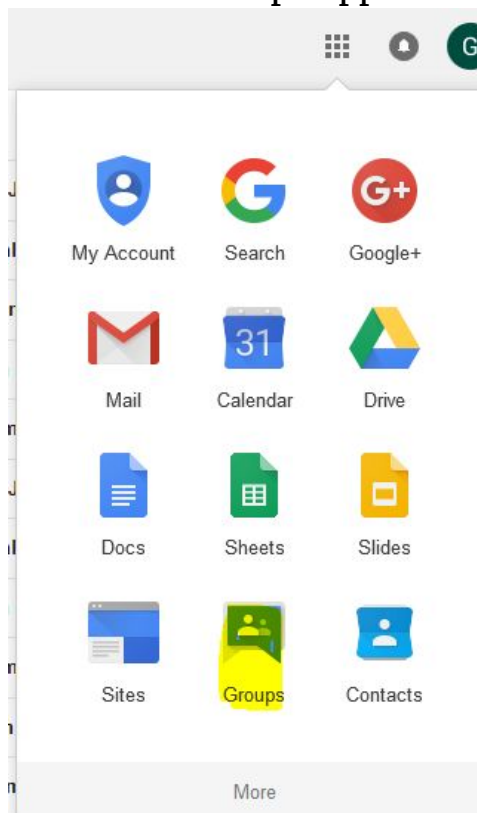




Distributed Email Lists in GroupWise were migrated into the Groups app as mailing lists.

Contacting Groups

1. Launch the Groups App from the application launcher.



2. Click on My Groups
3. You will see the list of system wide Groups of which you are a member.

Muhlenberg College Google Groups

Search for groups or messages

Groups **CREATE GROUP**

My groups in muhlenberg.edu

- ★ [bergitunesu](#) Manage PhedraHenninger Edit Every new message
- ★ [EVERYONE](#) Manage PhedraHenninger Edit Every new message
- ★ [INFORMATION TECHNOLOGY](#) (Manager) Manage PhedraHenninger Edit Every new message
- ★ [MANAGERS GROUP](#) Manage PhedraHenninger Edit Every new message
- ★ [ressupport](#) Manage Residential Support PhedraHenninger Edit Every new message
- ★ [T4](#) Manage PhedraHenninger Edit Every new message
- ★ [webadmin](#) Manage PhedraHenninger Edit Every new message

My groups in muhlenberg.edu

My groups

Home

My discussions

Starred

Favorites

Click on a group's star icon to add it to your favorites

Recently viewed

EVERYONE

INFORMATION T...

Call Report

CAMPUS SAFETY

T4

Recent searches

contact

Call

Ca;;

call

campus safety

Privacy - Terms of Service

Email one of My Groups

1. Click on the Group you wish to email and select "About".

Muhlenberg College

Search for messages

Groups **EVERYONE** Shared privately

0 of 0 topics ★ Manage · Members · **About**

This group does not have a welcome message.

[Add welcome message](#)

