FILE SHARING: *HOW TO CREATE A GOOGLE GROUP*

~instructions for creating Google Groups~

Creating a Google Group allows a team to post comments, questions, and information on one site where team members can see the whole flow of posts. This is helpful in supporting teams to stay in communication regarding ideas, changes, and progress. Full instructions on creating a group can be found at: https://support.google.com/groups/#topic=9216

Create a group: There are three types of information you'll need to provide when creating a new Google group: general information, group type, and basic permissions. To create a new Google group:

1. From the Home screen, click on the **New group** button. The Create a group page is displayed.
2. Describe the group. Refer to Establish general information for further information about these options.
3. Select a group type. Refer to Select a group type for further information about these options.
4. Set basic permissions. Refer to Set basic permissions for further information on these options. Click the **Create group** button. The group is created.

Invite people to your group One way to encourage group participation is to invite people to join your group. To invite people to your group:

1. From the Topics screen, click on the **Manage** button. A list of items appears on the left-hand side of the screen.
2. Click on **Members**. Several items are listed.
3. Click on **Invite members**. The Add/Invite members screen appears.
4. Type the email addresses in the 'Enter email addresses' field of people to invite to your group. Separate each email address by a comma.
5. (optional) Type an invite message in the 'Write an invitation message field.'
6. Click the **Send invites** button. The invite(s) are sent.

http://www.techtudo.com.br/dicas-e-tutoriais/noticia/2012/03/como-criar-um-grupo-no-google-groups.html

Google Groups Help (n.d.) *https://support.google.com*. Retrieved February 25, 2013 from https://support.google.com/groups/#topic=9216

Additional references at http://rastresources.com