1. Go to https://groups.google.com

2. Click "Create Group

Google	Search for groups or messages Q
Groups	CREATE GROUP
My groups Home Starred	My groups
 Favorites Click on a group's star icon to add it to your favorites 	All of your discussions in one place Organize with favorites and folders, choose to follow along via email, and quickly find unread posts. Express yourself
✓ Recently viewed OSU Alumni Club Privacy - Terms of Service	People power discussions Use photos, nicknames, and automatic translations to share your thoughts with the world. Speed matters
	Keyboard shortcuts and a streamlined design mean you won't spend time waiting to read and get involved. Press "?" to see the full list of shortcuts. Mobile friendly Access Groups from anywhere using your mobile device with our optimized site.

3. Fill out Group Information

	Search for groups or messa	ges	٩	
	CREATE Ca	ncel	This will automatically pop	ulate after
•	Group name	OSU Alumni Club of Jackson	you submit your group nan	ne
	Group email address	osu-alumni-club-of-jackson https://groups.google.com/d/forum/osu	-alumni-club-of-jackson	@ googlegroups.com
	Group description Alumni Club communication central. You can reply to email and it will track all of our communications		it will track all	
				199 characters remaining
	Group's primary language This is the language emails from the Google groups service will be sent in. For example: digest emails, email footers, etc.	English (United States) 👻		

4. Select Group Type and Basic Permissions (several options to choose from, Recommend Collaborative Inbox)

Group type	Group types are pre-configured settings for your Google group and make configuring your group a little easier. You can always change the specific settings and enable additional features to match your needs. Select a type to get more information. Select a group type Collaborative inbox
	Topics can be assigned to other members and treated as tasks which can be resolved or reassigned. Additional options are available to control who can assign and receive tasks.
	Participants Select groups of users - ✓ All members of the group
Basic permissions	View topics Select groups of users - ✓ All members of the group These users can view topics in this group.
	Select groups of users ✓ All members of the group These users can post messages to this group.
	Join the group Select who can join - Anyone can ask

5. Select "Create" and mark check box to indicate you are not a robot.

	Search for groups or messages		٩	
	CREATE	ncel		
٠				
	Group name	OSU Alumni Club of Jackson		
	Group email address	osu-alumni-club-of-jackson https://groups.google.com/d/forum/osu-alumni-club-of-jacksor	1	@ googlegroups.com

6. Invite people to join the Group by selecting the link in the first pop up

OSU Alumn	i Club of Jackson group created	×
Congratula	tions! Your Google Group has been	created.
Get started w	ith your new group:	
InviteCusion	people to join the group	
Add a	topic and start posting	
Okay		

7. Invite folks to join the Google Group

Send invites				
Enter email addresses of people to invite				
Insert email addresses of Board here				
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. Write an invitation message				
Explain that this is the central communication hub for the group				
The group's name, description, and address will automatically be included in the email.				

8. Post Update/Meetings/Questions on Home Page. These will be emailed to all signed up members, and also stored on the home page for the group

NEW TOPIC C Mark all as read Actions - Filters -	
OSU Alumni Club of Jackson Shared privately 0 of 0 topics *	Tags · Manage · Members · About ③
This group does not have a welcome message.	
Add welcome message	
	No topics are available in this group

9. Create Post

POST Discard	
OSU Alumni Club of Jac	You can directly upload your minutes here
Subject Board Me	eting Notes Updated from 6/5/17
Type of post	ussion
⊄ ₽ Attach a file ∌dd a refe	rence Add Cc
Normal 🔻 Nor	mal - B I U A - ∅ - ≡ Link ≦ ≦ Ξ I (}
Attached you will find Board	d Meeting Minutes. Please review, and let me know if there are any edits.