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

   ![Grid Icon]

   4. Click on Groups icon

   ![Groups Icon]

   5. Click on My Groups icon

   ![My Groups Icon]

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

   ![Manage Group]

   8. Click Manage

   ![Test-Group 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**

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**

- What is the difference between a contact group, a Google Group, and a list-serve?
- 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?