Setting up Groups with Google

* While in your gmail account, click the nine dots (Google Apps) in the upper right-hand corner
* Click Groups



* Click Create Group
* Create a Group Name
* Assign the email address to your group (no spaces or capital letters in the email address)
* Note the new email address. You will use this address to email your group members



* After you group has been created, click on My Groups, then Manage Members





* On the left of the screen, click Direct add members
* Enter the email addresses of the members you wish to add. Separate each email address with a comma.



