How do I add external (non-UNCC) members to my Google Group?

Tell Me

1. Only Google group managers or IT administrators can add 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 the Settings gear icon in the upper right and click Group Settings
8. Click on **Permissions** and then **Basic permissions** on the left hand side

- Members
  - All members
  - Invite members
  - Direct add m...
  - Outstanding i...
  - Join requests
- Messages
- Settings
  - Email options
  - Identity
  - Moderation
  - Tags
  - Categories
- Permissions
  - Basic permis...
  - Posting perm...
  - Moderation p...
  - Access perm...
- Roles
- Information
  - General infor...
  - Directory
  - Content control
  - Web view cu...
  - Advanced

9. Check the box for **Allow new users not in uncc.edu**

```
Allow members external to this organization   [ ] Allow new users not in uncc.edu
```

10. Click **Save**

11. You can now add external members using the instructions in this **FAQ**

**Info**

You will only be allowed to add 10 external members at a time. For adding hundreds or thousands of external members, contact the IT Service Desk, 704-687-5500, to submit a request for the Google Administrators to do bulk Adds or Removes.

If adding members yourself, you will have to send a Welcome Message when adding external recipients. If you would like to add members without sending this message, please contact the IT Service Desk, 704-687-5500, to request Google Administrators add these members.
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?