How do I remove members from my UNC Charlotte Google Group?

Tell Me

1. Only Google Group managers or the Office of OneIT administrators can add/remove 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
   a. If you see the member to be removed, click the checkbox to the left of their name

   ![its-trainingstaff]

   b. If you don’t see the member to be removed, type their name into the top search box, then click the checkbox to the left of their name (as shown above)

   ![Members its-trainingstaff]

   c. Click the Remove member button towards the top right

   ![Remove member]

   d. Click OK to confirm removal

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