








Google Groups – Add or Remove Members

Staff members of school districts using the eupschools.org identity for email have a Google account which they can access using their email login information. Group emails are sent, managed and saved with Google Groups, and use the eup.k12.mi.us identity.

First – Login and Locate the Desired Group

Steps	Related Icons
1. Open a browser window and go to https://groups.google.com	
2. Click the Sign in button in the upper-right corner	
3. Fill in your school email address and password, then click Sign in <ul style="list-style-type: none"> • Notice that your email address has replaced the original Sign in button in the upper-right corner • Notice the Apps icon next to your email address 	 
4. Click on the Apps icon	
5. Click on the Groups icon	
6. Click on the My groups link or the My groups icon <ul style="list-style-type: none"> • Each group, of which you are a member, will be listed 	
7. Locate the desired group, click on Manage <ul style="list-style-type: none"> • A list of all members will be displayed 	

Add a Member

Steps	Related Icons
1. In the left-side menu, click on Direct add members	
2. In the box Enter email addresses to add as members , enter desired email addresses, with a comma between each individual account if more than one email address is entered	
3. Click on the Add icon	

Remove a Member

Steps	Related Icons
1. Click the check-box next to the name of the member you wish to remove	
2. In the Actions drop-down box, click on Remove from group	