1. Welcome to Google Groups; you are now a manager of a Group! Below are links for resources to help answer questions you may have and provide an outline of what can be reviewed first.

   a. What's the difference between Listserv and Google Group?

   b. Each person will have their role identified in parentheses under their name.

### Membership Management

1. How do I view members and modify the member settings?
2. How do I add members to the Group?
3. How do I delete members from the Group?
4. What's the difference between a "member" and a "manager"?
5. How do I know if someone is a member or manager in my Google Group?
   a. Log into the Google Group and click the Members link along the top right.

### Managing Group Settings & Details

1. What Group settings should I review first?
2. What topic types are there and how do I select one?
3. How do I send emails from a Google Group?
4. How do I send emails to a Google Group?
5. What's the difference between a Discussion post and an Announcement post?
6. What are the limits/quotas for Google Groups?
7. Which option is better, the Gmail interface or the Google Group interface to send emails to a Group?
   a. When you "post" a message to a group, you are sending an email to the group members via the Google Group interface.
8. Where can I find more information about Google Groups?
   a. Please explore the Google Group FAQs.
9. Who should I contact if I no longer need my Google Group or need to change who the manager is?
   a. Please contact the IT Service Desk at x75500.

### 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?