Google Groups Setup & Overview

I. Group Setup

Step 1: Create a Google Account (if you don't already have one)

To create a Google Group you will need a Google Account. (This doesn't mean a Gmail account.) To create a Google Account, please visit the Google Accounts homepage and follow the directions on that page or go directly to create a new account (pictured on right). If you're a previous Google Groups or Gmail user, you can use your existing Google Account to log in to Google Groups.

Step 2: Create Google Group

Once you have registered for a Google Account, go to the Google Groups page. And click **Create a group** in the top right corner.

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Fill out the information under "Set up Group". Once complete, click **Create my Group**.

- **Group Name:** Southern Dallas Task Force – *Team 1: South East Dallas/Pleasant Grove*

  Change to reflect your team's name

- **Description:** The goal of the Mayor's Southern Dallas Task Force is to identify, qualify, prioritize and recommend to the Mayor, City Council and the City Manager a range of implementable deliverables that support the achievement of redeveloping and repositioning Southern Dallas in the near term (2 years), mid term, (2 – 5 years) and long term (> than 5 years). This group will serve as a tool for task force team members to communicate and exchange files.

- **Account level:** Select the "Restricted" radio button

Enter word for verification then click **Create my group.**

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Step 3: Add Members

1. The default screen will be "Invite Members by Email" but click over to "**Add Members Directly**"
2. **Copy and paste email addresses** from your group roster into the "Enter email addresses" box.
3. **Choose email frequency.** This is up to you, but I'd recommend starting with *"Send email for each message and update"* Group members will have the opportunity to change their settings later.
4. **Write a welcome message:**

Welcome to the *add your team name* Google group! This group has been created to help improve communication among our team members by serving as a listserv and file repository. You can email the entire group by addressing an email to the group email below. You can also use the group homepage to upload files and pictures.

Step 4: Receive Email

1. You will receive an email confirmation with the group information, including homepage and group email address.
2. Group members will receive an email with the welcome message and the group email, homepage, etc.
3. From your email go to the "homepage" link.
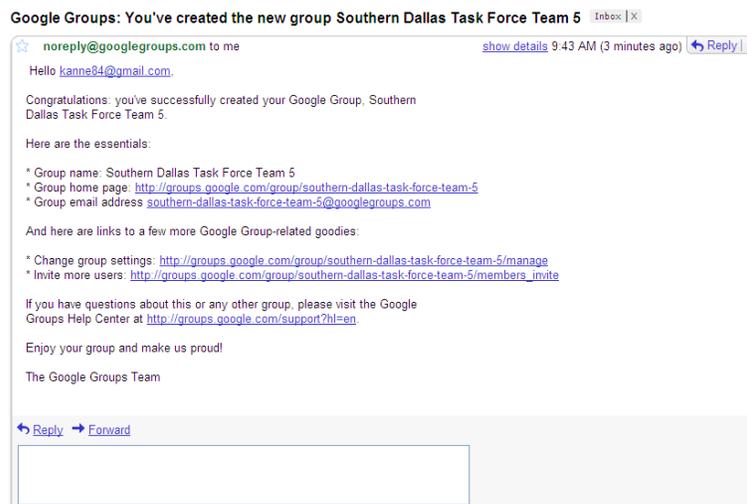
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I. Managing your group

This is an example of what your newly created group page will look like. To explore the features, [Take the Tour](#) offered by Google.

For more support, read these helpful articles:

Getting Started
- [The Basics](#)
- [Navigating through Google Groups](#)
- [Your Email Address on Google Groups](#)
- [The Basics of Usenet](#)

Managing Your Group
- [Managing Your Members](#)
- [Customizing Group Settings](#)

Pages and Posting
- [Creating Pages](#)
- [Posting](#)
- [Uploading Files and Photos](#)

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Frequently Asked Questions:

1. Do I need a Google Account to use Google Groups?
Many Google Groups activities don't require you to have a Google Account, while many others do. For a brief description of which activities require an account and which don't, please see below:

Activities that don't require a Google Account:
- Reading posts in public groups
- Searching for groups, posts, or authors
- Posting to groups *via email* if they are unrestricted or you're already a member
- Joining a public Google Group via email

Activities that DO require a Google Account:
- Creating and managing your own Google Group
- Posting to groups via our web interface
- Creating pages and uploading files
- Subscribing to a Usenet newsgroup and receiving posts via email
- Joining a Google Group via our web interface
- Changing your subscription type (No Email, Abridged Email...)
- Reading a restricted group's posts online

2. How do I add members to my group after setup?
To add members to your group, just follow these steps:
1. Click the **Invite members** link on the right-hand side of your group's homepage.
2. Select the **Add members directly** tab.
3. Add the email addresses of the members you'd like to add to your group.
4. Write a welcome message when you're done entering your new members' email addresses.
5. Select a default subscription setting for your group members. They'll be able to change these settings themselves if they have a Google Account.
6. Click the **Add members** button.

Your new members will then receive your welcome message informing them that they've been added to your group.

3. How do I customize my group's appearance?
You can give your group its own look by clicking the "Appearance" link on the Group settings page. On this page, you can select a picture to appear with your group's name on your homepage and at the top of all other pages in the group. You can also choose custom colors or styles for your group's background, headers, sidebar, and text. Don't forget to save your changes when you're done.

4. What happens when someone hits "Reply" to a post?
The "Replies to messages" options under the "Email delivery" section of the Group settings page refers to the reply field that is set when a message is sent via email. For example, if you select "Replies are sent to the author of the message," your group members who receive messages from your group via email will be able to click "Reply" in their email programs and the reply will be sent directly to the author, not to the group.

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When someone clicks the "Reply" link on your group's web page, the reply will always be sent to the group. To reply to the author from the web page, click the "More options" link near the top of the message, then click on the "Reply to author" link.

5. Can I post photos and files directly to my group?

You can upload photos and other types of files directly to your group. Here's how:

1. From your group's homepage, click the **Files** link on the right side of the page. This will take you to the File Upload page.
2. Click the **+ Upload file** button.
3. Click the **Browse...** button to search your computer for the file you'd like to upload. When you've found the desired file, click it once and then click the **Open** button to select the file.
4. Your file will now start to upload. Please note that the speed at which your file uploads depends on the size of the file and your internet connection speed.
5. Once the file is uploaded, you may choose to upload another file by clicking the **Browse...** button. When you're finished uploading, click the **I'm done uploading files>>** link.

6. How do I email the entire group?

Create a new email and put your group email address in the TO field. Your group email address should look something like: southern-dallas-task-force-team-5@googlegroups.com