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

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**

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

**Group type**

Group types are pre-configured settings for your Google group and make configuring your group a little easier. You can always change the specific settings and enable additional features to match your needs. Select a type to get more information.

<table>
<thead>
<tr>
<th>Select a group type</th>
<th>Email list</th>
</tr>
</thead>
<tbody>
<tr>
<td>An email list allows users to post from the web or through email. This is a mailing list group.</td>
<td></td>
</tr>
</tbody>
</table>

**Basic permissions**

- **View topics**: Select groups of users — All members of the group. All organization members. These users can view topics in this group.
- **Post**: Select groups of users — All members of the group. These users can post messages to this group.
- **Join the group**: Select who can join — Only invited users

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

![Groups](create_button.png)

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
Email

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

![Manage button in group settings](image)

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

![Group settings with Basic Permissions highlighted](image)

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.
### Email

<table>
<thead>
<tr>
<th>Post Announcements</th>
<th>Select groups of users ▼</th>
<th>None selected</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>User can post announcements to forum</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post As The Group</th>
<th>Select groups of users ▼</th>
<th>Owners of the group</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Members of the group</td>
</tr>
<tr>
<td></td>
<td></td>
<td>the group email address</td>
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</table>

<table>
<thead>
<tr>
<th>Post Rich Text Format</th>
<th>Select groups of users ▼</th>
<th>Owners of the group</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Managers of the group</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All members of the group</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reply To Author</th>
<th>Select groups of users ▼</th>
<th>All members of the group</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>User can reply privately to the author of a topic</td>
</tr>
</tbody>
</table>

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.
Email

Please use this feature carefully. Only add people you know. Using this feature for sending unwanted email can result in account deactivation.

Enter email addresses to add as members:

Separate email addresses with commas. Each person will immediately become a member and can start receiving messages.

Write a welcome message

Email subscription options

- **No email**: web-only participation
- **Abridged Email**: one summary email of new activity per day
- **Digest Email**: up to 25 full new messages in a single email
- **All Email**: send each message as it arrives

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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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