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, see this FAQ for information on bulk changes to Google Group membership.

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 the name of the group you want to manage
6. On the left side, click on Members under the People section

7. You will see a list of current membership - click the Add members button
8. The following Add members interface will open

![Add members interface]

- Add members
- Group members
- Group managers
- Group owners

- Welcome message
  
  0 / 1,000

- Subscription:
  - Each email

- Directly add members
  - Add members to the group directly

9. You can choose to:
   a. **Add** Group members, Group managers, or Group owners (not recommended)
      i. 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. Include a Welcome message - required for External members (see this FAQ)
   c. Change the Subscription delivery - it is recommended to leave at "Each email" and members can alter their own subscription delivery
   d. **Directly add members** or, if toggling off, Invite members - invitation message required

10. When ready, click **Add members**

11. For more information about Google Groups click on the settings wheel and choose Help to be directed to Google Groups Help

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**Related FAQs**

- How do I bulk add members to a Google Group?
- What should I know when I become a manager of a Google Group?
- What settings should I review first when I get a new UNC Charlotte Google Group?
- What is a UNC Charlotte Google Group (name-group@uncc.edu)?
- What is a dynamic group in UNC Charlotte Google Groups?