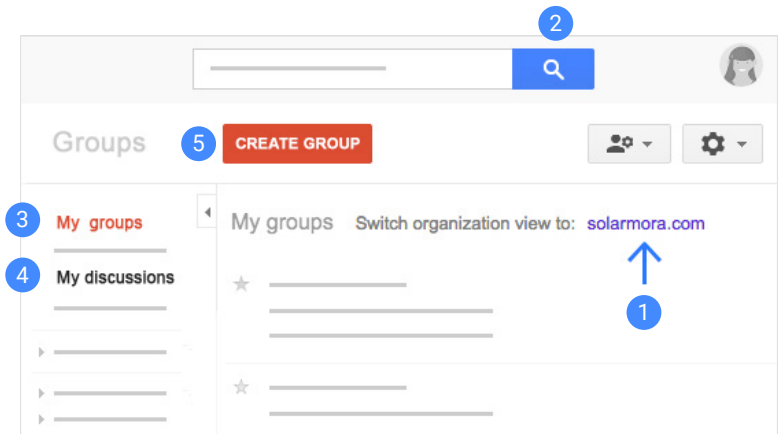




Manage and participate in online discussions with Google Groups.

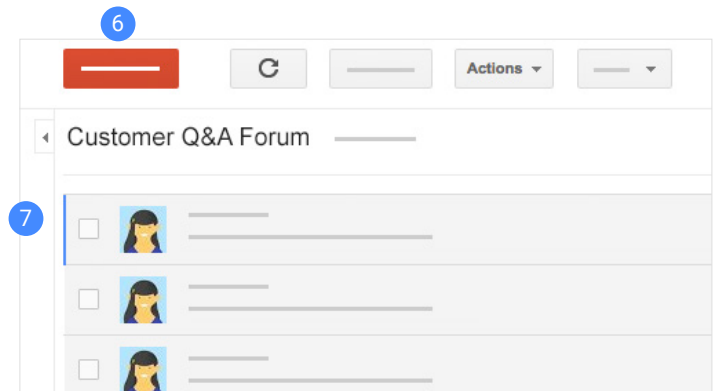
1 Access your groups, or create new ones.

- 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!



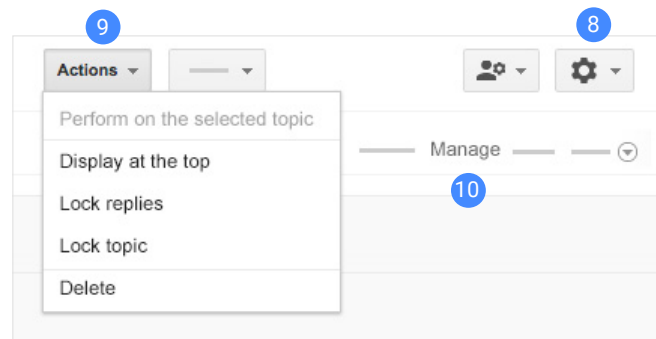
2 Participate in group discussions.

- 6 **Post new topics or questions**
- 7 **Participate in a discussion** Click any topic to reply, print discussions, delete messages, and more.



3 Manage your groups.

- 8 **Change your Groups settings** Edit membership settings, email subscriptions, update notifications, and more.
- 9 **Manage selected topics** Close a topic to replies, delete topics, and more.*
- 10 **Manage group members** Invite or directly add new people, change members' permissions, remove people from the group, and more.*



*Group owners and managers only