
Google Groups (Listservs) Policy: Google Group access for posting information to specific groups, such as students, faculty, staff/admin, etc. will now be limited to specific senders. Information can now be shared by submitting information to each Google Group's lead or through the appropriate newsletter. The following newsletters are now available for sharing information: HR Update, Student Bulletin, and Campus Updates.

Google Groups are available to deliver information to any specific group of people. Examples of existing Google Groups include: Astronomy Club, Augie Catholic, Augustana Clack Student Union Group, fraternities, sororities, etc.

What are Google Groups? You can use Google Groups to:

- Email everyone in a group with a single email address
- Meet people with similar hobbies, interests, or backgrounds
- Learn about a topic and join discussions
- Create a Q&A forum for any topic, such as baking, health, or a task at work

Requesting a Google Group

- https://augustanacollege.samanage.com/catalog_items/1125974-group-request/service_requests/new
- You will need to login to ITS Helpdesk using your Augustana email credentials
- Complete the form. The form will ask the following:
 - Group Purpose
 - Whether you want group members to be able to email within the group
 - Whether you will include group members outside of Augustana College
 - Whether you want group members to be able to see past emails/posts
 - **You must agree, as the manager, to be responsible for adding/removing members and monitoring email within the group.**
- Manage Group Permissions
- Promote your Google Group to potential members through your student organization or interest group. Consider promoting it to the appropriate audience through:
 - Submit Announcements to: announcements@augustana.edu
 - Submit information to all employees to: HRUpdate@augustana.edu
 - Submit information to all students to: studentbulletin@augustana.edu
- All student club Google Groups will need to be renewed annually by June 1. The advisor or a club officer should email the ITS helpdesk indicating the Google Group will continue to be active through the next academic year.

Joining a Google Group

- View all of the existing Google Groups: <https://groups.google.com/all-groups>
- You can search or review the list
- Simply pick a group and click the Ask to Join button

Managing Notifications for Your Google Groups

- Click My Groups on left-hand side; You will see a list of the Google Groups in which you are already a member
- Under the Third Column, called Subscription, you can manage the frequency and how you would like to receive notifications
 - Each email: you will receive every email posted to this group as it is posted
 - Digest: you will receive an email digest of up to 25 emails posted to this group
 - Abridged: you will receive one email daily, containing a summary of that day's messages
 - No email: you will receive no emails but can go into the group to see emails posted