



University of
Dayton

UNIVERSITY OF DAYTON ADVANCEMENT IT

[Google Group Login](#)

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Purpose

The purpose of this document is to explain how to connect to the Google Groups using your alternate login. In this case, we will log into the Alumni group management interface. It is advised that you use another web browser (or Chrome Incognito mode) such as Firefox or Edge to access this. In the following example, we will be using Firefox.

Log-in

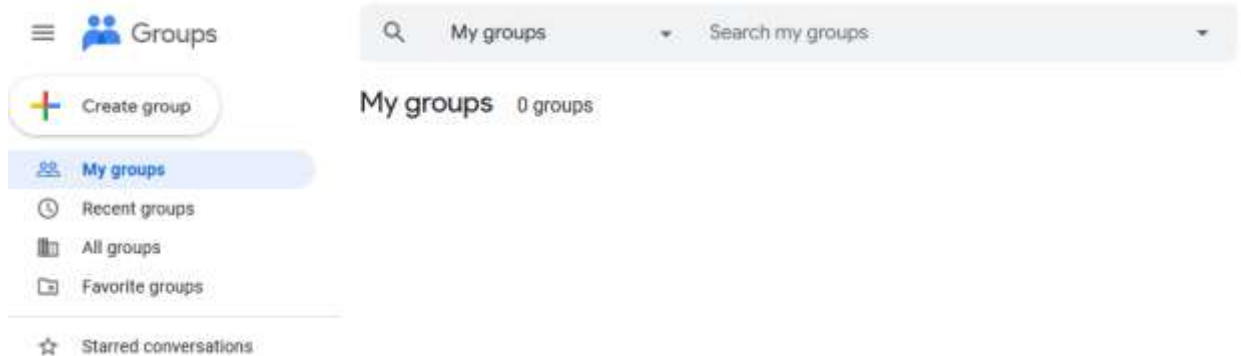
You can get to the Google group page in several different ways. The easiest of these is to go to the Google Groups page.

1. In the address bar, type groups.google.com and press the enter key on your keyboard.
2. Enter your Groups email address such as <username>@alumni.udayton.edu.
3. Click the **Next** button

4. Enter your password in the field
NOTE: This password is NOT tied to your regular UD credentials, so you will have to manage it separately.
5. Click the **Next** button

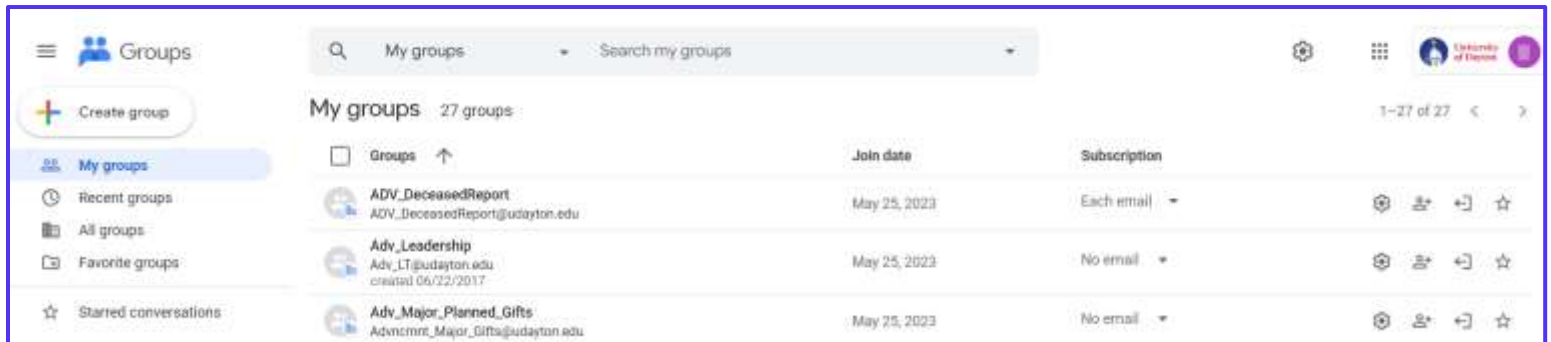


- The default view should be the *My groups* listing. Here you will see all the groups that you are a member of and can manage. The next section goes into more detail on how to manage Google Groups.

