Manage Your Google Group Settings

Stephanie Obodda - 2016-01-26 - 0 Comments - in Google groups

Access Your Group
Instructions can be found in the article Access a Google Group on the Web.

Access Group Settings
To change settings for your group:

1. Access your group as described above.
2. Click the gear menu on the top right.
3. Choose "Group Settings".
4. A left menu will appear with setting categories.

Recommended Settings to Evaluate
We recommend considering the following settings and whether they are appropriate for your group.

<table>
<thead>
<tr>
<th>Setting</th>
<th>Default</th>
<th>Where to Change this Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who can email the group?</td>
<td>Members Only</td>
<td>Permissions &gt; Basic Permissions &gt; Post</td>
</tr>
</tbody>
</table>
Who can see group membership?  
*Note: this affects calendar invites*

Managers Only  Permissions > Access Permissions > View Members

Can people external to Brown be added?  
No  Permissions > Basic Permissions > Allow members external to the organization

Are emails archived on your group page?  
No  Information > Content control > Archive options

Resources from Google

- Google support article: [Understanding Permissions](#)
- Google support article: [Adjust Your Group Settings](#)
- Google support article: [Administrative Tasks](#)

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