How do I add members to 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, help@uncc.edu, and submit a request for the Google Administrators to do bulk Adds or Removes including:

1. the .csv file of desired members
2. desired Group name
3. timeframe for completion (please allow 2-3 business days)

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](mailto: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**

9. You will see the current membership list
10. In the left hand navigation bar, click on **Members**

![Diagram of Members options]

11. You can choose to:
   a. **Invite members OR Direct Add members**
      i. **Invite members** allows you to enter an email address and send an email message
      ii. **Direct Add Members** allows you to add members without sending an invite; you can also choose the email subscription options for the members
      1. As you begin to type a members name, they should display user information based on the University directory. If you wish to add more than one member at a time, they will not display any information and you must separate each address with a comma
   
   b. Choose the option that works best for you

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?