What is Google Groups?

Google Groups is a feature of Google Apps that makes it easy to communicate and collaborate with groups of people—such as departments, teams, or classes. A group is like a mailing list: it contains the email address of its members, but also has its own address. Using just the one email address for the group, you can:

- Send email to group members
- Invite group members to meetings
- Share your content with group members, including Google documents, sites, videos, and calendars

Google Groups has these useful features:

- **My Groups**—list all the groups you belong to. This is where you can manage you own group memberships, without having to make requests to Mr. Peirce or Ms. Tune.
- **Groups Directory**—lists all the groups for your organization. Use the directory to view information about groups, including group members. This is where you can also join new groups, without assistance.
- **Discussion archives (forums)**—records all the communications between group members. Read past messages and even post and reply to group messages.

You can now create your own groups, making it easier than ever to communicate, collaborate, and manage access to classroom content.

Create your own groups

With Google Groups, it's easy to create your own groups for teams, departments, or classes—whatever you need! When creating a group, you choose an access level, which determines who can:

- Send messages to your group.
- Join the group.
- View the group's discussion archive.
- View the group's members list.

After you create a group, you can edit it to:

- Customize the access level.
- Require message moderation.
- Hide the group from the Groups directory.
- Turn off the discussion archive.

- Change the color scheme.

To create your group:

1. On your "My Groups" page, click **Create a Group.**
2. Enter the group's name, email address, and description.
3. Choose an access level for the type of group you want to create. You can customize the access level after you create the group.
4. Click **create group.**
5. Optionally, invite members by email. Or, click **Add member directly** to add members without sending an invitation (members still receive a message to let them know you've added them to the group).
6. Enter the students' email addresses that you collected from IDEAS.

Send Email to the Group

To send an email message to a group, simply enter the group's address as a recipient in the To field.

TO: HESS – Period 1

Note that each member of the list sees only the group's address in the message you send—they can't see the other members' names or addresses.

Share Content with a Group

With Google Groups, you can easily share your Google documents, sites, videos, and calendars with multiple people. As you add new members to your groups, they'll automatically gain access to content you previously shared with that group.

For example, if you create a group with the address Wolves_Team@mypolkschools.net and add five member, you can instantly share a Google document with them, just by sharing the document with the group's address:

1. Click **Share**
2. Type in the group's email address.
3. Save.