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.

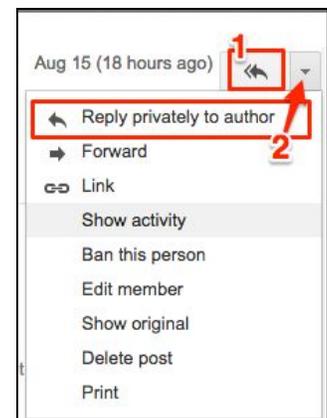**Read and Reply to a Discussion:**
Navigate to the Group and select the discussion. You can reply to the group or an individual:

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,

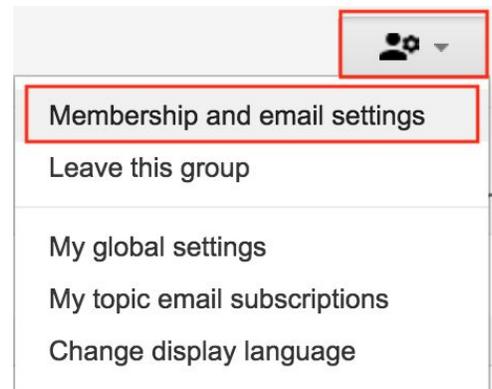click the Down arrow . Click **Reply privately to author**.

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.