



Collaboration Tools: Google Groups



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Why Google Groups?

Google Groups can be used to seamlessly share documents, post discussions, and create web pages (without having to know html coding) with colleagues and friends in a collaborative online workspace.

What is Google Groups?

Google Groups is a free user-owned web-based service that allows groups of people to communicate, manage and archive documents, email discussions and web pages.

How does Google Groups work?

Groups are created in a three step process:

1. create an account
2. setup your group
3. invite people

Access to a group can be set to public, announcement-only or restricted by invitation only. Users can create a personal profile and upload documents.

Google Groups can be used to

- create a collaborative online workspace
- provide a centralized workspace for documents
- create, store and share assignments
- organize meetings or social events
- find people with similar interests or backgrounds

Google Group members can

- create a profile (Members)
- have discussions on topics of interest
- create a web-based document page
- download files

Google Groups storage space

- a group is limited to 100 MB to store photos, documents and more; each file is limited to 10 MB
- to view the amount of storage space the group is using, click on the **Files** link in the right side of group's homepage; scroll to bottom of Files page

Customize Google Groups Appearance

- Add a logo or picture to the GG homepage
- Select an appearance to customize colors or styles for your group's background, headers, sidebar and text (Group settings > Appearance)



Process for Creating a Google Group



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Sign in with your
Google Account

Email:

Password:

☒ Stay signed in

[Can't access your account?](#)

Don't have a Google Account?
[Create an account now](#)

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- Go to **<http://www.google.com>**
- **Sign in** to your Google Account
 - If you do not have Google Account, create one
- From the **more** pull down menu select **Groups**

- **Create a Group**

- Name your group
- Email address fills automatically
- Write a group description
- Choose an Access level
 - Public
 - Announcement only
 - Restricted
- Click **Create my group**

- Type encryption; click **Create my group**

Google groups **Create a group**

☒ Set up group ☐ Add members

Name your group

Create a group email address
@googlegroups.com

Group web address: <http://groups.google.com/group/nanos-2010>

Write a group description

Letters remaining: 202

☐ This group may contain adult content, nudity, or sexually explicit material. Before entering this group you will need to verify that you're 18 years of age or over.

Choose an Access level

- On the **Create a group** page
 - Enter email address to invitees
 - Write an invitation message
 - Click Invite members or Skip this step
- Your group is created; you have a homepage, group email and link to **Visit your new group**

Google groups **Create a group**

☐ Set up group ☒ Add members

Invite members by email | [Add members directly](#)

Enter email addresses of people to invite

Each person will receive an invitation to your group and must accept before they can receive messages.

Write an invitation message

Google Groups will automatically include the group's name, description, and address in the email.

- **Add files**

- Click **Files**
- Click **Upload file**
- Click **Browse**
- Navigate to the file
- Click **Open**
- File is added to the GG files list
- Continue Upload files process
- Click "I'm done uploading files"
- Use **Rename & delete files**; files can be sorted by clicking on Filename, Uploaded by, etc.

Home

- Discussions
- Members
- Pages
- Files**

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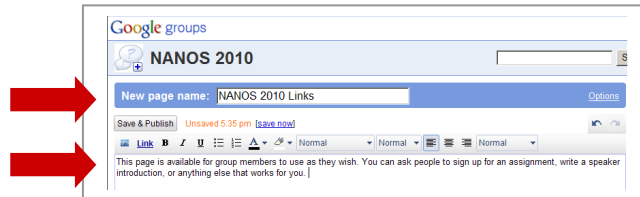
Files

View: List, Grid



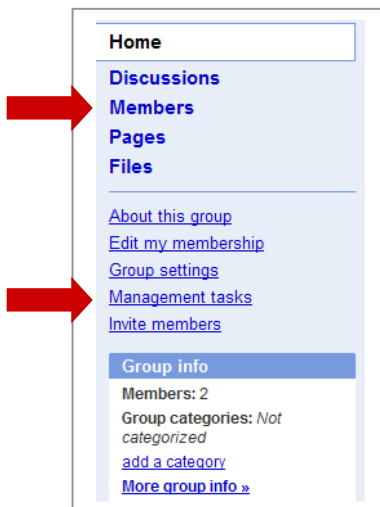
• Create a Page

- Click **Pages**
- Click **Add new page**
- Enter **New page name:**
- Enter text using the wysiwyg space
- Click **Save & Publish**



• Create a Discussion

- Click **New post**
 - Enter **Subject**
 - Enter **Message**
 - Click **Post message**
- Click on the message to read it
- Click **Reply** to respond; this results in a threaded discussion for the topic
- Click **Forward** to send to someone else
- Click **Back to Discussion** to start a **New post** for a new topic



• Members / Management tasks

- Click on **Members**; use **Add or invite new members**,
- Click **Edit member list and member permissions** to do so
- Use **Management tasks** to set membership type
 - Regular
 - Manager
 - Owner
 - Unsubscribe or Ban
- Use **Set delivery type** for email options

• Delete a Group

- Click **Group settings**
- Click **Advanced**
- Click **Delete Group**
- Enter **Reason** and click **Remove this Group**

