Google Groups for Managing Discussions

A Group provides a web page to manage Group discussions. Group members can start or join discussions by posting a new topic, or responding to posts in your Group. Posts to Google Groups also generate e-mail notifications (this can be turned off when your group is setup, if requested.)

The person managing the group will provide the group web site address (URL) to members.

Tip: Bookmark this page.
Login: Groups are accessed using your Ramapo Gmail account login and password.

To Post a Discussion Topic:
- Select “New Topic” Button.
- Enter Subject.
- Select type of post > discussion OR announcement.
  - Discussion is designed for threaded discussion. (most commonly used)
  - Announcements are meant for sending, but not replying. Recipients cannot post a reply on group page.
- Type message into text field, and format text by using the text formatting tool bar
- Click the “Post” button to post your message.

Options for posting discussions include:
- Attach files (drag and drop, or browse for file).
- Add a reference, e.g. google doc, sheet, presentation or drive folder (must be shared with group); or any web site
- Display at top — select this to make this discussion appear at the top, above all other discussions.

Read and Reply to a Discussion:
Navigate to the Group and select the discussion.

1. To reply to the group, next to the date of the post, click Post reply. Your reply will be the last post in the thread.

2. To reply only to the person who posted, at the top right of the post, click the Down arrow. Click Reply privately to author.

To Reply to Group Discussions from E-mail:
Be sure to select “Reply All” in Gmail to respond to the entire group. “Reply” will only go to the individual who posted. This feature might not be enabled.
Managing Group E-mails:
Group members by default will receive an e-mail notification of each group post. Each member can control e-mails preferences from with Group.

1. Go to Group “My Settings” People/Gear Icon > “Membership and Email Settings”.
2. “Email Delivery Preference”: Click on the triangle to view and select your preferred email preference for this group (every post, daily summary, combined, or none, etc.).
3. Save

Group Search and Filters:
Search - search from within a group to find a specific item in a discussion. Click the search triangle to display advanced search options.

Filters - to select and refine search of group discussions.

Sharing Other G Suite Apps with your Group:
Once a Group is created, your Docs, Sheets, Slides and Drive folders can be shared by inviting the Group e-mail address. Calendars can also be shared with group e-mail address. These Google Apps can add additional functionality beyond discussion.

Group Requests and Membership: ITS creates all Groups, and initially adds group members. The person requesting the group will be designated the group owner, and will manage membership once it’s created. Request a group by emailing helpdesk@ramapo.edu, and providing the name for your group, the emails of members, and group type (web discussion or email). ITS will provide the URL to your group and notify you once it is setup.

HELP: Select the gear icon then “Help and Feedback” to get User Guides for Groups.

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