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
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 showing 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 bulk add members to a Google Group?
- 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?