

## Google Email Groups Basics:

How to see what groups you are a member of:

### Steps:

1. Click on the “Cube” while signed into gmail. (Figure 1)
2. Click on Groups at the bottom. (Figure 2)
3. Click on My Groups (Figure 3)
4. This will show all groups you’re a member of
5. Click on a group, i.e. District Office, to see all members of that group (Figure 4)
6. Once inside a group, click on ‘Members’ on the right to see all members of an email group (Figure 5)
7. Figure 6 shows all members of the District Office email group

Note: You can use the website: <https://groups.min201.org> to look up memberships of an email group and copy and paste their email addresses into a blank email. This is useful when planning a surprise party and you want the building to know except that lucky one. =)

Figure 1: Click the Cube in gmail

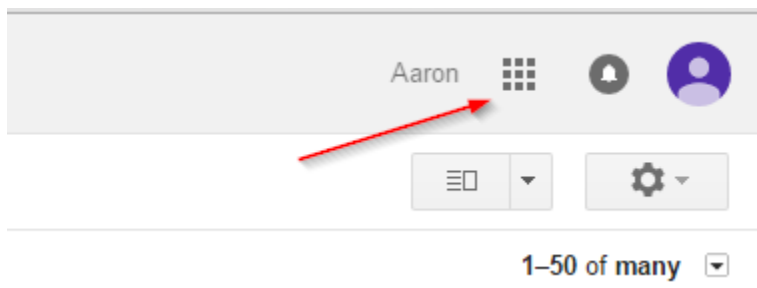


Figure 2: Click on Groups

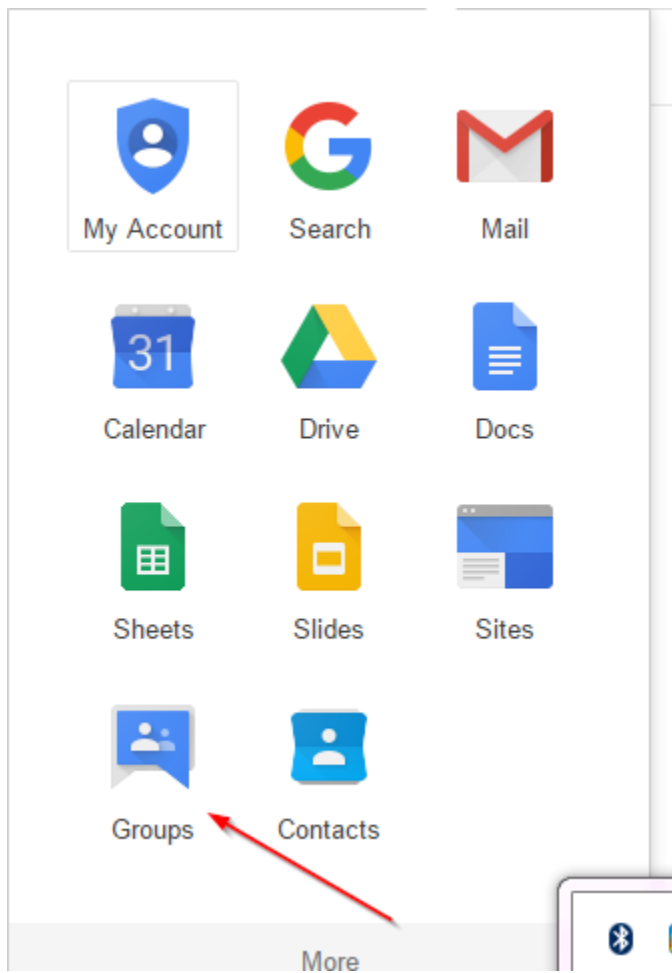


Figure 3: Click on My Groups

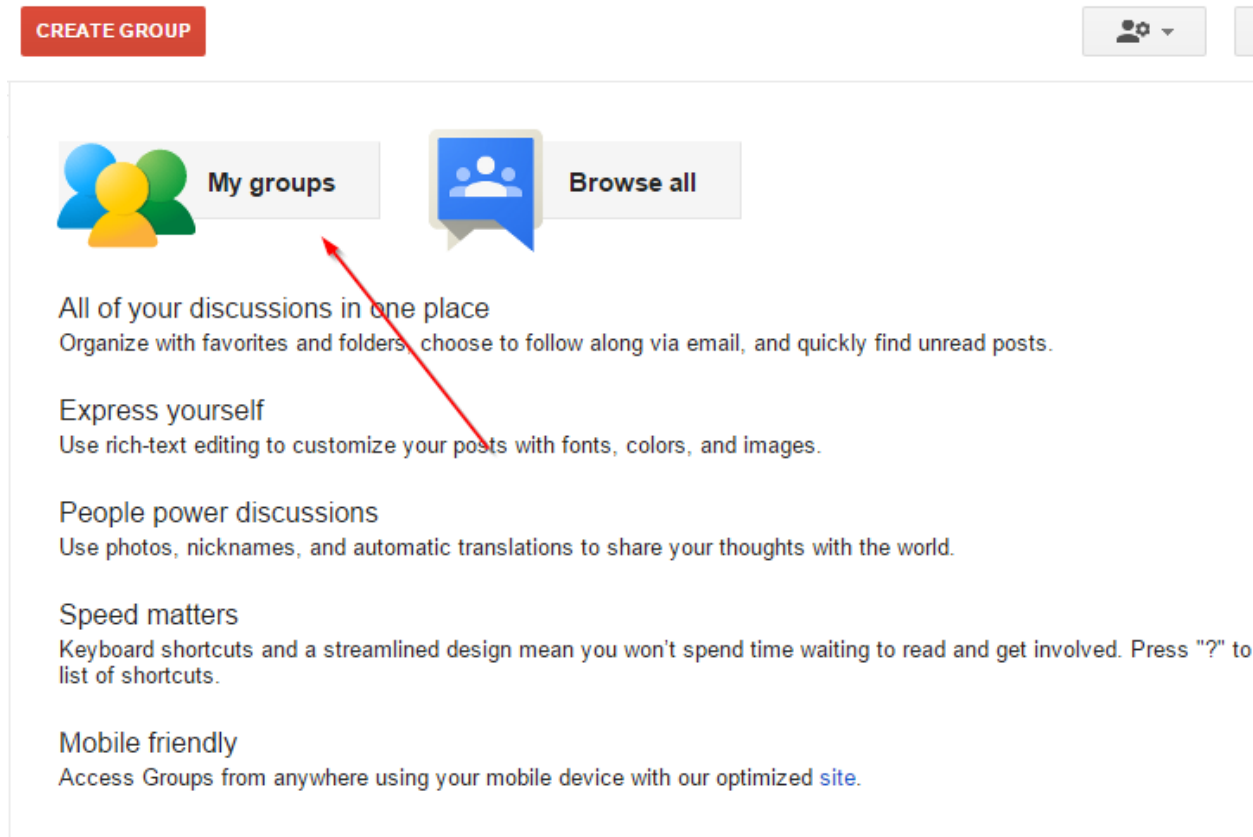


Figure 4: List of groups (Aaron) is a member of. Click on District Office to see all members

