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...
4. Select **My Groups** from the side menu

5. Select **Create Group** from the top bar
Email

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

<table>
<thead>
<tr>
<th>Group name</th>
<th>My Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group email address</td>
<td>my-group @ my.fit.edu</td>
</tr>
<tr>
<td></td>
<td><a href="https://groups.google.com/a/my.fit.edu/forum/my-group">https://groups.google.com/a/my.fit.edu/forum/my-group</a></td>
</tr>
<tr>
<td>Group description</td>
<td>My group for how to create a Google Group Email Address, <a href="mailto:my-group@my.fit.edu">my-group@my.fit.edu</a></td>
</tr>
</tbody>
</table>

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.

Select a group type **Email list**

An email list allows users to post from the web or through email. This is a mailing list group.

Basic permissions

View topics

View topics

These users can view topics in this group.

Post

Post

These users can post messages to this group.

Join the group

Join the group

Only invited users

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

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

![My Settings icon]

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

- **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.

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

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.