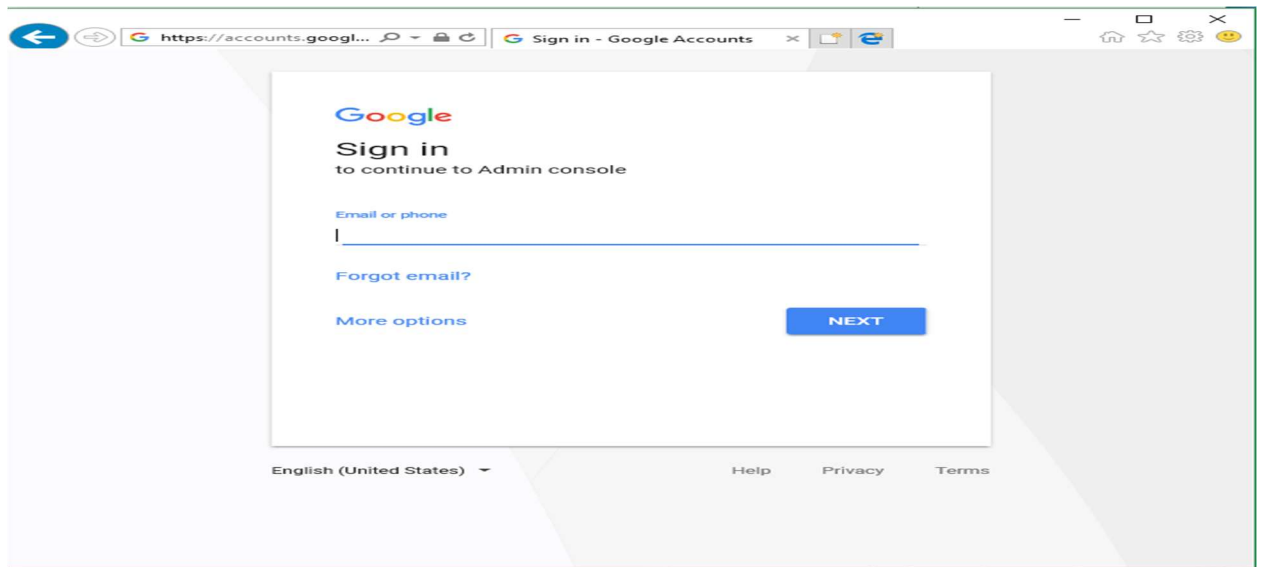
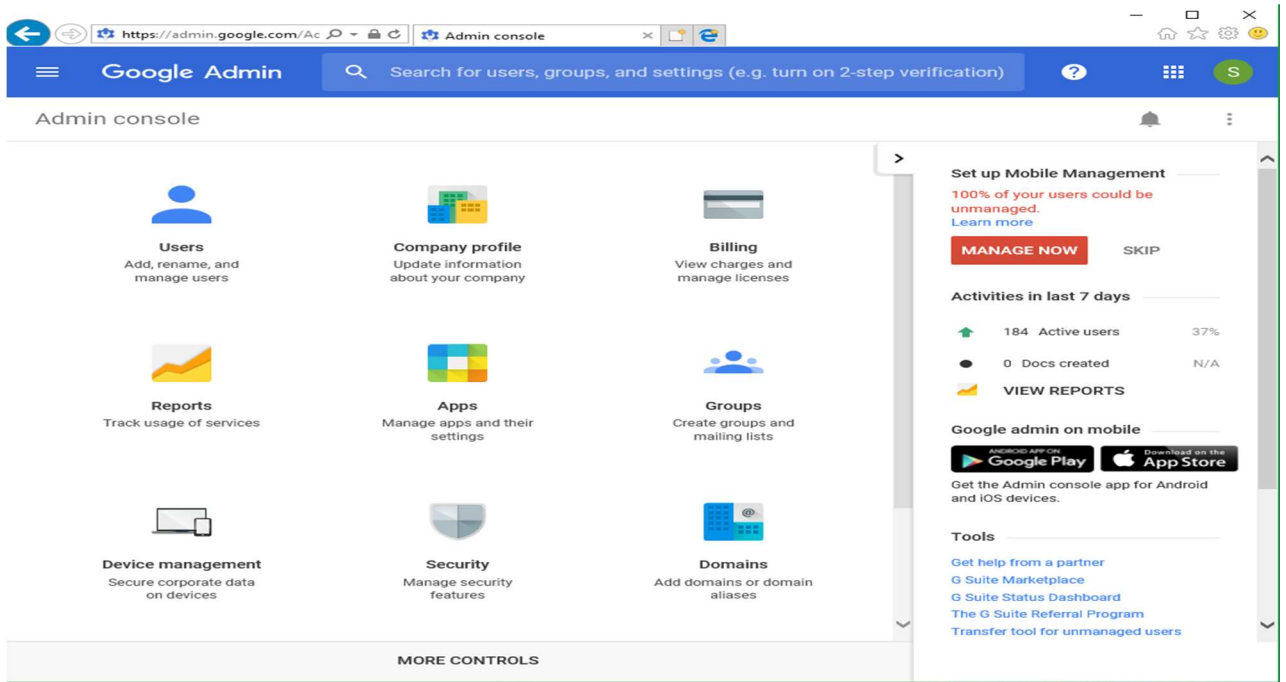


Google has something similar to distribution lists called Groups. You will need to use the web client in order to set these up. You can do so by using the following instructions.

