Welcome to Google Groups

There’s a lot you can do with Google Groups

• Engage in discussion
• Create question and answer support
• Organize gatherings among members
• Find people with similar interests
• Read group posts on different mediums

Find and Join a Group
Groups have names that indicate the subject. There are different types of groups to join.

First let’s get to the Google Groups app.

Open up your Gmail and sign in.

Once your email is opened up, there will be a box on the top right hand corner.

This is where the apps can be found. Click on the box.
Now appears a drop down menu of various google apps.

Google groups is on the last row. Click on Google Groups.

This will now take you to the google Groups home page.
From the Home screen type a subject in the search field.

Press the search button.

A list of groups and messages is displayed.

Click on a group name.

The Topic screen appears with a series of topics.
Click the ‘Join Group’ link.
A dialogue box appears.

![Dialog Box](image.png)

Fill in the options in the dialogue box. Click the **Join this Group** button.

You are now a member of the group.
Creating a Group
There are 3 types of groups:
- Open- immediate
- Restricted- requires approval
- Private- request membership

3 Types of information are needed to create a group
- General information
- Group type
- Basic permissions.

Start back from the Home screen of Google Groups
From the Home screen click on the Create Group button

Describe the group
Select group type.

Set basic permissions.

Click Create Group button.

You have now created a Google Group.