No topics are available in this group

My groups

Home

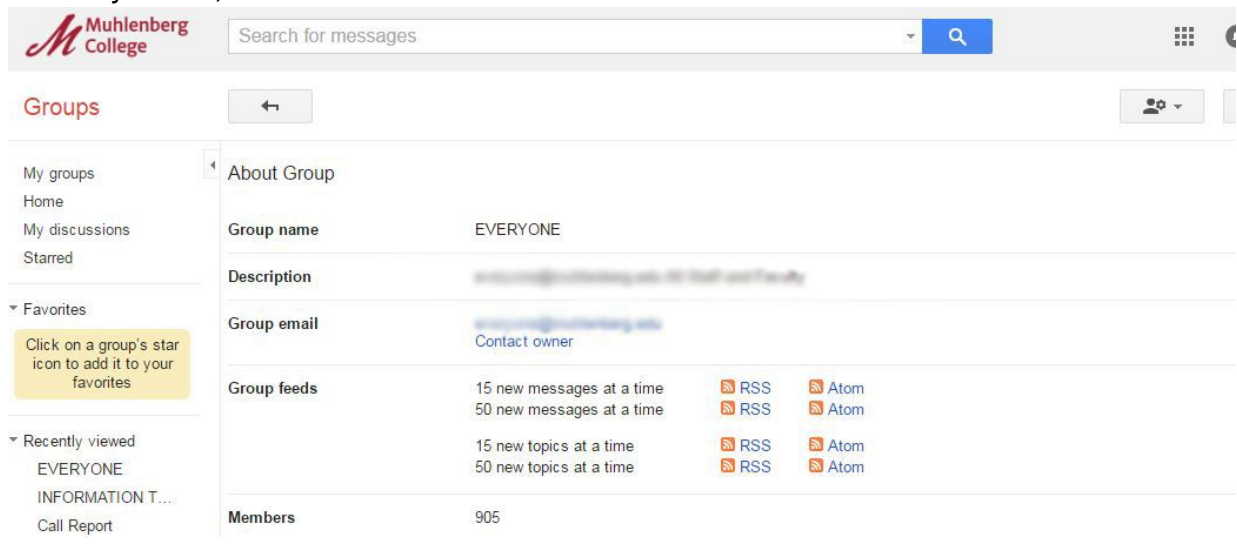
My discussions

Starred

Favorites

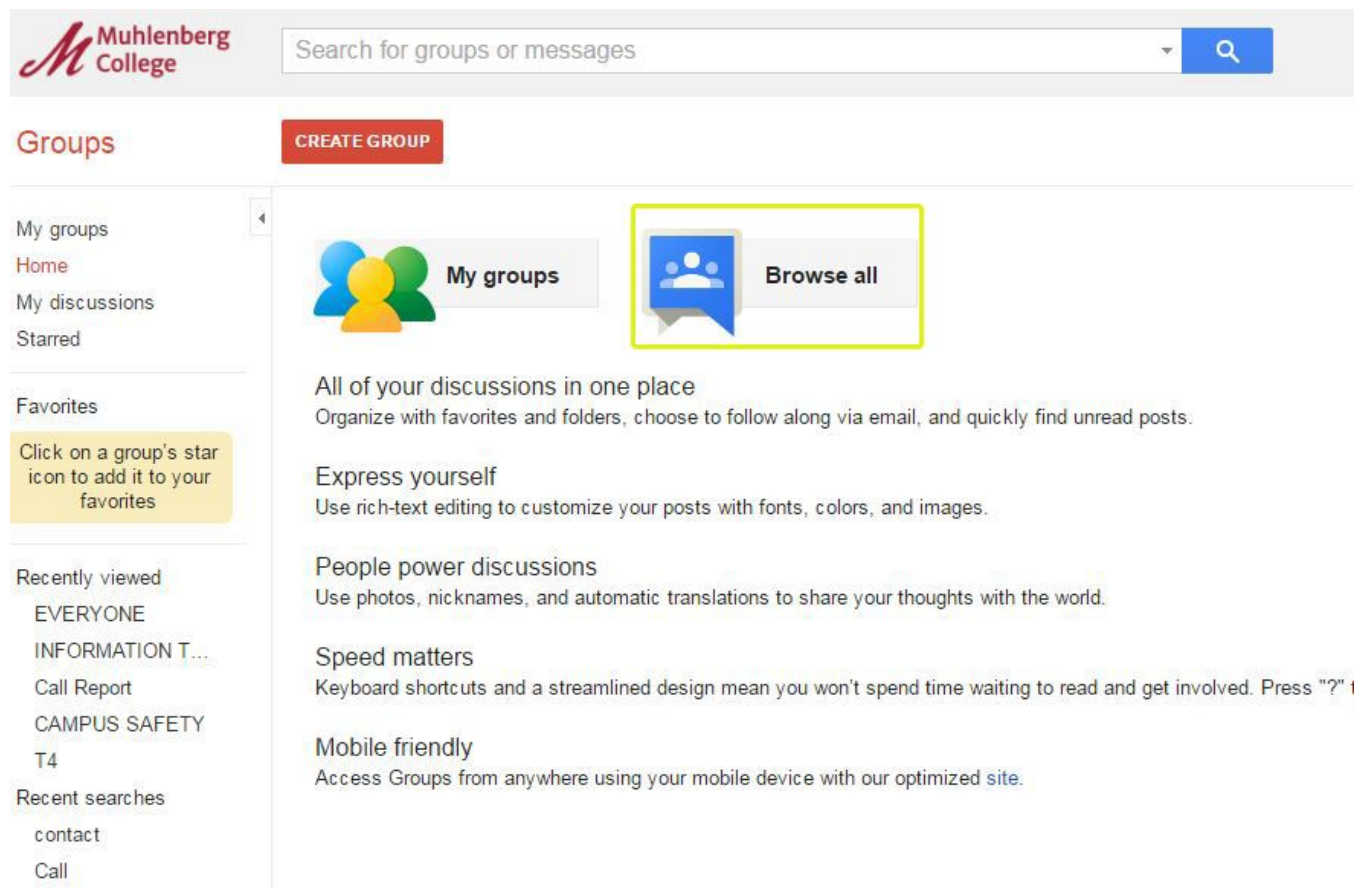
Click on a group's star icon to add it to your favorites

