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

Tell Me

1. Only Google group managers or the Office of OneIT 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 Group Settings
7. Within the General settings section, click ON for Allow external members
8. Click Save changes
9. 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 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?