![BROWN]

Manage Your Google Group Settings

Stephanie Obodda - 2023-11-08 - Comments (0) - Google groups

Request Your Google Course Group

To request your Google Group, navigate to your coursetools page, then select "Request Google Course Group" in the bottom left of your screen.
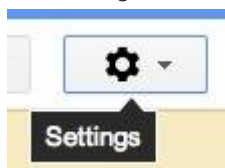

Access Your Group

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.

Setting	Default	Where to Change this Setting
Who can email the group?	Members Only	Permissions > Basic Permissions > Post
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