Managing your Carleton Google Group

This page will address a few of the more common settings that creators and users of Carleton College Google Groups may want to change. There are far too many settings for this to be an exhaustive list, so if you don't find what you are looking for here, please go to: https://support.google.com/groups/answer/2464926?hl=en&ref_topic=2458761

- Getting to the management page
- Adding/Inviting members to your group
- Adding/Inviting members who don't have a Carleton.edu email address to your group/Changing basic permissions
- Checking for posts that need moderation or that got caught in 'spam'
- That link (to Google's instructions) again:

Getting to the management page

Go to your Google Groups at https://groups.google.com/a/carleton.edu/forum/?hl=en#!myforums. If you are on the groups.google.com page, but don't see groups that you expect to see, make sure you are actually in the Carleton.edu section. See the example below:

If you are an Owner or Manager of a particular group, it will be displayed just below the group name with a "Manage" link right next to it. If you don't have a clickable manage link, then you aren't able to change the settings for that group. Here's an example:

Bryan has some pretty exciting groups, eh?

Adding/Inviting members to your group

You can add members to your group by inviting them or allowing them to request membership (you will have chosen an option for this if you created the group yourself.) Other Google groups cannot be 'invited.'

You may also be able to add members directly, but this should be used rarely and with caution. If you do choose to add people directly, heed the warning that Google gives you and know that there are limits of 10 at a time and no more than 25 total members that can be added this way.

Please note: some Google Groups are provisioned from data in our provisioning system; changes to the membership of these groups will be overridden on a nightly basis. In these cases you will need to add exceptions in the /{{datadrivengroupname}}-extras group.

The 'Invite members' section is shown below. Note the 'Join requests' section available a couple of links below 'Invite members' - this is where you can approve members if you allowed people to request membership.

Adding/Inviting members who don't have a Carleton.edu email address to your group/Changing basic permissions
You may want people who are not at Carleton to be members of your group. This is easily allowed with the checkbox shown below:

Note also that this is where you can change the basic permission settings that you chose when (if) you created your group. Remember: “All organization members” (available, but not shown, in the drop-downs pictured above) means everyone with a “carleton.edu” address.

**Checking for posts that need moderation or that got caught in 'spam'**

If you are not seeing a post to your group that "should" have arrived, it may have gotten caught by the spam filter. It is rare, but you may also have chosen to moderate posts to your group. To check for such posts look here:

At the the bottom left of the picture you can see the ‘Moderation’ link. This is where you can choose to actively approve messages that get posted to your Google Group and where you can choose how the Group deals with spam. It looks like this:
That link (to Google's instructions) again:

That's just a few of the more common things. To go deeper, start here: https://support.google.com/groups/answer/2464926?hl=en&ref_topic=2458761