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

Test-Group  Shared privately  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?