Creating Your Own Carleton Google Group

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Overview

This page will provide some guidance and suggestions for creating a brand new Google Group within the Carleton.edu domain. There are additional Carlpedia articles on managing and using Google Groups, linked at the bottom of this article. There is also additional information on Carleton's implementation of Google Groups at the RECS project home page.

If you have questions with either the creation or management of a group, please contact the ITS HelpDesk at 507-222-5999 or send email to: helpdesk@carleton.edu

Step 1 - Access Carleton's Google Groups Space

Begin by navigating to https://groups.carleton.edu. Make sure that you are in your Carleton Groups space! To do so, click My Groups on the main page and confirm that it says "My groups in carleton.edu". If it doesn’t click on the "carleton.edu" link in the "Switch organization view to:" field to the right.

Note: Click on any image to enlarge it.

Step 2 - Create Your Group

To begin creating your group, click on the big, red "Create Group" button at the top of the page:
Step 3 - Name Your Group

Enter a name for your new Google Group.

The email address will auto-fill, but you can change it if you wish. It is best if the email address is related to the Group name. (Remember - The Community Standards Policy applies to Carleton Google Groups also.)

Optionally, you may also enter a description of your Group and change your Group's primary language.

Note: As you can see above, "group" is automatically appended to all Google Group email addresses created this way. With this in mind, if you want to include the word "group" in the name, you probably don't need it in the email address. For instance, unless I change it, my email address above will be "my-awesome-group.group@carleton.edu."

Finally, if an email address has already been taken by a different group, the system will let you know and allow you to change your group's address.

Step 4 - Select a Group "Type"

Selecting a "type" is a quick way to tell the group how to operate. Each type has a short description when you choose it in the drop-down.

Groups at Carleton have generally been one of two "types":
Email List

The *Email List* type is used when you just want people to get emails from and/or check posts to the group.

Collaborative Inbox

The *Collaborative inbox* type is used if you want members to be able to take ownership of posts as if they were tasks, or mark things ‘done’.

Note the additional drop down:

Other Types

There are two other “type” presets: *Web Forum* and *Q&A Forum*. All of the permissions and settings that are set using this drop-down can be changed under the Group’s settings later.

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**Step 5 - Set permissions**

The final step is to set permissions for the group, such as who can view topics, post to and join the group. It will be important to remember that ‘organization’ in this context means “Carleton College.”

Note that *View Topics* and *Post* have the same choices available.

Choices in *Join the group* are fairly self-explanatory. We tend to use ‘invite only’ or the ‘x can ask’ options.

*Make sure you double check that your permissions are set the way you want them!* Do you really want everyone at Carleton to be able to join without asking and to be able to read everything and post things even if they haven’t joined? (Those are the default settings that come up.) It’s fine if you do - just make sure it’s what you want. As before- these can be changed at any time in your Group’s settings.
Step 6 - Double Check and Create

Double check all of the settings for your group. Settings can always be changed later (see Managing your Carleton Google Group), but it's always best to give them a once-over.

Once you are happy that everything is set correctly, press the big, red 'Create' button at the top of the page.

YOU'RE DONE!

Need to manage your Google Group? Perhaps you need to invite some members? Here are some of the more commonly accessed settings: https://wiki.carleton.edu/x/RAE_Ag

Google's instructions for Google Groups can be found here: https://support.google.com/groups/answer/2464926?hl=en

Related articles

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