- From the “About” screen, you may copy the email address you will be using. (Note: This address will be added to your Contacts, after you email the address or manually add it.)



Emailing a Group (non member)

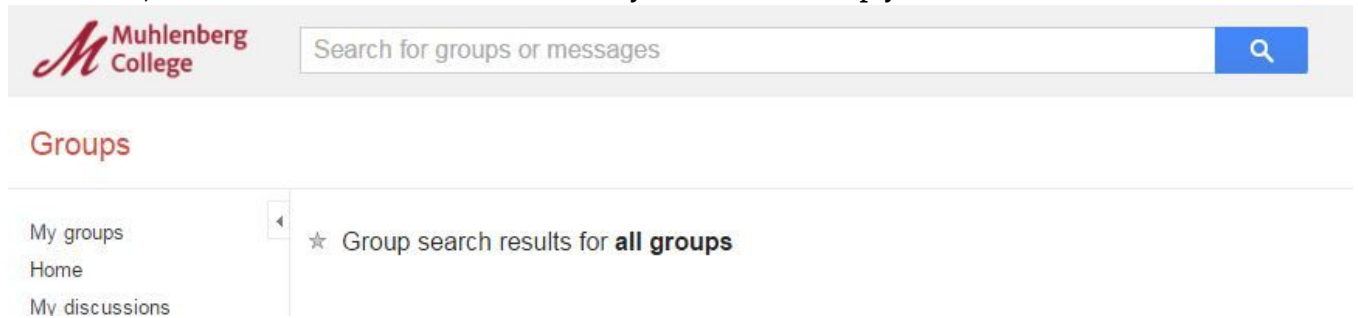
- Click on Home and Browse All



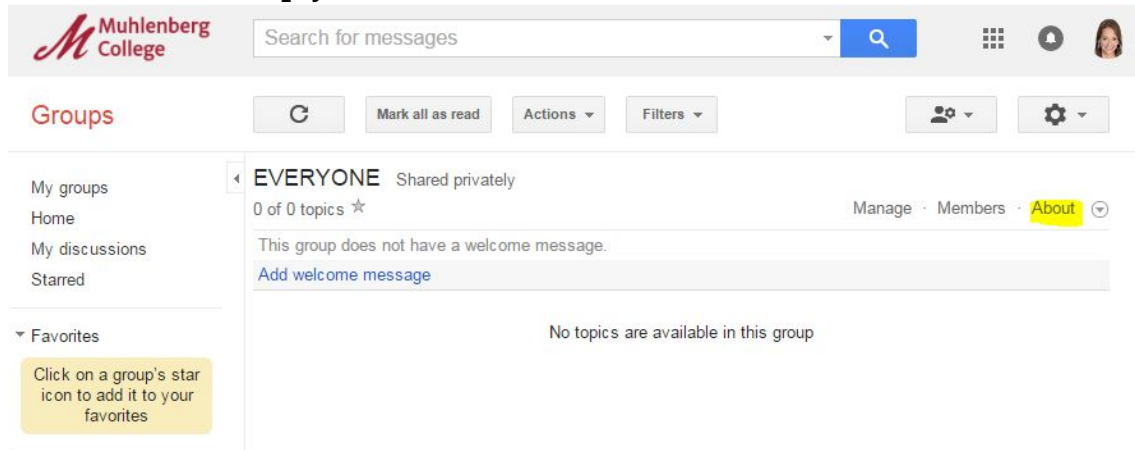
- Search for Group you wish to contact.

Note: A full list will display below “Group search results for all groups”. You may peruse that

list as well, but a search is the most efficient way to find the Group you wish to contact.



3. Click on the Group you wish to email and select “About”.



4. From the “About” screen, you may copy the email address you will be using. (Note: This address will be added to your Contacts, after you email the address or manually add it.)