Google Groups

Google Groups makes it easy for Lehigh students, faculty, and staff to communicate and collaborate over topics of common interest. Groups can be used as web forums, mailing lists, collaborative inboxes, and Q&A forums.

Each Lehigh Google Group receives a Lehigh Google Group email address (ending in “@lehigh.edu”). The Group’s email address can be used to send and receive email, share content, and send Google Calendar invites to Group members.

Introduction to Groups

Google Groups are ideal for informal groups such as student clubs, department or team communications, or project communications. Some features of Google Groups include:

- Group managers have many options for setting up a group in terms of the group's privacy, moderation, signon and signoff, and group structure.
- Groups can be email-based, web-based (accessed and read via the web), or both.
- Groups can be largely self-managed -- individuals can sign in and sign off without involving the group manager.
- Groups via Google are easy to administer.
- Groups are integrated with google "sharing" and can be used both in calendar and drive as well as for traditional mailing activities.

If you are considering a group, contact the help desk (8-HELP) or your computing consultant to discuss your needs in more detail.

How to Access Lehigh Google Groups

1. Go to https://www.lehigh.edu/google
2. Click Groups
3. From your Google Groups Home screen, you can
   a. Click on My groups to go to a list of groups you belong to
   b. Click CREATE GROUP to create a group
   c. Click Browse all to browse and search for groups to join

Join and Post to a Group

You can join any group within the directory that’s open to new members. Some groups allow you to join directly while others may require you to send a request – once the request is approved by the group manager or owner, you’ll become a member of the group. Learn more about joining and posting to groups here:
https://support.google.com/groups/topic/2458614?hl=en&ref_topic=2458613

Adjust Your Membership Settings

After joining a group, you can use your group membership settings to customize your name and email address in a group, whether or not you show your photo and a link to your Google profile, and how often you receive email from the group. Learn more here:
https://support.google.com/groups/answer/1047839?hl=en

Unsubscribe from a Group

You can stop receiving emails from a group by either leaving the group, or changing your settings. Learn more about unsubscribing:
https://support.google.com/groups/answer/46608?hl=en&ref_topic=2459492

Create a Google Group

Learn how to create a Google group here:
https://support.google.com/groups/answer/2464926?hl=en
Configure your Google Group settings for increased security
https://gsuiteupdates.googleblog.com/2018/06/configure-your-google-group...
Adjust Your Group Settings

Learn more about customizing and changing groups settings here:
https://support.google.com/groups/topic/2459440?hl=en&ref_topic=2459491

Add Members to Your Group

Learn how to add members to your group:
https://support.google.com/groups/topic/2459490?hl=en&ref_topic=2459491

How to make a Google Group "announcement only"

An announcement only Google Group is used for one-way communication between the list owner/manager to list members. Only managers will be able to send to the list. If a list member tries to send to the list they will receive a bounce-back notification. You might select this method for sending communications to students or staff where communication is intended to be one-way only – sending out a newsletter or monthly announcements, for example

1. Create your group.
2. Go to Group Settings (left hand column toward the bottom)
3. Navigate to “Who can post.”
4. For “Who can post,” select Group Managers.
5. Navigate to “Post Replies to.”
6. For “Post Replies to” select Group Managers Only.
7. Under “Message Moderation” select Moderate all messages.

There are other settings under Group Settings that you may wish to review as well:

- Who can see the group (under Google Groups)
- Who can join the group
- Allow external members (external to Lehigh)

View a sample Group Settings announcement-only list (annotated settings)

Use Google Calendar with Google Groups

Learn how to share Google Calendars with Google Groups:
https://support.google.com/groups/answer/60652?hl=en

Adjust Group Permissions

Learn how to adjust group permissions:
https://support.google.com/groups/topic/2459439?hl=en&ref_topic=2459491

Group Administrative Tasks

Learn more about administrative functions you can do within your group:
https://support.google.com/groups/topic/2459441?hl=en&ref_topic=2459491

Google Groups Policies & Limits

Learn about group policies and limits here:
https://support.google.com/a/answer/6099642?hl=en