# Google Groups

- Managing Google Group Membership

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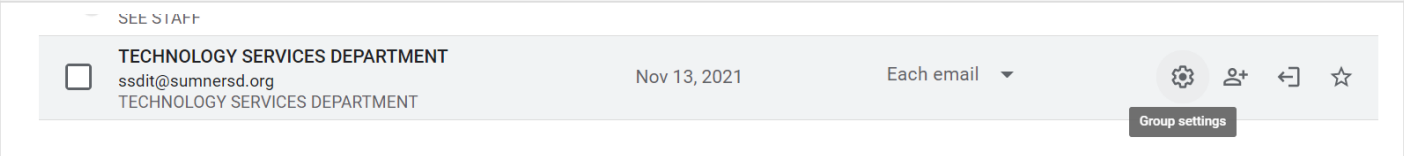
## Requirements

- A Google account which is an existing member of the group with either the `Owner` or `Manager` role.

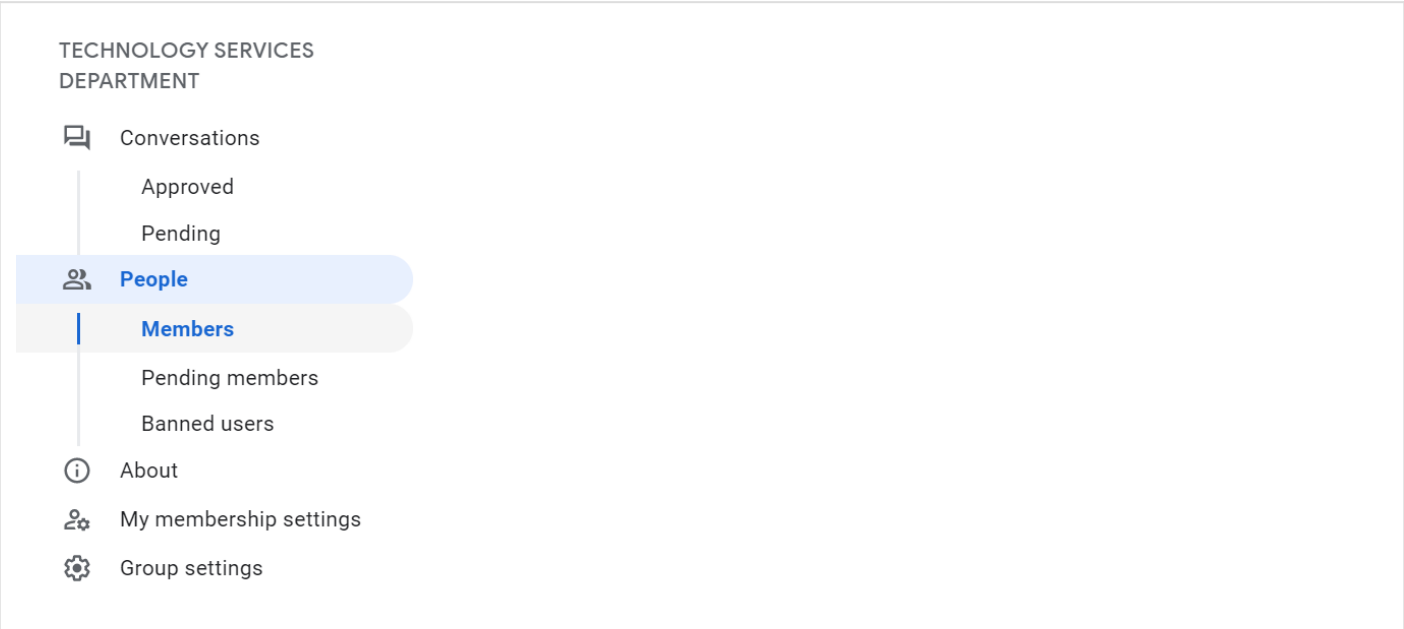
## Accessing the Group Membership List

**1**. Access Google Groups at https://groups.google.com/

**2**. Locate the group you want to manage and click the "⚙" (Group settings) button




**3**. Select the **People** > **Members** option from the menu on the left



# Adding Members

**1**. Click the Add members button at the top of the page

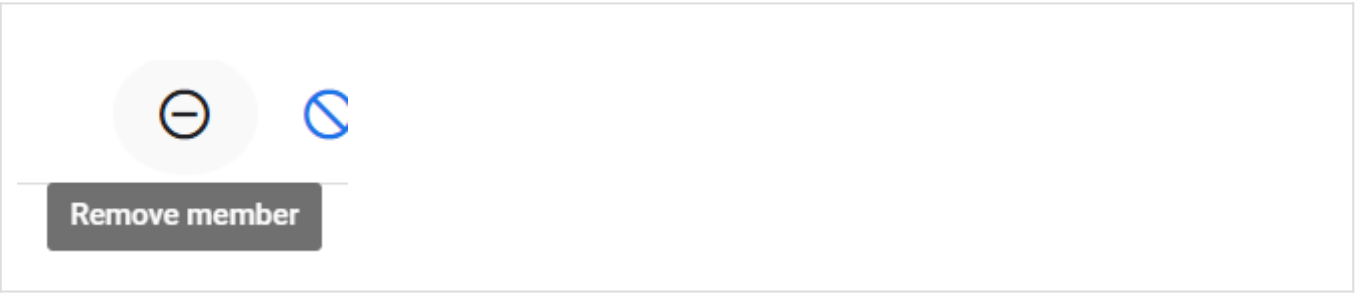
