you, but I’d recommend starting with *“Send email for each message and update”* Group members will have the opportunity to change their settings later.
4. **Write a welcome message:**

Welcome to the *add your team name* Google group! This group has been created to help improve communication among our team members by serving as a listserv and file repository. You can email the entire group by addressing an email to the group email below. You can also use the group homepage to upload files and pictures.

Google Groups: Create a group

Click “Add Members Directly”

1 Set up group 2 Add members

Invite 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.

Enter email addresses to add as members

Add group email address

Write a welcome message

Choose email frequency

Email subscription options

- No email - Web-only participation
- Send email for each message and update
- One summary email a day
- One email with all activity in it

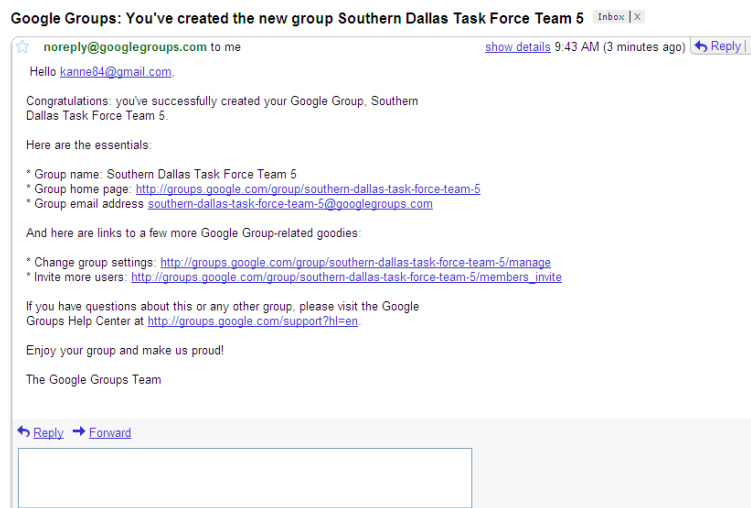
Add members

Create a group - Google Groups - Google Home - Terms of Service - Privacy Policy

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Step 4: Receive Email

1. You will receive an email confirmation with the group information, including homepage and group email address.
2. Group members will receive an email with the welcome message and the group email, homepage, etc.
3. From your email go to the “homepage” link.





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I. Managing your group

This is an example of what your newly created group page will look like. To explore the features, [Take the Tour](#) offered by Google.

A screenshot of a Google Groups page for a group named "Southern Dallas Task Force Team 5". The page has a blue header with the group name and search boxes. Below the header, there are several sections: "Home" (with an "edit welcome message" link), "Members" (showing 1 member, "Kendall (you)", the group owner, and a "+ invite members" button), and a list of actions: "Start a new discussion topic", "Invite or add members", "Create some pages", "Upload some files", and "Tune your group's settings". At the bottom, there is an "XML" icon and a link to "Send email to this group: southern-dallas-task-force-team-5@googlegroups.com". On the right side, there is a sidebar with "Home", "Discussions", "Members", "Pages", and "Files" sections. The "Group info" section shows "Members: 0", "Activity: Low activity", and "Group categories: Not categorized", with links for "add a category" and "More group info". At the very bottom, there are links for "Create a group - Google Groups - Google Home - Terms of Service - Privacy Policy" and "©2009 Google".

For more support, read these helpful articles:

Getting Started

- [The Basics](#)
- [Navigating through Google Groups](#)
- [Your Email Address on Google Groups](#)
- [The Basics of Usenet](#)

Managing Your Group

- [Managing Your Members](#)
- [Customizing Group Settings](#)

Pages and Posting

- [Creating Pages](#)
- [Posting](#)
- [Uploading Files and Photos](#)



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Frequently Asked Questions:

1. Do I need a Google Account to use Google Groups?

Many Google Groups activities don't require you to have a Google Account, while many others do. For a brief description of which activities require an account and which don't, please see below:

Activities that don't require a Google Account:

- Reading posts in public groups
- Searching for groups, posts, or authors
- Posting to groups *via email* if they are unrestricted or you're already a member
- Joining a public Google Group via email

Activities that DO require a Google Account:

- Creating and managing your own Google Group
- Posting to groups via our web interface
- Creating pages and uploading files
- Subscribing to a Usenet newsgroup and receiving posts via email
- Joining a Google Group via our web interface
- Changing your subscription type (No Email, Abridged Email...)
- Reading a restricted group's posts online

2. How do I add members to my group after setup?

To add members to your group, just follow these steps:

1. Click the **Invite members** link on the right-hand side of your group's homepage.
2. Select the **Add members directly** tab.
3. Add the email addresses of the members you'd like to add to your group.
4. Write a welcome message when you're done entering your new members' email addresses.
5. Select a default subscription setting for your group members. They'll be able to change these settings themselves if they have a Google Account.
6. Click the **Add members** button.

Your new members will then receive your welcome message informing them that they've been added to your group.

3. How do I customize my group's appearance?

You can give your group its own look by clicking the "Appearance" link on the Group settings page. On this page, you can select a picture to appear with your group's name on your homepage and at the top of all other pages in the group. You can also choose custom colors or styles for your group's background, headers, sidebar, and text. Don't forget to save your changes when you're done.

4. What happens when someone hits "Reply" to a post?

The "Replies to messages" options under the "Email delivery" section of the Group settings page refers to the reply field that is set when a message is sent via email. For example, if you select "Replies are sent to the author of the message," your group members who receive messages from your group via email will be able to click "Reply" in their email programs and the reply will be sent directly to the author, not to the group.



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When someone clicks the "Reply" link on your group's web page, the reply will always be sent to the group. To reply to the author from the web page, click the "More options" link near the top of the message, then click on the "Reply to author" link.

5. Can I post photos and files directly to my group?

You can upload photos and other types of files directly to your group. Here's how:

1. From your group's homepage, click the **Files** link on the right side of the page. This will take you to the File Upload page.
2. Click the **+ Upload file** button.
3. Click the **Browse...** button to search your computer for the file you'd like to upload. When you've found the desired file, click it once and then click the **Open** button to select the file.
4. Your file will now start to upload. Please note that the speed at which your file uploads depends on the size of the file and your internet connection speed.
5. Once the file is uploaded, you may choose to upload another file by clicking the **Browse...** button. When you're finished uploading, click the **I'm done uploading files>>** link.

6. How do I email the entire group?

Create a new email and put your group email address in the TO field. Your group email address should look something like: southern-dallas-task-force-team-5@googlegroups.com