



Cass Business School
CITY UNIVERSITY LONDON



Connect with your classmates on Google Group

Google Groups is a service from Google Inc. that supports discussion groups. They are formed when a community focused around a specialist topic uses email lists and forums to communicate. They are essentially a community interested in a particular topic.

Adding all your classmates on one Google group will ensure ease of communication when informing them on the developments of your Class Gift.

How to create a Google Group

Go to <http://groups.google.com>

On the Left Hand Side Heading – My Groups, click on Create. Please bear in mind that you would need your Gmail log in to create the group. Once you have logged in, it will take you to the first step as illustrated below.



Name your group

Create a group email address

Group web address: <http://groups.google.com/group/>

Write a group description

Letters remaining: 300

☐ This group may contain adult content, nudity, or sexually explicit material. Before entering this group you will need to verify that you're 18 years of age or over.

Choose an Access level

☐ Public - Anyone can read the archives. Anyone can join, but only members can post messages.

☐ Announcement-only - Anyone can read the archives. Anyone can join, but only managers can post messages.

☐ Restricted - People must be invited to join the group and post or read messages. Your group and its archives do not appear in public Google search results or the directory.

Create my group

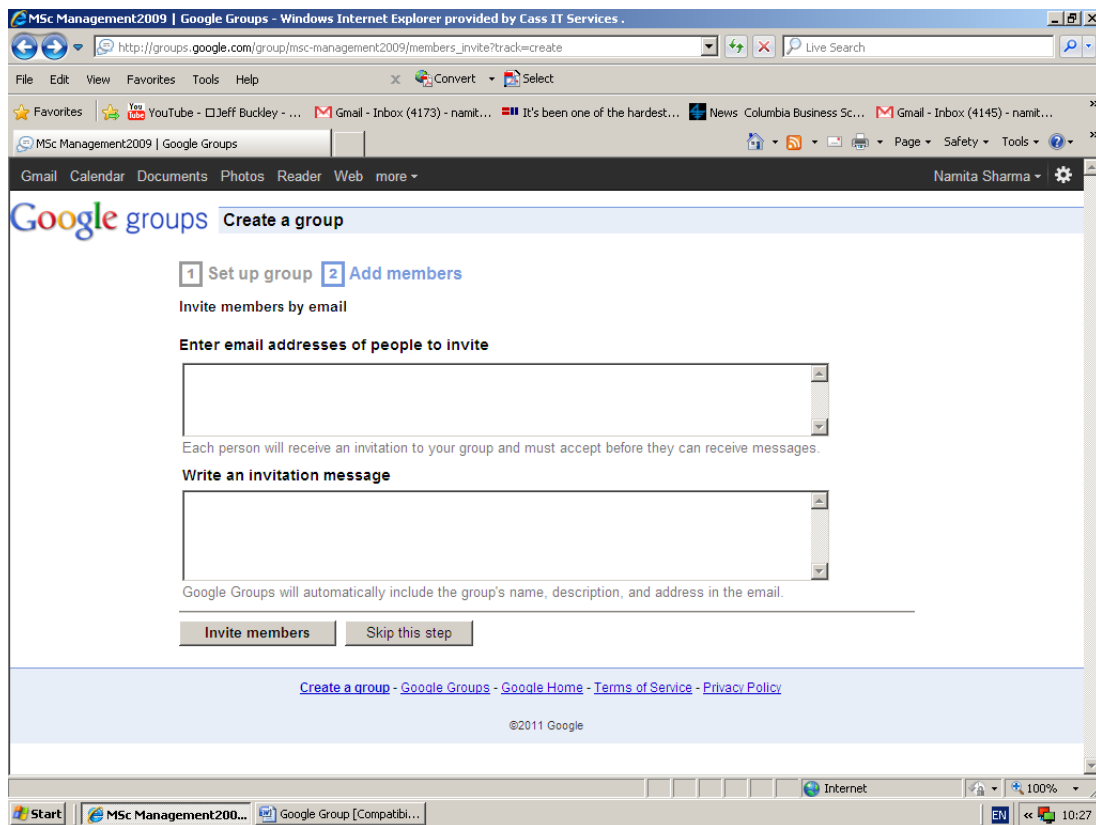
For example,

Name your group – Class of MSc 2009

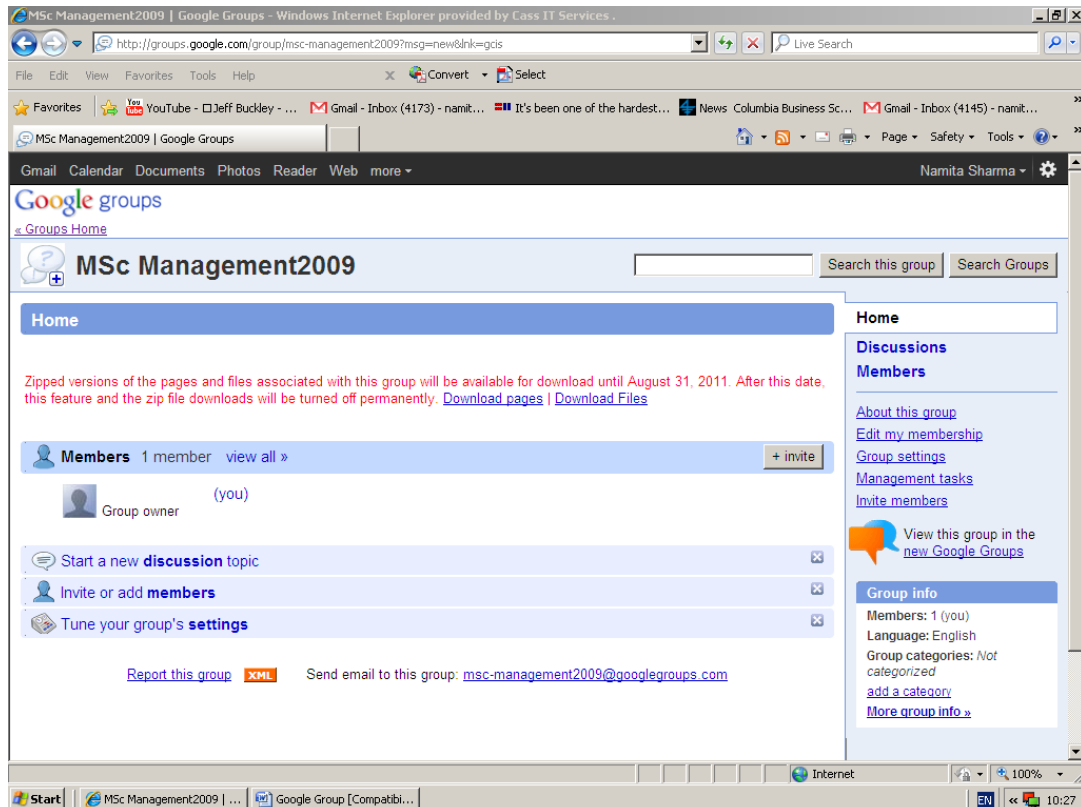
Create a group email address – MSc2009@googlegroups.com

Group Description - This group is created to help re-establish links with all our classmates. Being the Class Gift Champion, I would like to urge everyone to join in our group discussions on supporting Cass through a Class Gift.

Choose an Access Level, preferably – Restricted (members only group).



Enter email addresses of all your classmates and write a personal invitation message.



The group has now been created; you can start a discussion topic and inform your classmates about the Class Gift.