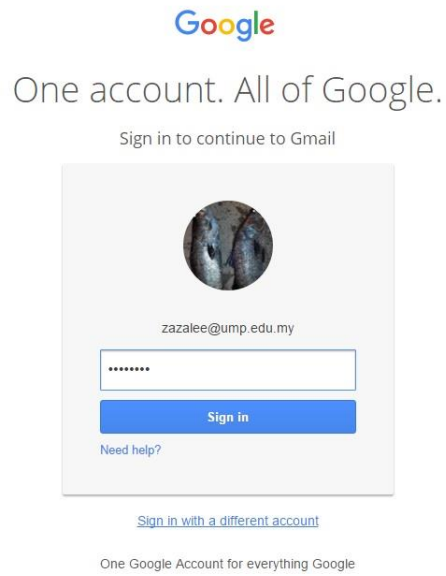
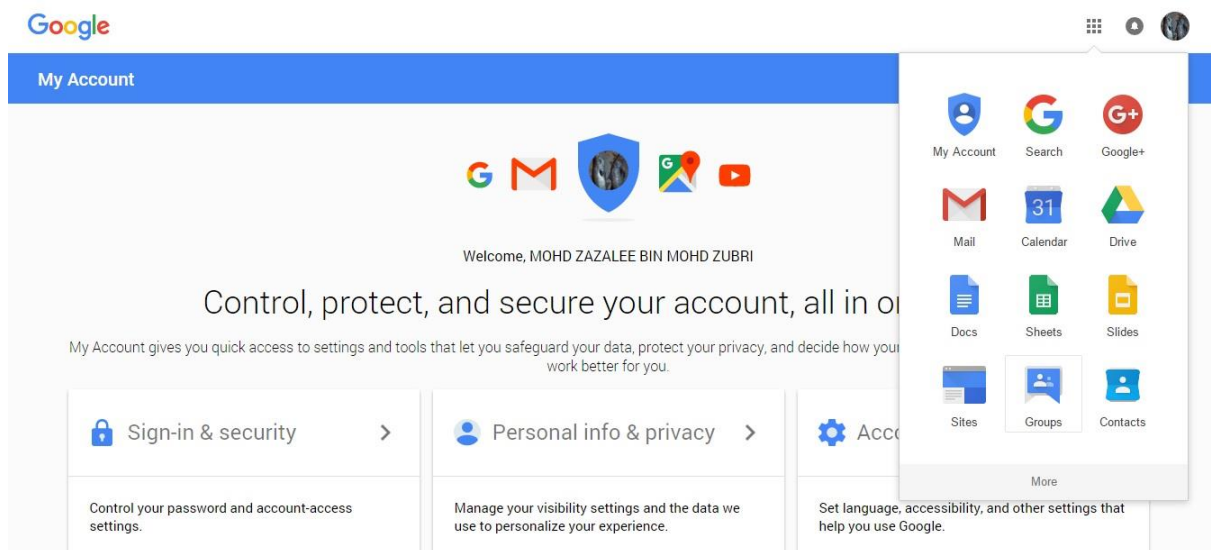


