

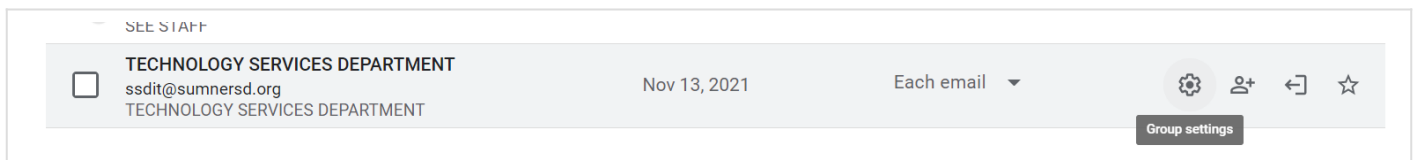
# Managing Google Group Membership

## Requirements

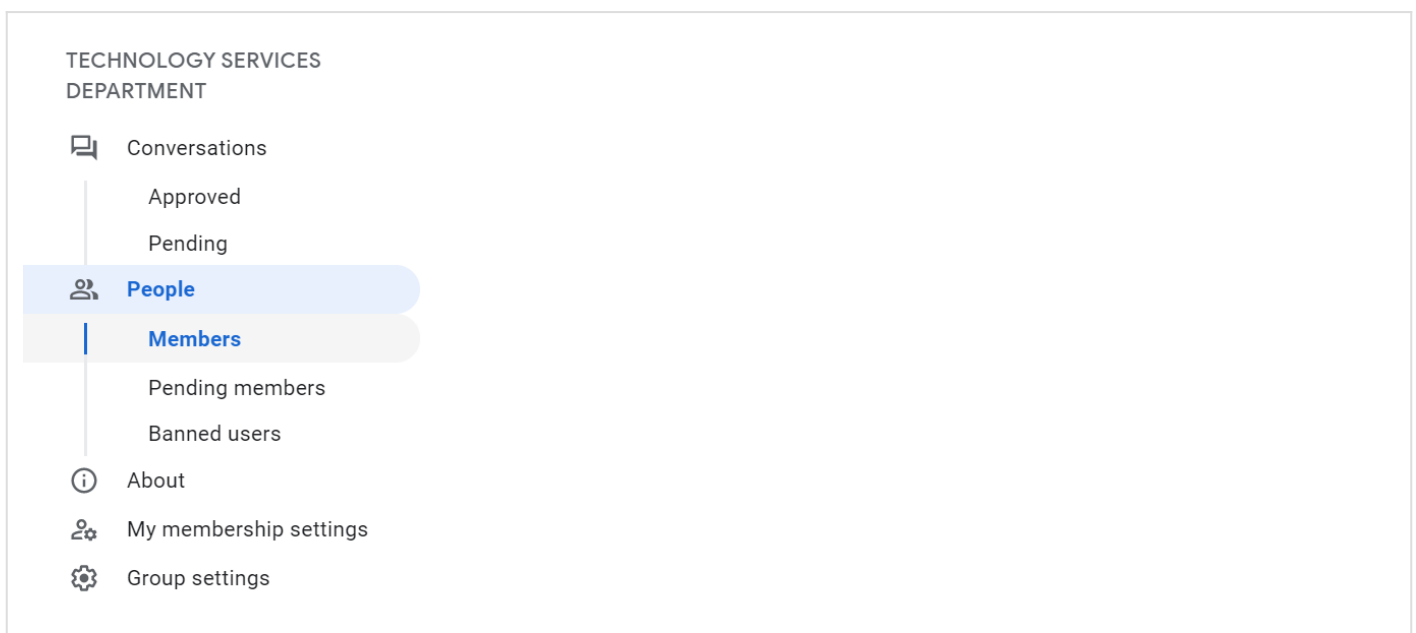
- A Google account which is an existing member of the group with either the **Owner** or **Manager** role.

## Accessing the Group Membership List

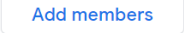
1. Access Google Groups at <https://groups.google.com/>
2. Locate the group you want to manage and click the "⚙️" (Group settings) button



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

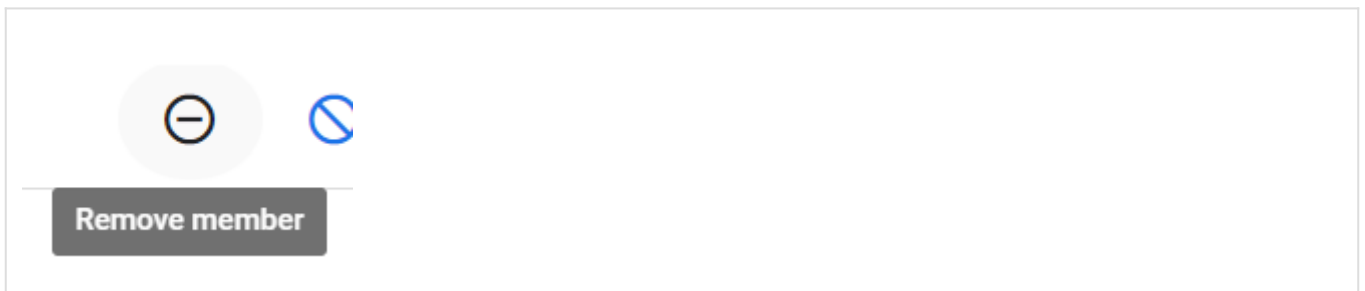


## Adding Members

1. Click the  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

## ☆ TECHNOLOGY SERVICES DEPARTMENT

12  
members

Add

1 of 1

| <input type="checkbox"/>  | Member                             | ↑ | Role    | Join Date       | Subscription | Posting ⓘ |
|---|------------------------------------|---|---------|-----------------|--------------|-----------|
|  | Luke Knowles<br>luke_knowles@su... |   | Owner ▼ | Nov 13,<br>2021 | Each email ▼ | Allowed ▼ |

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>

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