Managing Google Group Membership

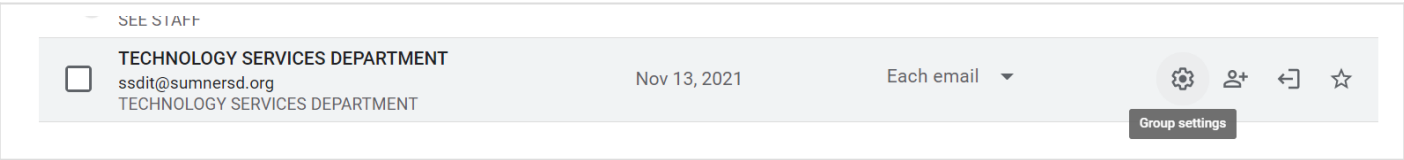
Requirements

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

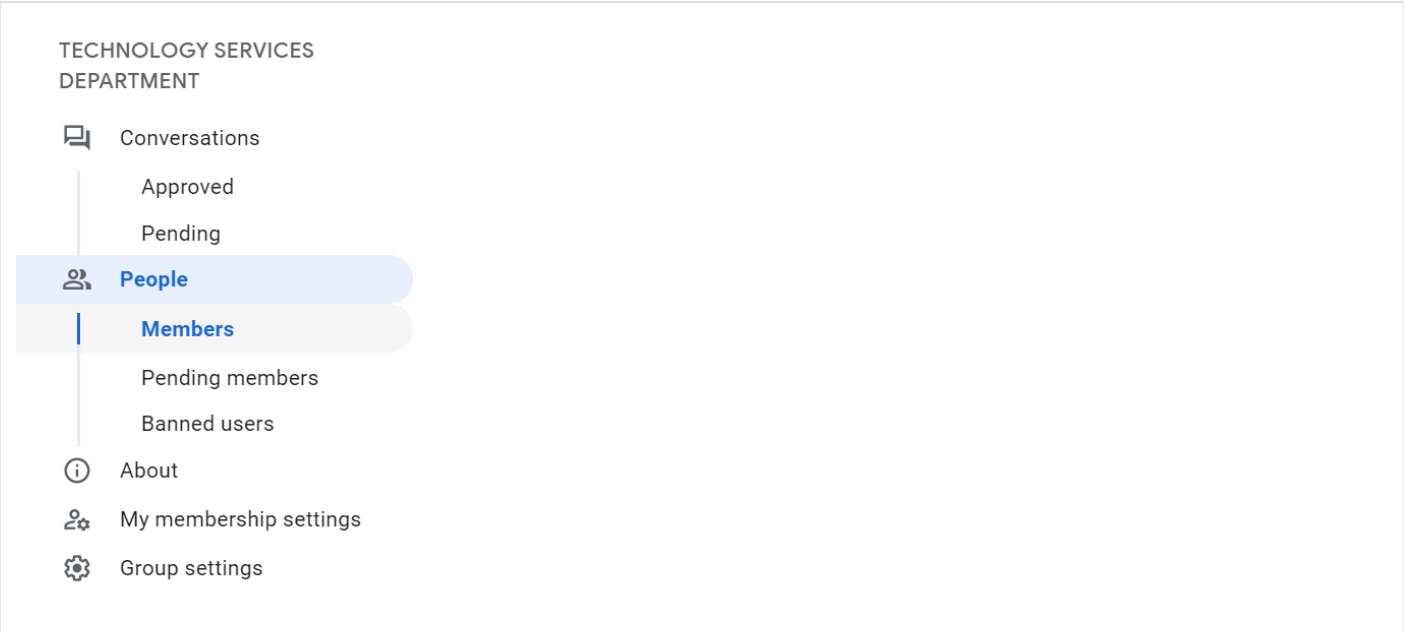
Accessing the Group Membership List

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 Add members button at the top of the page

