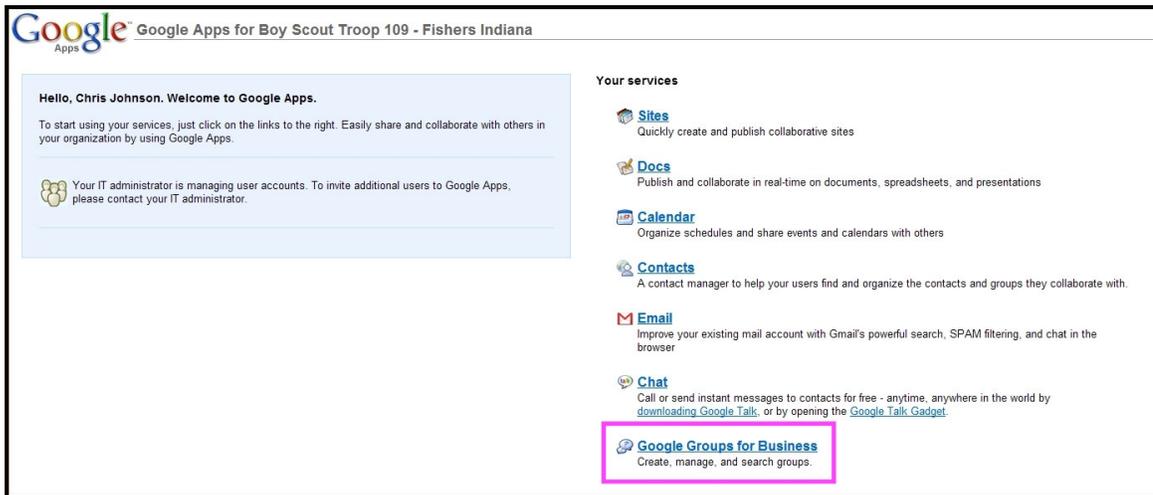


Modifying the Troop Group Email Address

1. Log on to the troop Google apps site using your fisherstroop109.com user:
<http://www.google.com/a/fisherstroop109.com>
2. Click on *Google Group for Business*



Google Apps for Boy Scout Troop 109 - Fishers Indiana

Hello, Chris Johnson. Welcome to Google Apps.

To start using your services, just click on the links to the right. Easily share and collaborate with others in your organization by using Google Apps.

Your IT administrator is managing user accounts. To invite additional users to Google Apps, please contact your IT administrator.

Your services

- Sites**
Quickly create and publish collaborative sites
- Docs**
Publish and collaborate in real-time on documents, spreadsheets, and presentations
- Calendar**
Organize schedules and share events and calendars with others
- Contacts**
A contact manager to help your users find and organize the contacts and groups they collaborate with.
- Email**
Improve your existing mail account with Gmail's powerful search, SPAM filtering, and chat in the browser
- Chat**
Call or send instant messages to contacts for free - anytime, anywhere in the world by downloading Google Talk, or by opening the Google Talk Gadget.
- Google Groups for Business**
Create, manage, and search groups.

3. Click on the *manage* link next to the *thetroop* group.



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Search for a group

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« Expand

- thetroop** [manage](#)
no activity in the last 6 months

[Favorites](#)
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My stats

 **chrisj@fisherstroop109.com**

Your 7-day activity
None

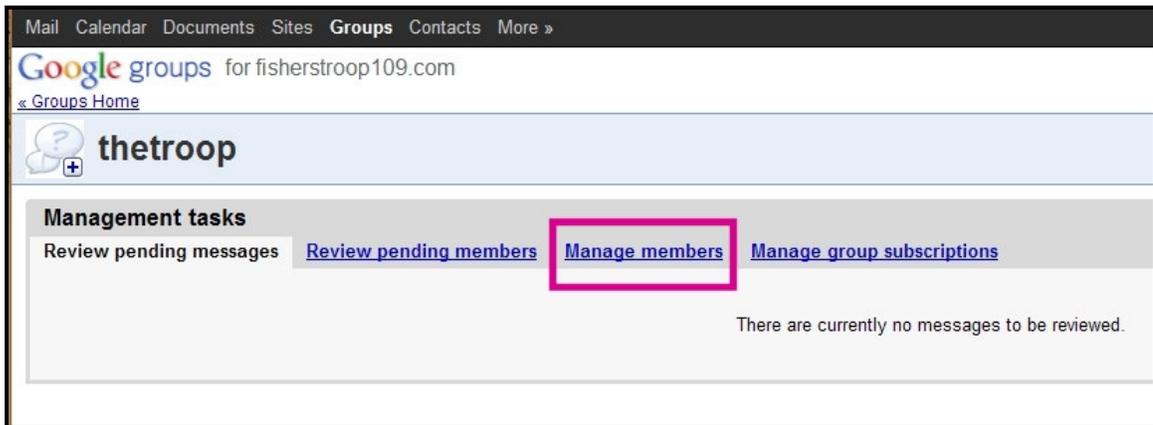
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 [Search](#)

