What settings should I review first when I get a new UNC Charlotte Google Group?

Tell Me

1. Google Group settings are dependent on how the Group will be used. There are many settings that control how the Group functions, from who can post messages to how members can view content.
2. Below are the settings that address core Google Group functionality. Google Group settings are accessed from the main Group page. 
   a. Click Manage to view settings.
      i. Settings > Email Options
         1. Subject prefix: text that will be added to the subject in email sent from Group.
      ii. Permissions > Basic Permissions
         1. View Topics: What members can view topics.
         2. Post: Who can post messages to the group.
         3. Join the group: How members join.
      iii. Permissions > Access Permissions
         1. View Members: What members can view membership list.
         2. View Member Email Addresses: What members can view other member's email addresses.
         3. View Topics: What members can view the topics forum.
   iv. Information > General Information
      1. Posting options: Allow posting by email (general setting to allow ability for members to send email to Group).
      2. Posting options: Allow users to post to the group on the web (general setting to allow ability for members to access the Group forum).

Default Settings

Click here for details about default Google Group settings.

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?