Google Group Introduction

Course objectives

Introduction to Groups

Navigating Groups

Creating Groups

Understanding Posts

Group Types: Email List

Group Types: Collaborative Inboxes

Group Types: Q&A Forum

Group Types: Web Forum

Managing Groups

User Roles and Permissions

Groups Setting

Audience

This course is **designed for new or self-taught** users of Google Groups.

Prerequisite

No Prior experience or knowledge of Google Groups is required to attend this course. **You must have good basic windows, keyboard and mouse skills.**

Duration

This is **a 1 day Google Groups** course. The course starts at **09:30** and runs until **16:30**. **Alternate timings** can be arranged upon request. The course can be held on a **date that suits you.**

Location

Our **Google Groups Introduction can** be **delivered Online Remotely using online training platforms**. It can also be run at **our training venue** near **Liverpool Street (London)** or any preferred location in the **UK or Europe**.

Google Groups Introduction Course Outline

Introduction to Groups

What is Google Groups?

Introduction to Groups interface

Layout: Create, View, Search

Navigating Groups

Introduction to Navigating Groups

Find groups in the group directory

Searching for Groups

Searching for Posts

Creating Groups

Creating Groups

Add a group to Favorites

Organize Favorites into folders

Understanding Posts

Introduction to Posts

Create a new post

Formatting posts

Attach a file or reference to a post

Viewing posts

Replying to posts

Filtering posts

Applying tags to a post

Deleting posts

Group Types: Email List

Introduction to Email List Group

Create an Email list group

Uses for an Email List Group

Collaborative Inboxes

Introduction to Collaborative Inbox

Create a collaborative inbox group

Uses for a Collaborative Inbox Group

Layout

Assigning Tasks

Creating Categories and Category Groups

Categorizing Tasks

Using Filters and Views

Marking Posts as Duplicate or Completed

Group Types: Q&A Forum

Introduction to Q&A Forum

Create a Q&A forum group

Working in a Q&A Forum

Uses for a Q&A Forum Group

Group Types: Web Forum

Introduction to Web Forum

Create a web forum group

Uses for a Web Forum Group

Managing Groups

Introduction to Managing Groups

Inviting, adding, and responding to membership requests.

Working with Pending Messages

Email and Posting Settings

Customizing Group Permissions

Group Information

Disabling, Resetting, and Deleting Groups

User Roles and Permissions

Introduction to User Roles and Permissions

Owner's roles and privileges.

Make someone an owner

Manager's roles and privileges.

Make someone a manager

Member's roles and privileges

Groups Settings

Introduction to My Settings

My settings

Changing My Global settings

Changing My Settings for Individual Groups