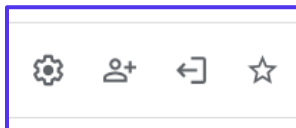


Manage


- Enter the following URL into the address bar of your favorite web browser (we hope it's Google Chrome): <https://groups.google.com>. Once you enter that web address, you should see a page similar to the following:

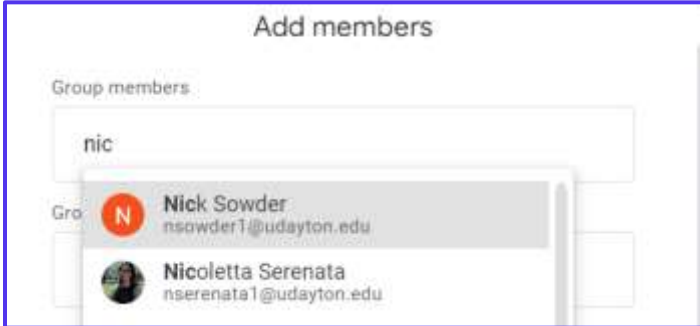


- From this page, you can search for the group, scroll through the list, or you can select from All groups, Recent, Favorite, or groups that you own.
NOTE: The simplest option is to click **My Groups** which only shows groups which you have access to and control of.
- Once you narrow down the list of groups, you will notice four icons on the far-right side.

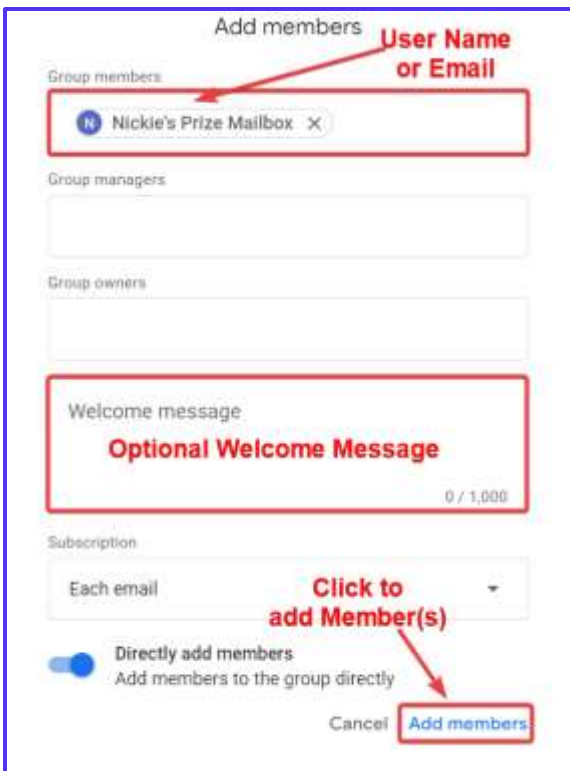




4. Click the  **Add Member** icon
5. Begin typing the person's name that you wish to add to the group on the *Add Members* screen. Once their email address comes up, click to select them.



6. You have the option to send a customized message (1,000-character limit), choose how they receive email from the group (the default *Each email* is preferred).
7. Leave the *Directly add members* option toggled on (blue)
8. Click **Add Members**



9. You will be returned to the previous page where you can click the mailbox's name to verify that the user was added.



Document Revisions, Review, and Approval

Revisions

Version	Date	Primary Author(s)	Description of Version	Status
1.0	5/30/2024	Fremder	Document created	Final

Review & Approval

Requirements Document Approval History

Approving Party	Version Approved	Signature	Date

Requirements Document Review History

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