

How to Use Groups in Google Apps

Blue Ridge's Google Apps has a functionality called "Google Groups" that encompasses shared e-mail accounts and distribution lists.

To access Google Groups:

1. Login to your Google Apps account
2. Click "Groups" in the upper left-hand corner of the e-mail client web page located above the BRCC logo

NOTE: From this screen you will be able to see Groups to which you are subscribed (shared e-mail accounts formerly known as nicknames or aliases) and also the available Groups in which to send e-mail (formerly known as distribution lists). You can even search for shared e-mail accounts or e-mail lists. It is also possible to access the archived group messages from this page.

How to send e-mail from a shared e-mail group:

1. Login to your Google Apps account
2. Click the gear icon in the upper right-hand corner of the e-mail client web page.
3. Select "Mail Settings"
4. Click on the "Accounts" tab
5. Under the "Send Mail As" click "Add another e-mail address you own"
6. Type in the name of the shared e-mail group, ie "BRCC Help Desk" or "BRCC Registrar"
7. Type in the shared e-mail address, ie "helpdesk@blueridge.edu" or "registrar@blueridge.edu"
8. Click "Send Verification"
9. Retrieve the confirmation code from your e-mail account.
 - a. Open the e-mail with the subject line, "Blue Ridge Community College Confirmation - Send Mail as..."
 - b. Double-click the confirmation code
 - c. Press Ctrl+C to copy the highlighted confirmation code

NOTE: It will be addressed to the e-mail you specified on the first pop-up window.

10. Return to Send Mail As pop-up window or go to Mail Settings>Accounts to paste (Ctrl+V) the confirmation code

Note: If you have closed the pop-up window and go back to Mail Settings>Accounts, you will need to click “Verify” to paste the confirmation code

11. Click “Verify”

12. Return to your Inbox

Now you have the option to send mail as yourself (default) or as the shared e-mail group. You will see a drop-down list next to the From field on each new composed e-mail.