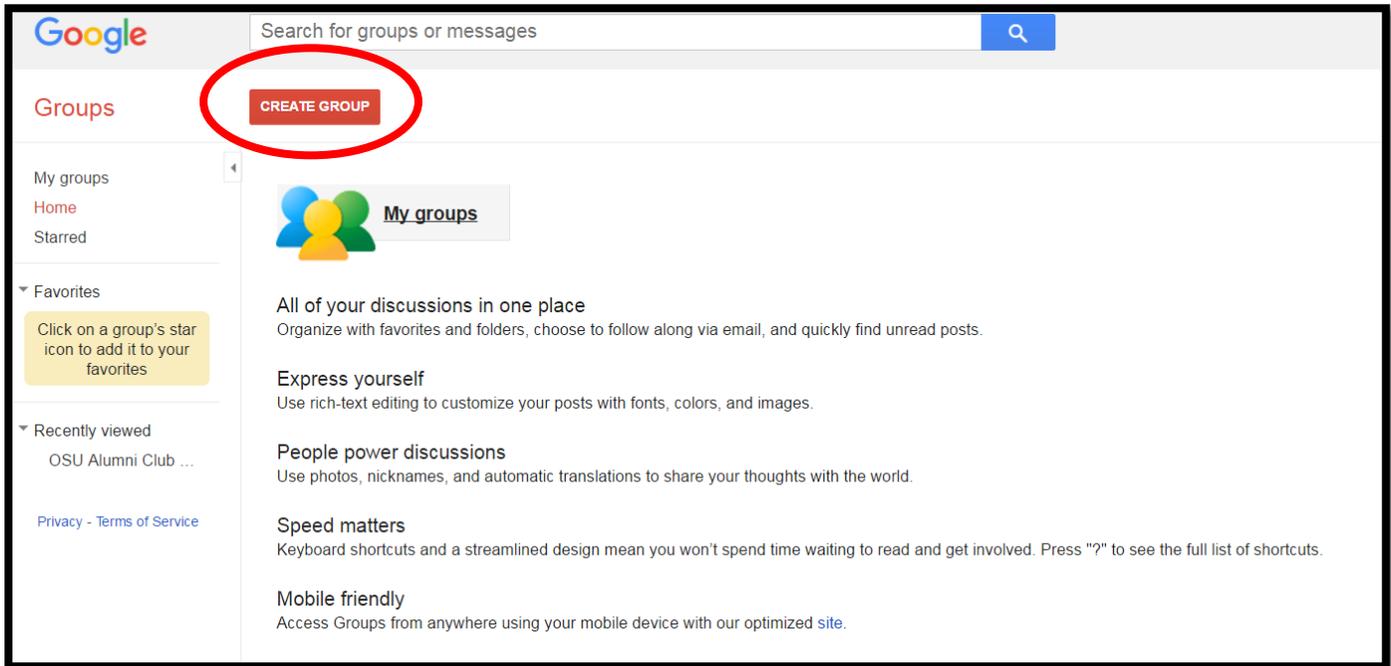


1. Go to <https://groups.google.com>
2. Click "Create Group"



3. Fill out Group Information

The screenshot shows the "Create Group" form. At the top is a search bar with "Search for groups or messages" and a magnifying glass icon. Below it are three buttons: a back arrow, a red "CREATE" button, and a "Cancel" button. The form has several fields: "Group name" (containing "OSU Alumni Club of Jackson"), "Group email address" (containing "osu-alumni-club-of-jackson" and "@googlegroups.com", with a URL "https://groups.google.com/d/forum/osu-alumni-club-of-jackson" below it), "Group description" (containing "Alumni Club communication central. You can reply to email and it will track all of our communications" and "199 characters remaining" at the bottom right), and "Group's primary language" (a dropdown menu set to "English (United States)"). A red box highlights the email address field, and a red arrow points from it to a text box that says "This will automatically populate after you submit your group name".

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

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**  ✓ All members of the group

