

UMassAmherst Student Affairs Technology Services

Google Groups Email List Privacy Settings

Departments and groups that maintain email lists in Google Groups should check to make sure that all group privacy, visibility, and member management settings are appropriate for the intended use.

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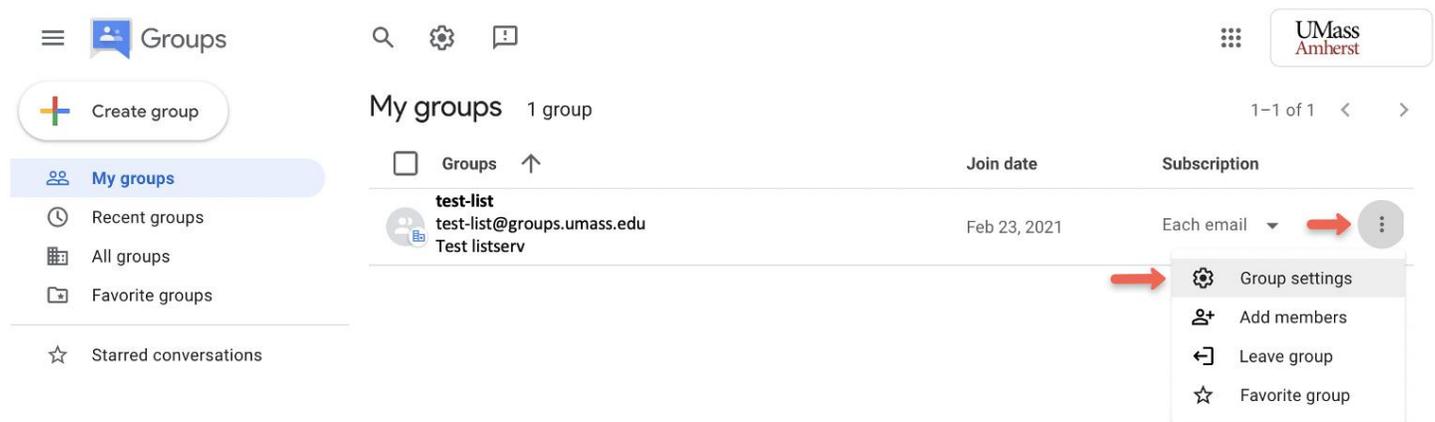
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Access Your Google Groups Email Lists

- Log in with **NetID@umass.edu** and **password** (or subsidiary account information) at groups.google.com
- Groups you manage will appear under **My Groups**. If anything is missing, contact it@umass.edu.
- To request a new group or delete an existing group, go to **SPIRE > IT Accounts > Email List Request & View**. Groups for subsidiary accounts must be requested or deleted by the account owner.

Review Settings

In the row corresponding to a group that you manage, click the more actions icon (far right) and select “**Group Settings**”.



Use the following resources to understand the options and implications of Google Groups settings.

- [Google Groups: Post-Upgrade Checklist for List Managers](#)
- [Choose Group Settings in Google Groups](#)

Limit Group, Member, and Content Visibility in Settings

The following settings control the ability of others to see your group, your group members, and content posted to your group in Google Groups.

Who can see group

This setting controls who is able to **view your group** in Google Groups.

- **Group members:** only people in your membership list
- **Organization members:** anyone with a UMass account in Google Groups

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Who can view conversations

This setting controls who can **view messages** posted to your Google Group.

- **Group owners:** only the person who owns the net id or subsidiary account used to create the group
- **Group managers:** only people in your membership list with the “Manager” permission level
- **Group members:** only people in your membership list
- **Entire organization:** anyone with a UMass account in Google Groups

Who can post

This setting controls who can **post messages** to your Google Group.

- **Group owners:** only the person who owns the net id or subsidiary account used to create the group
- **Group managers:** only people in your membership list with the “Manager” permission level
- **Group members:** only people in your membership list
- **Entire organization:** anyone with a UMass account in Google Groups
- **Anyone on the web:** anyone

Who can view members

This setting controls who can see the **names of your group members** in Google Groups.

- **Group owners:** only the person who owns the net id or subsidiary account used to create the group
- **Group managers:** only people in your membership list with the “Manager” permission level
- **Group members:** only people in your membership list
- **Entire organization:** anyone with a UMass account in Google Groups

Who can view member email addresses

This setting controls who can see the **email addresses of your group members** in Google Groups.

- **Group owners:** only the person who owns the net id or subsidiary account used to create the group
- **Group managers:** only people in your membership list with the “Manager” permission level
- **Group members:** only people in your membership list
- **Entire organization:** anyone with a UMass account in Google Groups

Who can manage members

This setting controls who is able to **add and remove members** for your group. This permission **allows the view and export of member names and email addresses.**

- **Group owners:** only the person who owns the net id or subsidiary account used to create the group
- **Group managers:** only people in your membership list with the “Manager” permission level
- **Group members:** only people in your membership list

Additional Resources

- [Mailman vs. Google Groups: What's New & Different](#)
- [More about the upgrade to Google Groups](#)