G Suite Learning Center

English

Groups Cheat Sheet

Manage and participate in online discussions with Google Groups.

1

Access your groups, or create new ones.

**Switch from public groups to your organization's groups**
Note: If you create a new group before switching your organization view, your group will be publicly visible and appear in Google Search results. Make sure you create your groups in the right place.

Search for groups and messages Find groups to join or posted information you need.

View groups you've joined

See content you've posted

Create a new group Create a Q&A forum for your customers, a mailing list for your team, and more.
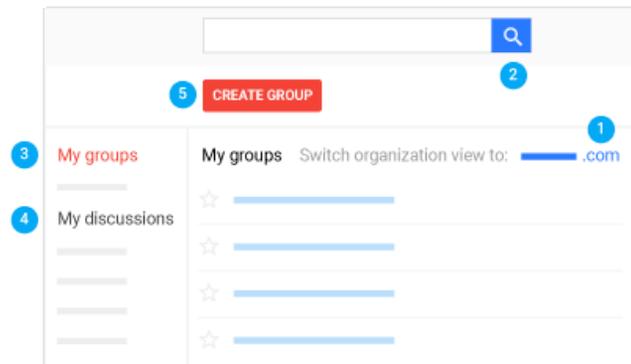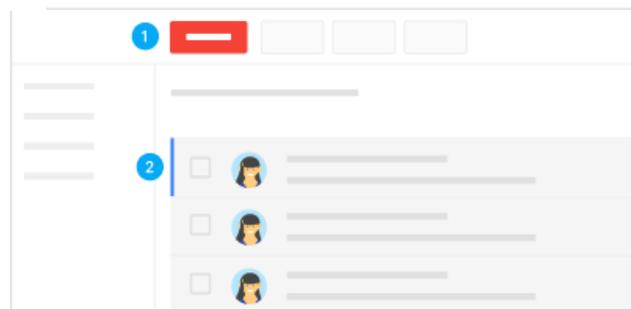

2

Participate in group discussions.

Post new topics or questions

Participate in a discussion Click any topic to reply, print discussions, delete messages, and more.

3

Manage your groups.

Change your Groups settings Edit membership settings, email subscriptions, update notifications, and more.

Manage selected topics Close a topic to replies, delete topics, and more.*

Manage group members Invite or directly add new people, change members' permissions, remove people from the group, and more.*

Group owners and managers only

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