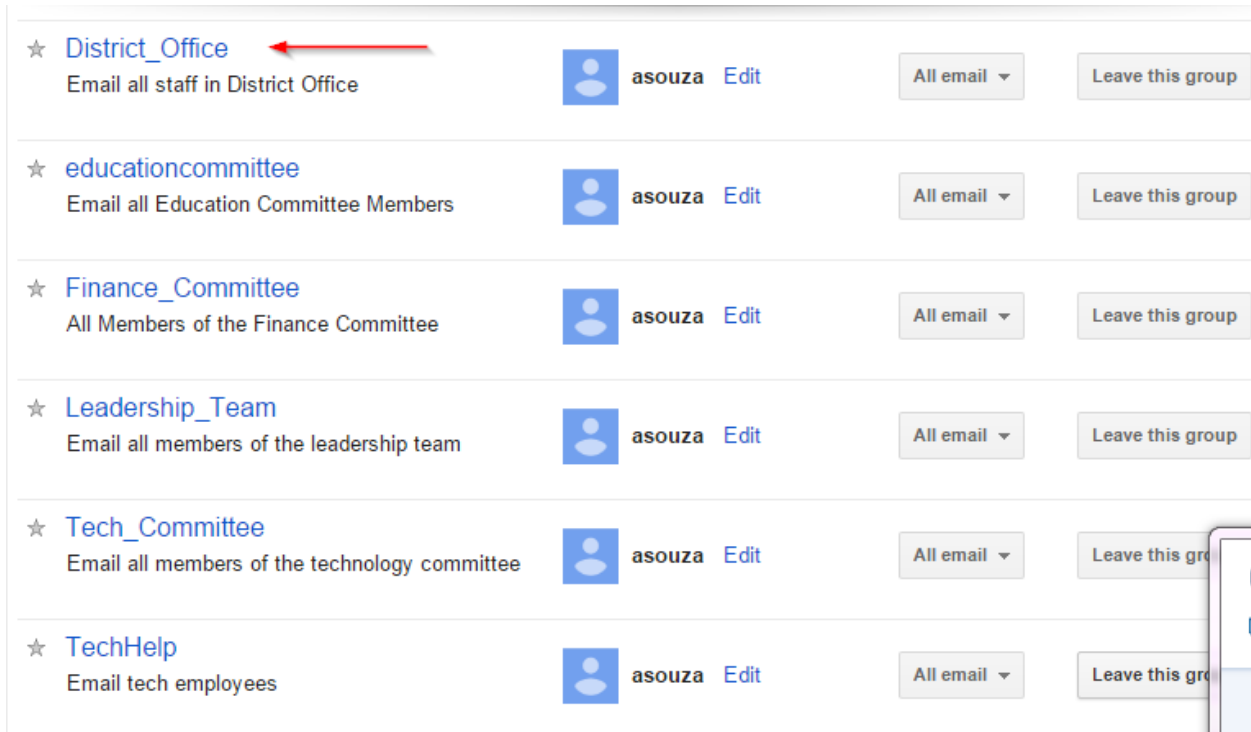


Figure 5: Click on Members button at the right to see all members of group (District office in example)

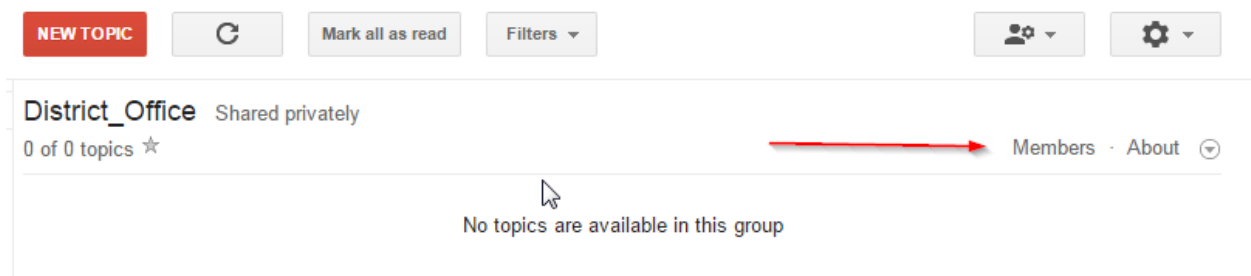















Figure 6: District Office Email Membership:

District\_Office Shared privately

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Sorted by name Sort by join date Showing 14 of 14 members

 abakii joined Oct 13, 2015 (Member)	 me (asouza change) joined Oct 13, 2015 (Member)	 cbogart joined Oct 13, 2015 (Member)	 emedrano joined Oct 13, 2015 (Member)	 jwetzal joined Oct 27, 2015 (Member)	 kforillo joined Oct 13, 2015 (Member)
 kmonn joined Oct 13, 2015 (Member)	 ksmith joined Jun 11, 2015 (Member)	 ktaylor joined Jul 23, 2015 (Member)	 lshanholtzer joined Jun 11, 2015 (Member)	 mbrown joined Oct 13, 2015 (Member)	 spalaniuk joined Jun 11, 2015 (Member)
 tstaab joined Oct 13, 2015 (Member)	 wlong joined Oct 13, 2015 (Member)				