How do I add external (non-UNCC) members to my Google Group?

Tell Me

1. Only Google group managers or IT administrators can add 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 the Settings gear icon in the upper right and click Group Settings
8. Click on **Permissions** and then **Basic permissions** on the left hand side.

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- Advanced

9. Check the box for **Allow new users not in uncc.edu**

10. Click **Save**

11. You can now add external members using the instructions in this **FAQ**

**Info**

You will only be allowed to add 10 external members at a time. For adding hundreds or thousands of external members, contact the IT Service Desk, 704-687-5500, to submit a request for the Google Administrators to do bulk Adds or Removes.
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