**2**. In the pop-up window, search for users to add as members, manager, or owners. You can add multiple users to the group at the same time.

**3**. Click the **Add Members** button at the bottom of the pop-up window to finish.

# Removing Members

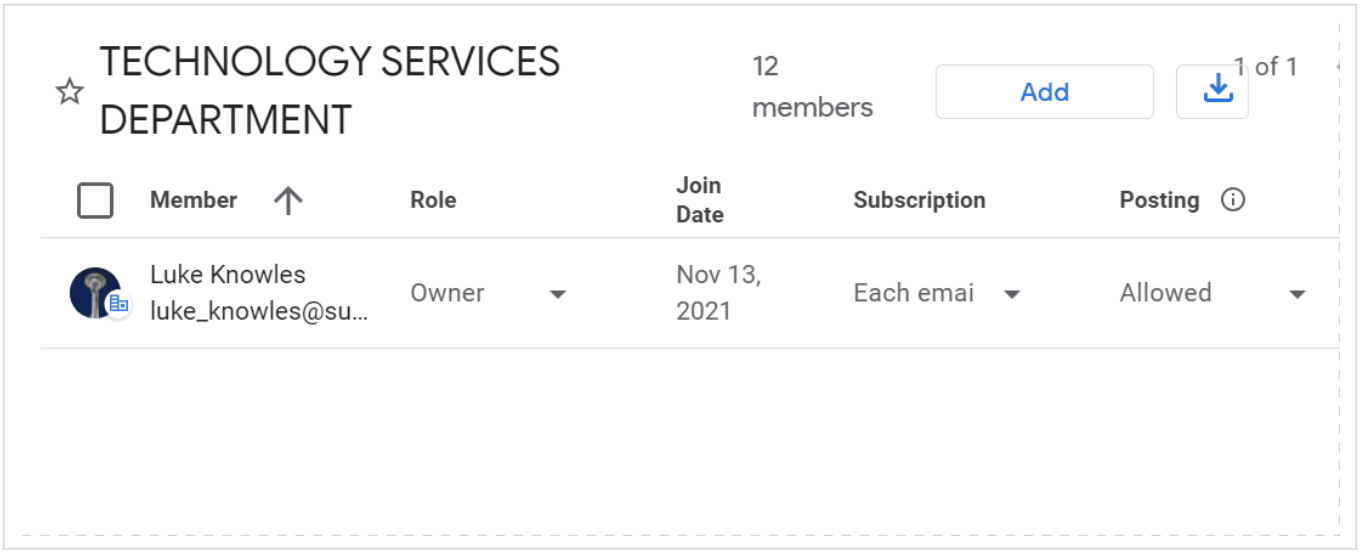
**1**. Hover over the profile icon of each user you intend to delete and select the checkbox that appears

**2**. Once one or more users are selected, select the "⊖" button near the top right of the page




**3**. Click the **Ok** button in the pop-up window that appears

# Editing Permissions for an Existing Member




**1**. Click on the role dropdown of the user who you want to update permissions for

**2**. Select a new role for the user (*Owner, Manager, or Member*)

# Supplemental Documentation

1. https://support.google.com/groups/answer/2464975
2. https://support.google.com/groups/answer/2465464