

How To Create A Distribution List

1. Click on the **GROUPS** tab

Google Apps for sertomacentre.org - Google Apps for Education

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Dashboard Organization & users **Groups** Domain settings Advanced tools Support Service settings ▾

[Create a new group](#) Groups make it easier to communicate and collaborate with dynamic teams. [Learn more](#)

[Delete groups]

2. Click on **CREATE A NEW GROUP**

Google Apps for sertomacentre.org - Google Apps for Education

Google apps [Search accounts] [Search Help Center]

Dashboard Organization & users **Groups** Domain settings Advanced tools Support Service

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3. Type in the Group NAME, email address, and Description. Assign and access level. Generally if only agency staff will be sending to the group, TEAM access should be fine. If people outside of the agency will be sending email to the group, place a check next to ALLOW ANYONE ON THE INTERNET TO POST MESSAGES.

Create a new group

** indicates a required field*

Group name *

Safety Committee

Group email address *

safety @sertomacentre.org

Group description

Sertoma Centre Safety Committee

Access level

- Team** - Anyone in sertomacentre.org can post messages and view the members list.
 - Also allow anyone on the Internet to post messages
- Announcement-only** - Only owners can post messages and view the members list
- Restricted** - Only members can post messages and view the members list

If Groups (user-managed) service is activated later: The selected access level setting will include additional features [Learn more](#)

Add all users within Sertoma Centre, Inc to this group

[Create new group](#)

Cancel