How do I remove members from my UNC Charlotte Google Group?

Tell Me

1. Only Google Group managers or IT administrators can add/remove members to a Google Group. These instructions are for Group managers:
2. Log into `gmail.uncc.edu`
3. In the top right corner, click on the grid icon

4. Click on **Groups** icon

5. Click on **My Groups** icon

6. Click on the name of the group you want to manage
7. Click on **Members** in the top right corner

8. Click **Manage**

9. You will see the current membership list
10. Click the checkbox to the left of each/all members you wish to remove

**Large Groups**

If you are managing a group with hundreds or thousands of members, contact the IT Service Desk, 704-687-5500, to submit a request for the Google Administrators to do bulk Adds or Removes.
11. Click the **Actions** button along the top and select **Remove from group**

![Actions menu](image)

12. For more information about Google Groups click on the settings wheel and choose **Help and Feedback** or **Take Guided tour**

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**Related FAQs**

- How do I add Google Groups to the Google Application Grid?
- What are the default settings for a UNC Charlotte Google Group?
- Can Google Group members unsubscribe from a group?
- How do I request a Google Group?
- What should I know when I become a manager of a Google Group?