Google Groups

1. To create a Google Group, navigate to the Google website (http://www.google.com).

2. Look at the top menu bar. If the word “Groups” appears there, click it; otherwise, click “More” to open the drop-down menu. Select “Groups” from the menu. If “Groups” does not appear in the drop-down list, select “More” and then scroll down until you find the link for “Groups.”

3. On the Google Groups page (use the new Google Groups page as of 2012), select “New group.”

4. On the “Create a Group” page that appears, you can give your group a name, write a description of your group, and create a group e-mail address. As a team, decide on a name, description, and e-mail address for your group and enter the information.

5. When you have finished, select “Basic access.” In the list that appears, indicate who can view your group’s content. If you want to keep this information private, select only members of the group.

6. Next, indicate who can post messages; again, to keep the group’s information private, select only group members.

7. Now indicate who can join the group. Here, you may want to select “only invited users.” You may also want to create a new member question. This question will give you an opportunity to request information about the members of your group. You might ask questions such as “What subjects do you teach?” or “What hobbies do you have?”

8. Look at the advanced settings. As a group, discuss these options and make your selections.

9. When you are finished, go to the top of the page and select the “Create group” button.

10. Complete the human verification message that appears. You have now created your group.

11. Invite all the members of your team to join the newly created group. You can also use this time to customize your group page and start to add topics of discussion.