Email

How do I create a central email for my student organization? (Google Groups Email Address)

Google Groups is a feature provided by your Google Account that allows users to create a shared email address under the my.fit.edu domain. It gives the Group Owner the ability to add and remove users from the group as needed.

How to create a Google Groups Email Address:

1. Open your email from [http://mail.my.fit.edu](http://mail.my.fit.edu)

2. Click on **Apps** from the TRACKS Menu

3. Select **Groups** from the window that comes up (You may have to click **More** to see it)

4. Select **My Groups** from the side menu
5. Select **Create Group** from the top bar

6. Choose your **Group name**, **Group email address** and **Group description**

- **Group name**: My Group
- **Group email address**: my-group@my.fit.edu
- **Group description**: My Group for how to create a Google Group Email Address, my-group@my.fit.edu

7. Select **Group Type** and **Basic Permissions**
Email

8. Click **Create** from the top bar

9. Your Group has been created, click **Okay**

**My Group group created**

**Congratulations! Your Google Group has been created.**

**Get started with your new group:**

- Invite people to join the group
- Customize your group’s settings
- Add a topic and start posting

**Okay**
10. To set the ability for anyone to send to (Post) to the group, click **Manage** in the top right corner of your group’s topic page

11. Select **Basic Permissions** in the left pane

12. Click the **Select groups of users** under the **Post** option and check all the Groups and Users listed
13. Select **Posting Permissions** in the left pane
14. Click the **Select groups of users** under the **Post As The Group** option and check all the member types you want to have permissions to send on behalf of the group email address.
15. Click the **My Settings** icon in the top, right corner of your group’s topic page and select **Membership and email settings**

16. In the Membership settings window, click the menu to choose an email subscription option:

- **No Email**: You do not want to receive messages to the group in your Gmail inbox, and will only use the Google Groups interface to read and respond to messages
- **Daily Summaries**: You want to receive a summary email of new messages once a day
- **Combined Updates**: You want to receive 25 messages bundled into a single email
- **All Email**: You want to receive an email for each message that is sent to the group
17. To add members, click **Manage** in the top right corner of your group’s topic page.

18. You can **Invite members** or **Direct add members** to the group in the left pane.
19. When you **Direct add members**, you can choose their **Email subscription options** at the time of their addition.
20. When you are finished adding members and choosing the **Email subscription options**, click **Add** on the top bar.
21. For more options and settings, please follow this link, http://blog.ditoweb.com/search/label/google%20groups

NOTE:

If you are part of an organization (Example, Student Government Association) and the associated email (sga@my.fit.edu) is taken by someone no longer reachable, you will need to get your faculty sponsor to email techsupport@fit.edu with the name of the president of the organization, asking that they are given ownership of the Group.

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