Managing Google group as owners

If you're a group owner, or if you have permission to manage members, you can add people to your group.

Invite people to your group

- Sign in to [Google Groups](#).
- Click the name of a group required from the list of groups seen in " My Groups"
- On the left, click **Members.**

- At the top, click **Add members**.
- Type the name of the user that needs to be added to the group, it gets searched automatically.

- Additionally if required you can also add group managers and owners. Click **Add members**. The members are added to the group, even if their names don't appear on the group member list immediately.

Note: If you try to add a user to a group and get an error message saying that their email address is the primary, secondary, or alternate address of an existing member, that user is already a group member.

Remove members from your group

- Sign in to [Google Groups](#).
- Click the name of a group.
- On the left, click Members.
- Check the box next to each member you want to remove.

- Click Remove member.