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](http://gmail.uncc.edu)
3. In the top right corner, click on the grid icon
4. Click on [Groups](http://mail.google.com/groups) icon
5. Click on [My Groups](http://mail.google.com/groups) icon
6. Click on the name of the group you want to manage
7. Click on [Members](http://mail.google.com/groups) in the top right corner
8. Click [Manage]

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.

9. You will see the current membership list
10. Click the checkbox to the left of each/all members you wish to remove
11. Click the **Actions** button along the top and select **Remove from group**

![Actions button with options]

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?