Create Group Email

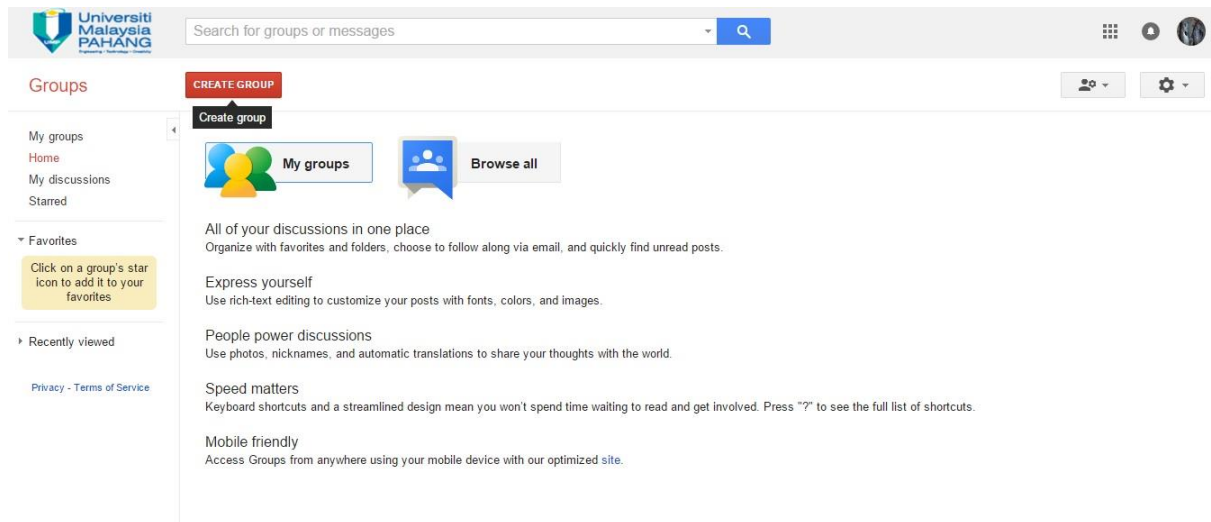
1) Sign in to gmail



2) Go to top right menu **Google apps** → **Groups**



3) Click create group



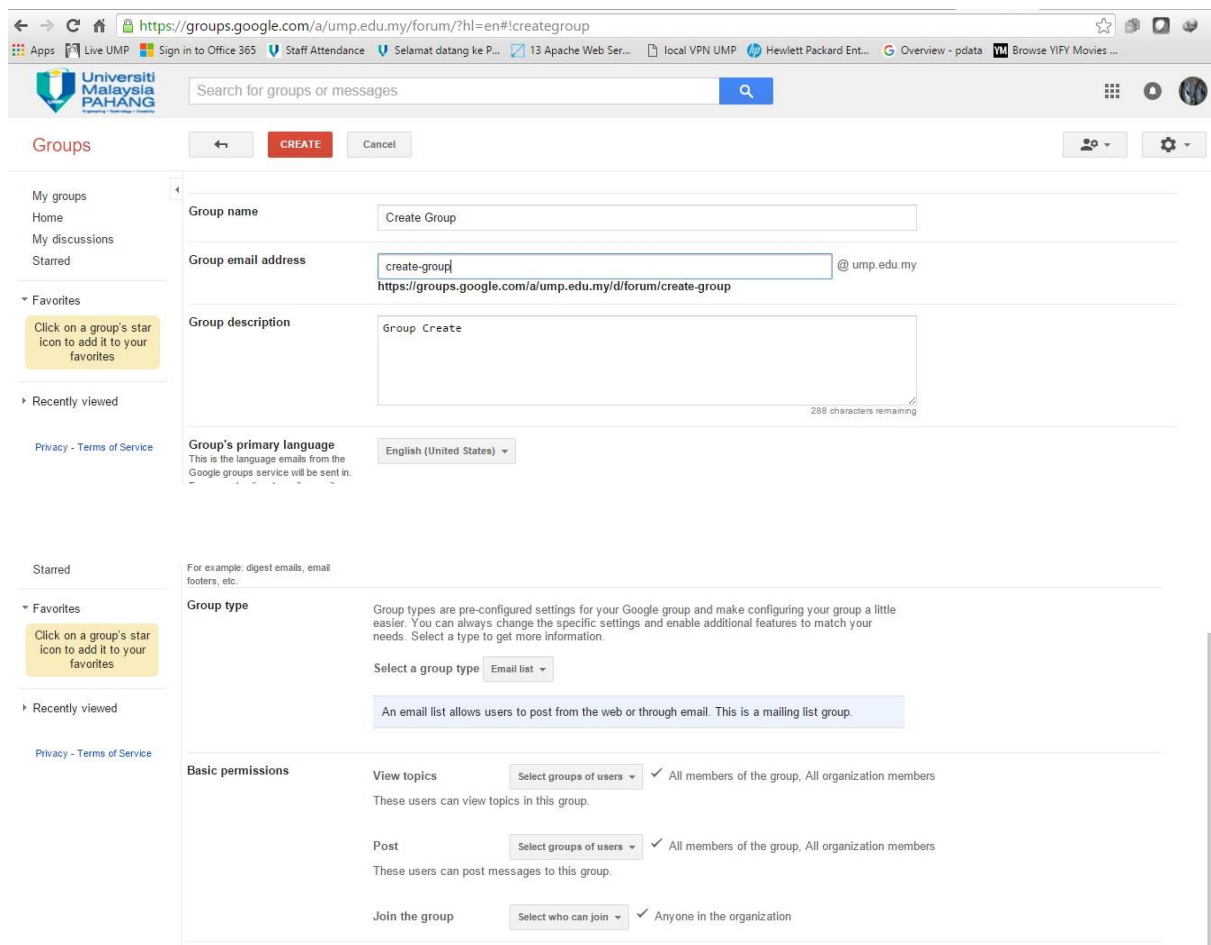
4) Fill all the information. Refer image below :

