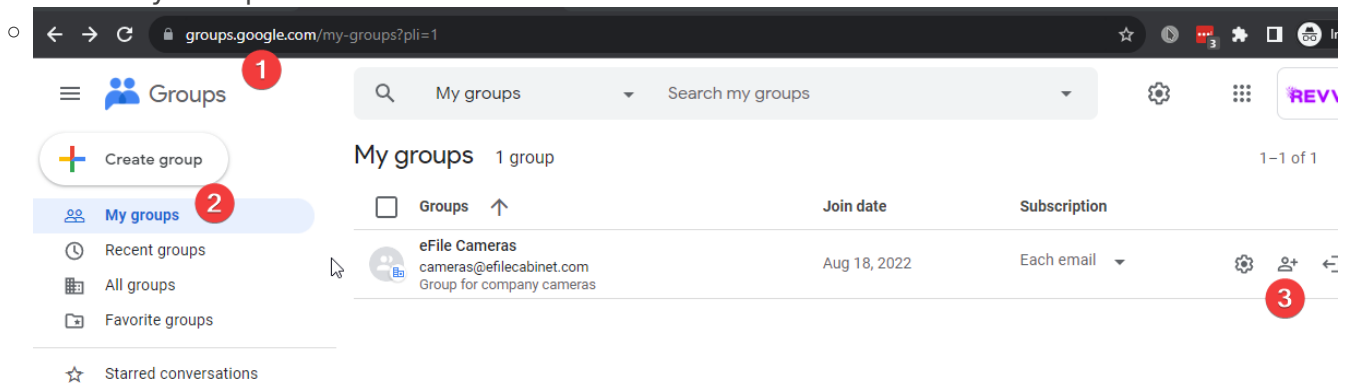


# How to add or remove members of and email (Google) group

Email group managers and owners can add or remove members to the group they manage.

- Go to <https://groups.google.com/>
- Click on "My Groups"



- To the right of the group you manage click on the + member icon.
  - Please note, if you do not see that icon or don't see the group that you want to manage, then that means you are not a member or manager of that group. You will need to request access from an existing group manager or IT before you can make those changes. Go to <https://ithelp.revverdocs.com> to submit a ticket if needed.
- Type in the name of the group member that you wish to add.

The 'Add members' dialog box is shown. A red circle with the number '1' points to the 'Group members' input field, which contains 'McKay Christensen (efilecabinet.com)'. A red circle with the number '2' points to the 'Welcome message' text area. A red circle with the number '3' points to the 'Subscription' dropdown menu, which is set to 'Each email'. A red circle with the number '4' points to the 'Add members' button at the bottom right.

Group members

McKay Christensen (efilecabinet.com) X

Group managers

Group owners

Welcome message

0 / 1,000

Subscription

Each email

Directly add members

Add members to the group directly

Cancel Add members

- I highly suggest that you type a welcome message so that the recipient understands why they are now getting more emails than they probably want.
  - Select how you want the emails to be sent to the group member (Each email is the most common and default method).
  - Click the Add members link.
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Revision #1

Created 9 August 2023 21:26:17 by McKay Christensen

Updated 9 August 2023 21:33:05 by McKay Christensen