

PROJECT EMAIL ACCOUNTS

Mailing List Management





MANAGE MAILING LIST

- 1) Login to the mail account
- 2) Select the "Groups" icon or go to groups.google.com

≡	M Gmail	Q Search in emails	Active - ⑦ 🕄 III SMART PROJECT
Nail	Compose	□ - C :	1-27 d/ > = -
Chat	Inbox ☆ Starred	C MARCE 214	No conversations sected Groups +
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Cr Meet	Drafts	Although Service Court of Sp. 1998	

3) Select "People -> Members" and then "Add members" to add all relevant emails to the mailing list

+	New conversation	☆ A	CRONYM Mailing	list 1 member	٢				1 of 1	<	>
- 88	My groups		Member 个	Email/10	Role	Joining date	Subscription	Posting ①			
0	Recent groups	A	ACRONYM	acronym-mailinglist@acronym.eu	Owner 👻	23 minutes ago	Each email 👻	Allowed	•		
i i i i i	All groups										
	Favourite groups										
☆	Starred conversations										
Can	cerScan Mailing List										
믹	Conversations										
	Approved										
	Pending										
8	People										
	Members										
	Pending members										
	Banned users										
()	About										

- 4) Ensure that they are added only as group members!
- 5) Ensure a Welcome Message is shown!

Add members	
Group members	Enter all E-Mail addresses here
Group managers	
Group owners	
Welcome message Welcome to the ACRONYM Mailing List!	
36/1,000	
Subscription	
Each email 👻	
Directly add members Add members to the group directly Cancel Add members	