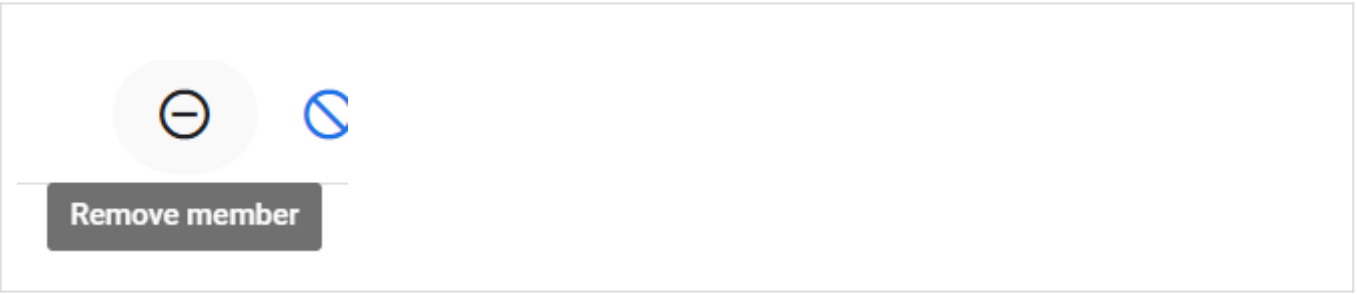
2. In the pop-up window, search for users to add as members, manager, or owners. You can add multiple users to the group at the same time.

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

Removing Members

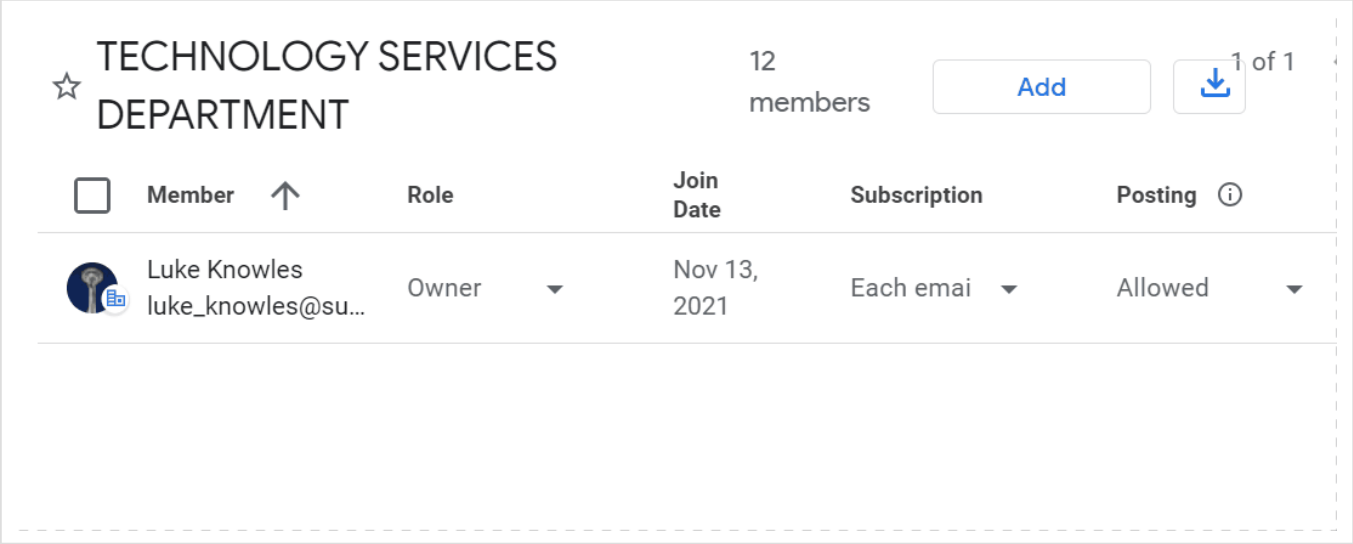
1. Hover over the profile icon of each user you intend to delete and select the checkbox that appears

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

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