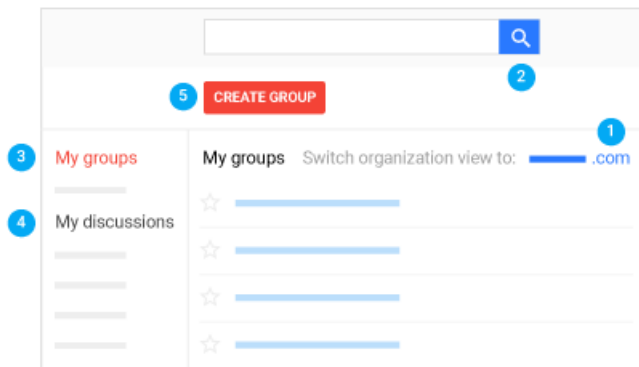## Groups Cheat Sheet

Manage and participate in online discussions with Google Groups.

1 Access your groups, or create new ones.

① **Switch from public groups to your organization's groups**
Note: If you create a new group before switching your organization view, your group will be publicly visible and appear in Google Search results. Make sure you create your groups in the right place.

② **Search for groups and messages** Find groups to join or posted information you need.

③ **View groups you've joined**

④ **See content you've posted**

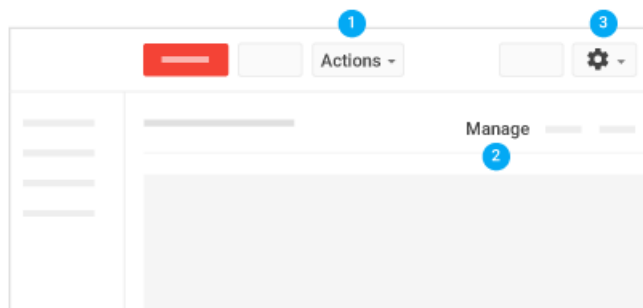**⑤** **Create a new group** Create a Q&A forum for your customers, a mailing list for your team, and more.

2 Participate in group discussions.
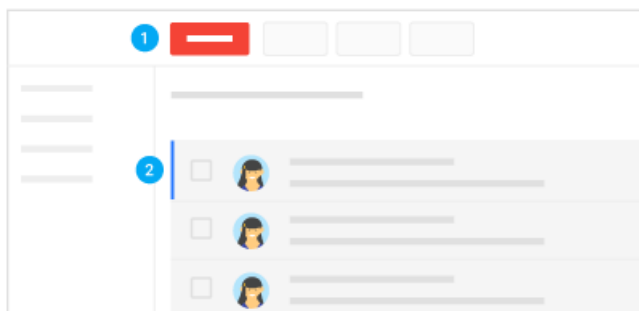
① **Post new topics or questions**

② **Participate in a discussion** Click any topic to reply, print discussions, delete messages, and more.

Groups Cheat Sheet

3 Manage your groups.

1 Change your Groups settings Edit membership settings, email subscriptions, update notifications, and more.

2 Manage selected topics Close a topic to replies, delete topics, and more.*

3 Manage group members Invite or directly add new people, change members' permissions, remove people from the group, and more.*

Group owners and managers only