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**Basic permissions**

**View topics**  ✓ All members of the group  
These users can view topics in this group.

**Post**  ✓ All members of the group  
These users can post messages to this group.

**Join the group**  ✓ Anyone can ask

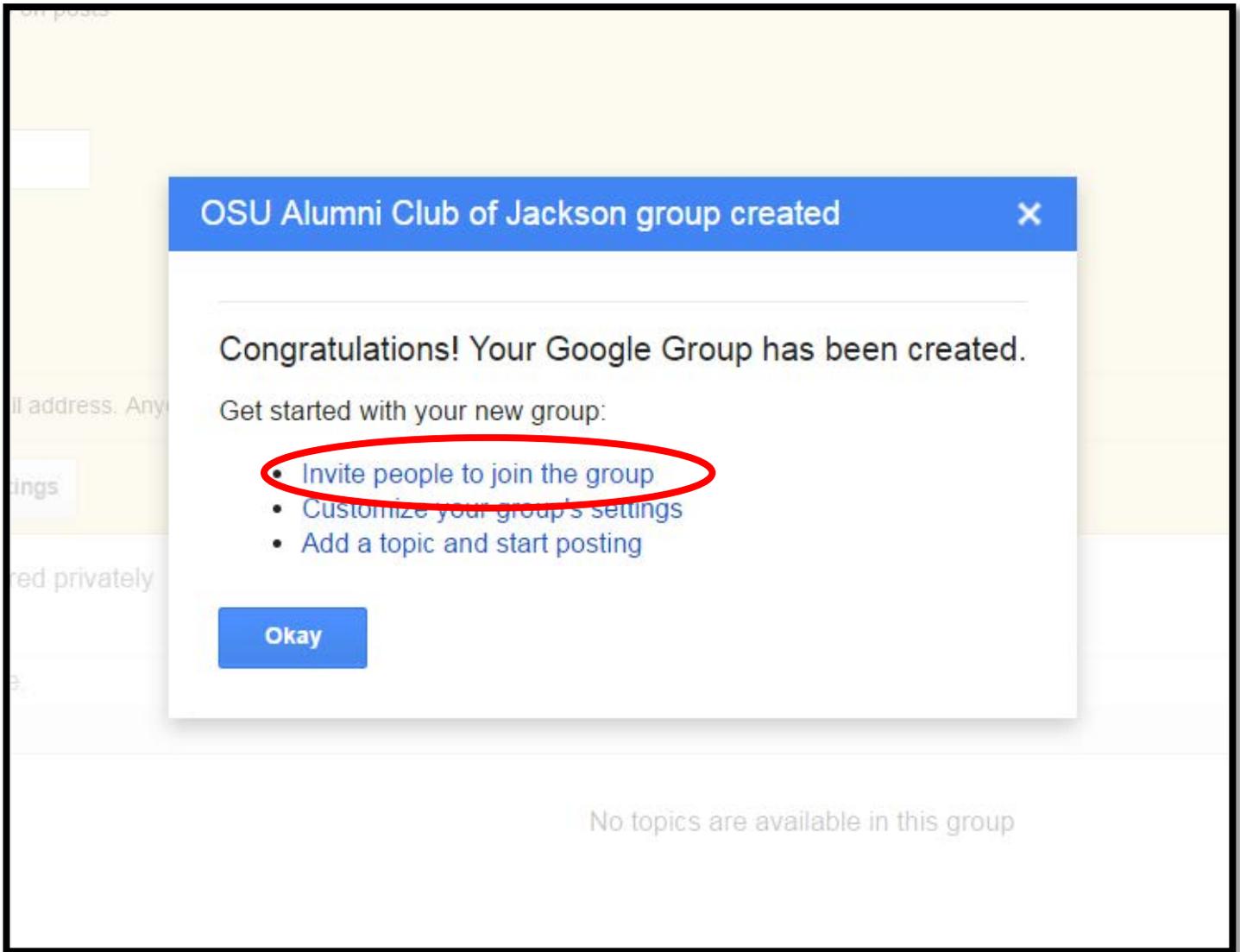
5. Select "Create" and mark check box to indicate you are not a robot.

Search for groups or messages

**Group name**

**Group email address**  @ googlegroups.com  
<https://groups.google.com/d/forum/osu-alumni-club-of-jackson>

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



7. Invite folks to join the Google Group

← Send invites

Enter email addresses of people to invite

Insert email addresses of Board here

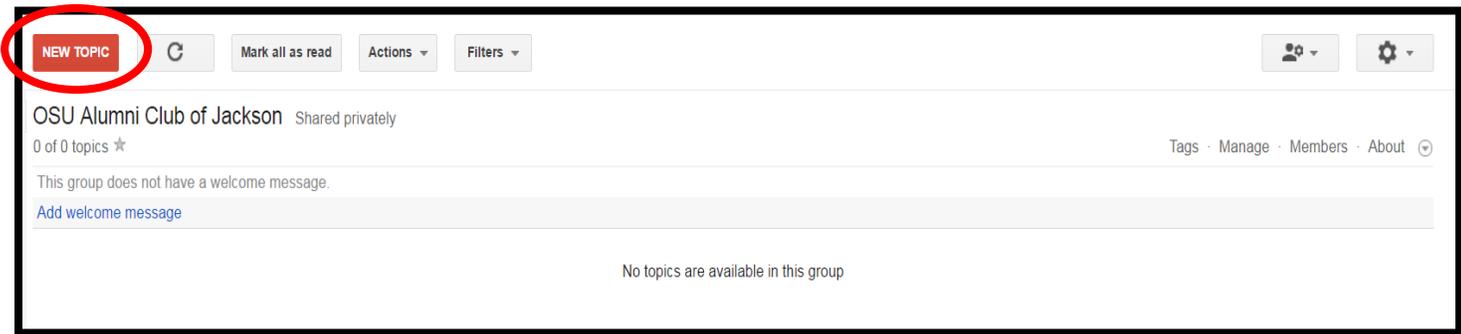
Separate email addresses with commas. Each person will receive an invitation to your group and must accept before they can receive messages. Invitations expire in one week.

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



9. Create Post

