Helpful Hints for Using Google Groups

Find & join a group

You can join a Google Group to have discussions about a topic or communicate with your team, organization, class, or other group. Some groups grant immediate membership, but others need you to request membership first.

UUCUC Google Groups Link: https://groups.google.com/a/uucuc.org/forum/#!overview

Join a group

1. Sign in to Google Groups. If you do not have a Gmail address, see below "Join a Google group without a Gmail address".
2. In the box at the top, enter a subject, like "cooking" or "football." To browse groups by category or region, click **Browse all**. Depending on what you search for, you might see a list of groups followed by a list of messages.
   a. Optional: If a group is open, you can read messages sent by its members by clicking the group name.
3. To join a group, click **Join group** or **Apply to join group**. If a group is invite-only, you can ask to be invited by clicking **Contact owner**.
4. After you've joined the group, you'll get an email letting you know. If you applied or contacted the owner, that means your application needs to be approved.

Change your settings and display name

You can change your display name, photo, email address, and how frequently you get email from the group. For UUCUC purposes, always change your "display name" to your first and last name as we may not know you by your email, and to avoid inadvertently being deleted from the group. You can also leave a group from this setting.

1. Sign in to Google Groups.
2. Click **My Groups**.
3. Choose a group.
4. In the top right, click 👥 › **Membership and email settings**.
5. Choose your settings.
6. Click **Save**.

Join a Google group without a Gmail address

If you don't have a Google Account, you can still:

- Read posts in public groups
- Search for posts in public groups

- Post to public groups via the web forum
  But you'll need a Google Account to:

- Create and manage a group
- Join a group
- Post to private groups you've been added to
- Read a restricted group's posts

  To use these features with Google Groups, you can [create a Google Account without changing your email address](#).

  You can also link a non-Gmail email address to an existing Google Account. The linked email address can be made an owner or manager. Learn how to [sign in to your Google Account with another email address](#).

Invite people to your group

With Google Groups you can invite anyone to join your group using their email address. Know who you want in your group already? You can skip the invite and directly add up to 10 people at a time.

[Learn about adding members](#)

Share Google Docs and Calendars directly with your group

Working with shared documents and calendars has never been easier than with Google Groups. Share your files with the group and it will automatically update whenever someone is added or removed from the group.

[Learn about sharing with Groups](#)

Get organized

Google Groups has several options for organizing content in your discussion group including: categories, tags, and tracking topic resolutions.

[Learn about advanced Groups features](#)