

Google Groups

Create a group & choose group settings

You can use Google Groups to create an online group for your team, organization, class, or other group to do things like:

- Email each other
- Organize meetings
- Find people with similar hobbies or interests

You can also change your group's type, name, description, and choose who can join, post, and view topics.

Create a group

1. Sign in to [Google Groups](#).
2. Near the top left, click **Create group**.
3. Enter info and choose settings for the group.
4. Click **Create**.

Make your group an email list or web forum

You can change your group type at any time to match your group's communication style and workflow.

1. Sign in to [Google Groups](#).
2. Click **My Groups**.
3. Choose a group.
4. Near the top right, click **Manage**. A menu appears on the left.
5. On the left, click **Information** > **Advanced**.
6. To select a new group type, next to "Select a group type," click the **Down arrow** ▾. You can choose between:
 - **Email list**: Members communicate with each other using a single email address.
 - **Web forum**: Members use the Google Groups web forum to communicate with each other.
 - **Q&A forum**: This is a type of web forum with that allows members to ask and answer each other's questions.
 - **Collaborative inbox**: Members can assign topics to other members as tasks.
7. Click **Reset this group**.
8. In the box that pops up, click **Reset group**.

Change your group's name, description & email settings

1. Sign in to [Google Groups](#).
2. Click **My Groups**.
3. Choose a group.
4. Near the top right, click **Manage**. A menu appears on the left.
5. On the left, click **Information** > **General information**.
6. Make your changes.
7. Click **Save**.

Set features included in every email

You can set a subject prefix, email footer, and how users view their emails from your group.

1. Sign in to [Google Groups](#).
2. Click **My Groups**.
3. Choose a group.
4. Near the top right, click **Manage**. A menu appears on the left.
5. On the left, click **Settings** > **Email Options**.
6. Make your changes.
7. Click **Save**.

Set how members display their identity

You can allow members to post with a display name or require that each member be linked to their Google profile.

1. Sign in to [Google Groups](#).
2. Click **My Groups**.
3. Choose a group.
4. Near the top right, click **Manage**. A menu appears on the left.
5. On the left, click **Settings** > **Identity**.
6. Select one of the required forms of identity.
7. Click **Save**.