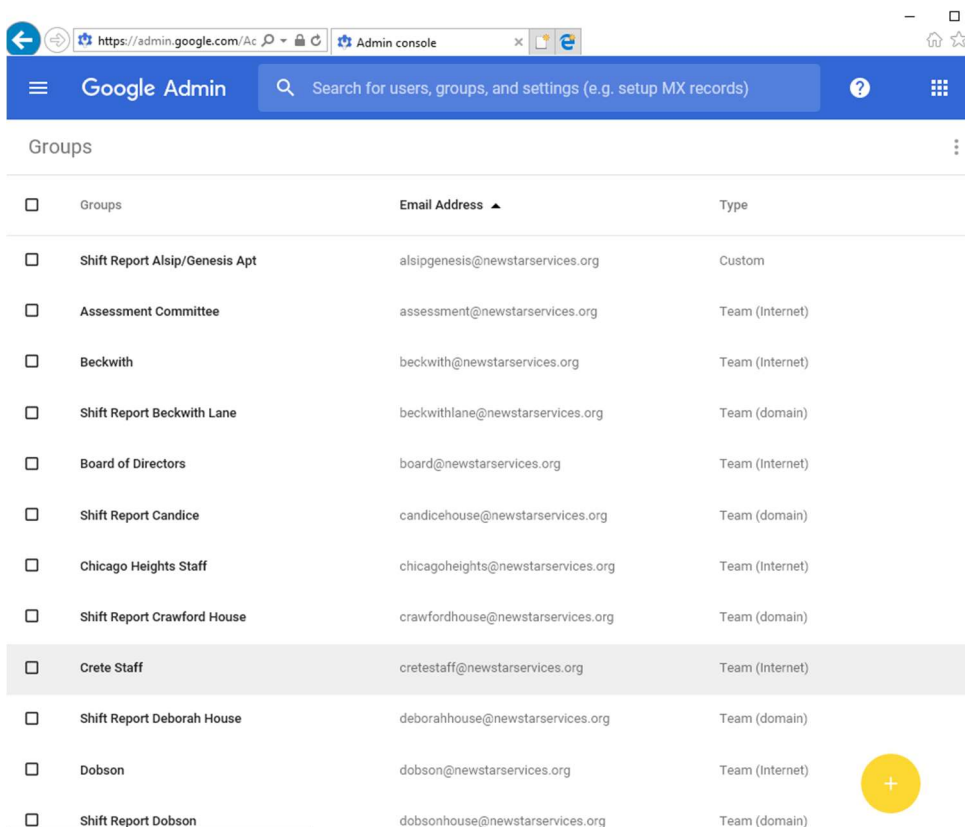
1. Login to the Google Apps interface of designated agency:
Garden Center: <https://www.google.com/a/gardencenterservices.org>
New Star: <https://www.google.com/a/newstarservices.org>
Park Lawn: <http://www.google.com/a/parkalwn.com>
Sertoma: <http://www.google.com/a/sertomacentre.org>
CTF: <http://www.google.com/a/ctfillinois.org>
2. Enter your email username and password



3. Click on the “Groups icon”



4. Click “plus” icon at bottom right of the screen



5. Name the group and give it an email address (usually the name of the group will work). Enter a detailed description of the group and select the default access level of the group (who can send

to it.) Then click the “Create” button.

Create new group ×

Name of the group

Group email address ▼

Description (optional)

Access Level

Team ▼

Anyone in southstarseervices.org can post messages and view the members list.

Also allow anyone on the internet to post messages

Add all users within southstarseervices.org to this group.

If Groups for Business is activated later: The selected access level setting will include additional features ?

CANCEL
CREATE

6. Start adding Members to the group

Groups > test@newstarseervices.org > Advanced group settings ⋮

test test@newstarseervices.org

Delete group

+ **Add new members** You can add both users and other groups.

Type names, usernames, email addresses

Add as Member ▼

Add all users in this domain

Remove members
More actions ▼
0 - 0

Name	Email address	Role
You haven't added any members to the group yet. Add members using the form above.		

Remove members
More actions ▼
0 - 0

- When you start typing a name, it should bring up an autocomplete list from the global contacts.

test test@newstarservices.org

Delete group

+ Add new members You can add both users and other groups.

Search input: []

Autocomplete suggestions:

- "Velzetta Qualls" <vqualls@newstarservices.org>
- "Velzetta Qualls" <vqualls@southstarservices.org>
- "Velzetta Qualls" <vqualls@newhopecenterinc.com>

Add all users in this domain

Email address	Role
	0 - 0

You haven't added any members to the group yet. Add members using the form above.

Remove members More actions

0 - 0

- Add the necessary members to the list using the autocomplete method and click on the "add" button to add them to the group. Once you have the necessary members added, click on "Back to Groups" to go back to the list of groups
- You will see your newly created group in the list of groups.

<input type="checkbox"/>	Groups	Email Address	Type
<input type="checkbox"/>	Shift Report Wingate	wingatehouse@newstarservices.org	Team (domain)
<input type="checkbox"/>	Wingate	wingate@newstarservices.org	Team (Internet)
<input type="checkbox"/>	Williams	williamsct@newstarservices.org	Team (Internet)
<input type="checkbox"/>	Shift Report Williams Court	williamscourt@newstarservices.org	Team (Internet)
<input type="checkbox"/>	Shift Report Tina Lane	tinalane@newstarservices.org	Team (domain)
<input type="checkbox"/>	Shift Report Thornton	thorntonhouse@newstarservices.org	Team (domain)
<input type="checkbox"/>	Thornton	thornton@newstarservices.org	Team (Internet)
<input type="checkbox"/>	test	test@newstarservices.org	Team (domain)
<input type="checkbox"/>	Staff Termination	term@newstarservices.org	Team (domain)