How do I send a message from a UNC Charlotte Google Group?

Tell Me

You can send a message anonymously as a Google Group owner/manager:

1. Log into your Gmail
2. Click on the grid icon in the top right, beside your email address
3. Click More and select Groups

4. Click on My groups

5. Click on the desired group

6. Click New Topic in the top left
7. In the **By** field, select **Post on behalf of**

![Image of a Google Group interface]

8. Compose the message and then click **Post**

**Warning**

When you message a group, ALL members of the group will receive your message.

You can add recipients by clicking the **Cc** option. This will send the message to all members of the group and those you copied.

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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?