Group name : < enter your group name >

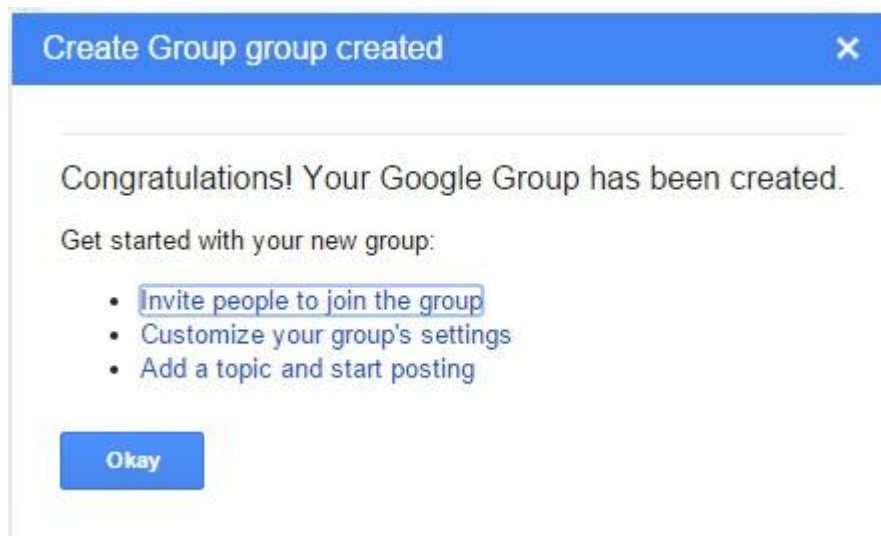
Group email address : < enter your group email address >

Group description : < enter the description >

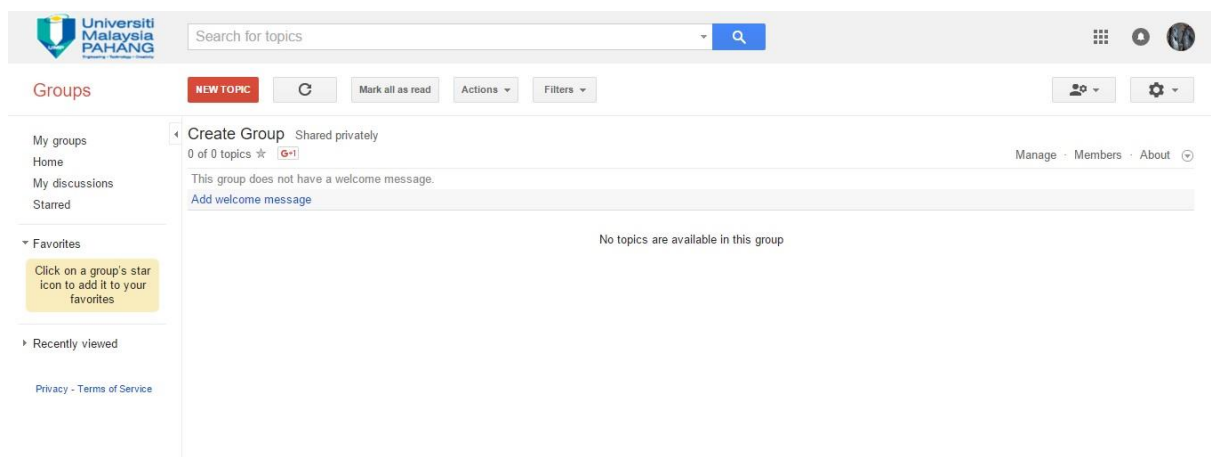
Then click **Create**



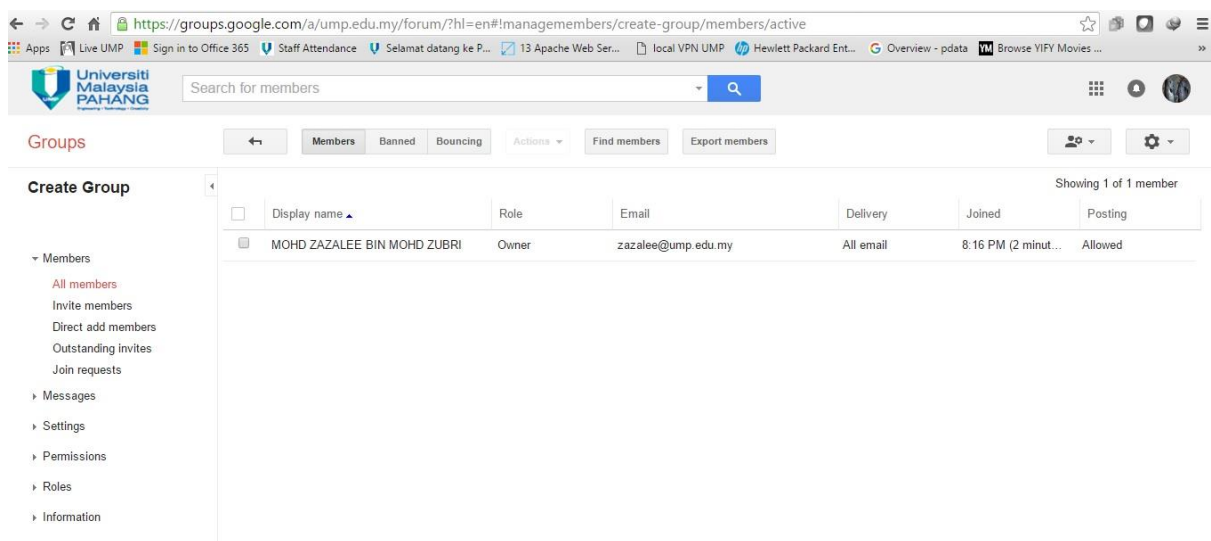
5) Pop up will appear then Click **Okay**