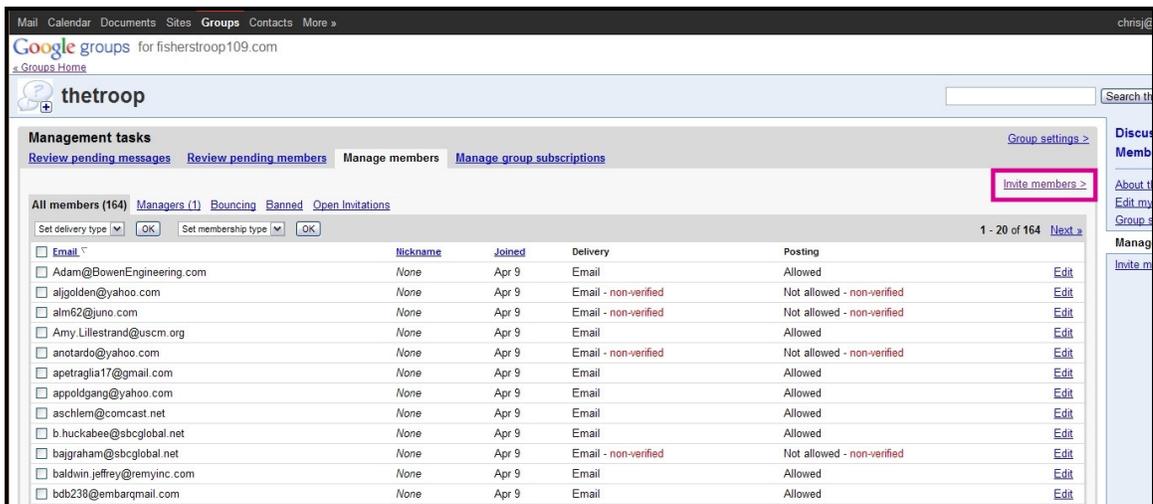
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4. Click on *Manage members*



5. Click on *Invite members >*.



6. Click on *Add members directly*

The screenshot shows the Google Groups interface for a group named 'thetroop'. The page is titled 'Invite members' and has two tabs: 'Invite members by email' (selected) and 'Add members directly'. A pink box highlights the 'Add members directly' tab. Below the tabs, there is a note: 'Note: Your domain is closed, but this group has been granted an exception by the domain administrator. While you cannot invite...'. Underneath, there is a section 'Enter email addresses of people to invite' with a text input field. Below that is a section 'Write an invitation message' with another text input field. At the bottom, there are two buttons: 'Invite members' and 'Cancel'.

7. Enter the email address of the user(s) to add. I think you can add up to 20 addresses at one time. I entered each on it's own line. You may be able to add multiple addresses by separating them with commas also, I'm not sure.

Determine if you want to send an email to the added user(s) and check the *Send email to new members notifying them that they have been added* checkbox accordingly.

Then click on the *Add members* button.

The screenshot shows the Google Groups interface for the same group 'thetroop', but now the 'Add members directly' tab is selected. The 'Invite members by email' tab is also visible. A note reads: 'Note: Please use this feature carefully. Only add people you know. Using this feature for sending unwanted email can result in account deactivation.' Below the note is a section 'Enter email addresses to add as members' with a text input field, highlighted by a pink box. Underneath is a section 'Write a welcome message' with another text input field. At the bottom, there is a checkbox labeled 'Send email to new members notifying them that they have been added.', which is checked and highlighted by a pink box. Below that are 'Email subscription options' with four radio buttons: 'No email - Web-only participation', 'Send email for each message and update' (selected), 'One summary email a day', and 'One email with all activity in it'. At the very bottom, there are two buttons: 'Add members' and 'Cancel', with the 'Add members' button highlighted by a pink box.