How do I remove members from my UNC Charlotte Google Group?

Tell Me

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.

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
11. Click the **Actions** button along the top and select **Remove from group**

![Actions button](image)

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**

- How do I change the permissions in my Google Group to allow me to direct add members?
- What settings should I review first when I get a new UNC Charlotte Google Group?
- What are the default settings for a UNC Charlotte Google Group?
- How do I request a Google Group?
- What is the difference between a contact group, a Google Group, and a list-serve?