6) Go to top right menu. Click Manage



7) If you want to invite members, go to left menu and click **Invite members**



- 8) Then fill the form **Enter email addresses of people to invite** and **Write an invitation message** as picture below. Then click Add on the top.

The screenshot shows the 'Create Group' interface. At the top, there is a search bar for members and a 'Send invites' button. The left sidebar contains a 'Members' section with options: 'All members', 'Invite members', 'Direct add members', 'Outstanding invites', and 'Join requests'. Below this are 'Messages', 'Settings', 'Permissions', 'Roles', and 'Information'. The main form area has a title 'Create Group' and a 'Send invites' button. It contains two text input fields: 'Enter email addresses of people to invite' with the example text '"sazalee" <sazalee@ump.edu.my>', and 'Write an invitation message' with the text 'Let join this group'. A note below the first field states: 'Separate email addresses with commas. Each person will receive an invitation to your group and must accept before they can receive messages. Invitations expire in one week.' A character count at the bottom right indicates '981 characters remaining'.

- 9) If you want to add members, go to left menu and click **Direct add members**. Then fill the form **Enter email addresses to add as members** and **Write an invitation message** as picture below. Then click Add on the top.

The screenshot shows the 'Create Group' interface for adding members. At the top, there is a search bar for members and an 'Add' button. The left sidebar is identical to the previous screenshot. The main form area has a title 'Create Group' and an 'Add' button. It features a yellow warning banner: 'Please use this feature carefully. Only add people you know. Using this feature for sending unwanted email can result in account deactivation.' Below this is the 'Enter email addresses to add as members' field with the example text '"khaiyun Nizam Othman" <nizam@ump.edu.my>'. A note below states: 'Separate email addresses with commas. Each person will immediately become a member and can start receiving messages.' The 'Write a welcome message' field contains the text 'Hi!'. Below the form are 'Email subscription options' with radio buttons for: 'No email: web-only participation', 'Abridged Email: one summary email of new activity per day', 'Digest Email: up to 25 full new messages in a single email', and 'All Email: send each message as it arrives'. An 'Invite members' button is located at the bottom right. A character count at the bottom right indicates '998 characters remaining'.

10) Then Click Done

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Search for members

Groups Done Add more

Create Group

Member added
One person was added to the group | [show](#)

- Members
 - All members
 - Invite members
 - Direct add members
 - Outstanding invites
 - Join requests
- Messages
- Settings
- Permissions
- Roles
- Information

Invite members

Universiti Malaysia PAHANG

Search for members

Groups Done Add more

Create Group

Member added
One person was added to the group | [show](#)

- Members
 - All members
 - Invite members
 - Direct add members
 - Outstanding invites
 - Join requests
- Messages
- Settings
- Permissions
- Roles
- Information

Invite members

11) You will see the members in the group.

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Search for members

Groups Members Banned Bouncing Actions Find members Export members

Create Group

Showing 2 of 2 members

<input type="checkbox"/>	Display name ▲	Role	Email	Delivery	Joined	Posting
<input type="checkbox"/>	Khairun Nizam Othman	Member	nizam@ump.edu.my	All email	8:23 PM (1 minut...	Allowed
<input type="checkbox"/>	MOHD ZAZALEE BIN MOHD ZUBRI	Owner	zazalee@ump.edu.my	All email	8:16 PM (8 minut...	Allowed

- Members
 - All members
 - Invite members
 - Direct add members
 - Outstanding invites
 - Join requests
- Messages
- Settings
- Permissions
- Roles
- Information