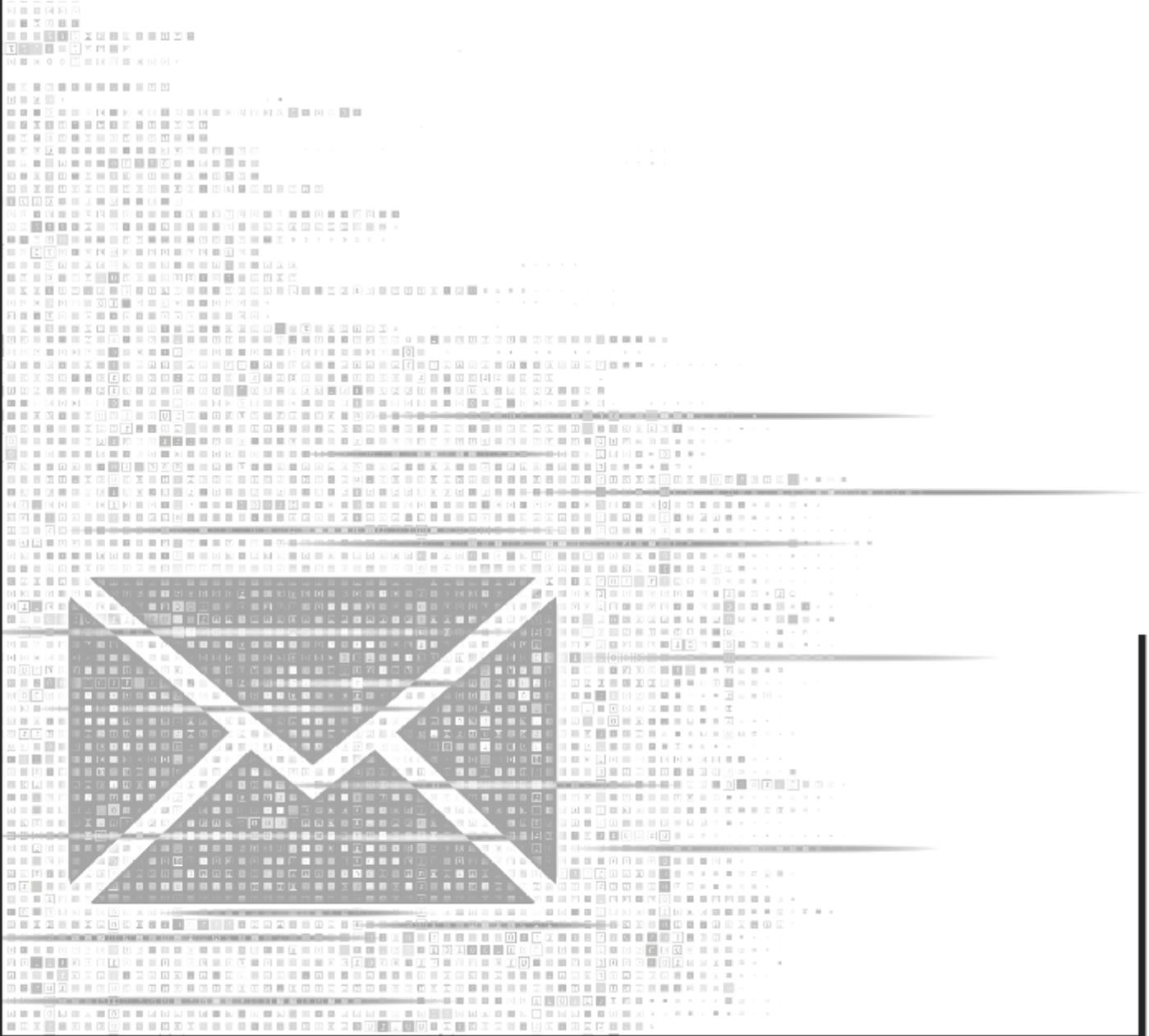


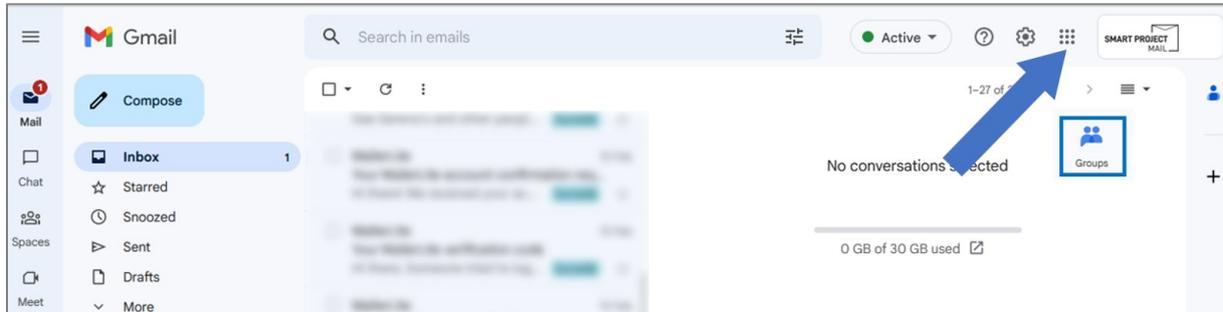
PROJECT EMAIL ACCOUNTS

Mailing List Management

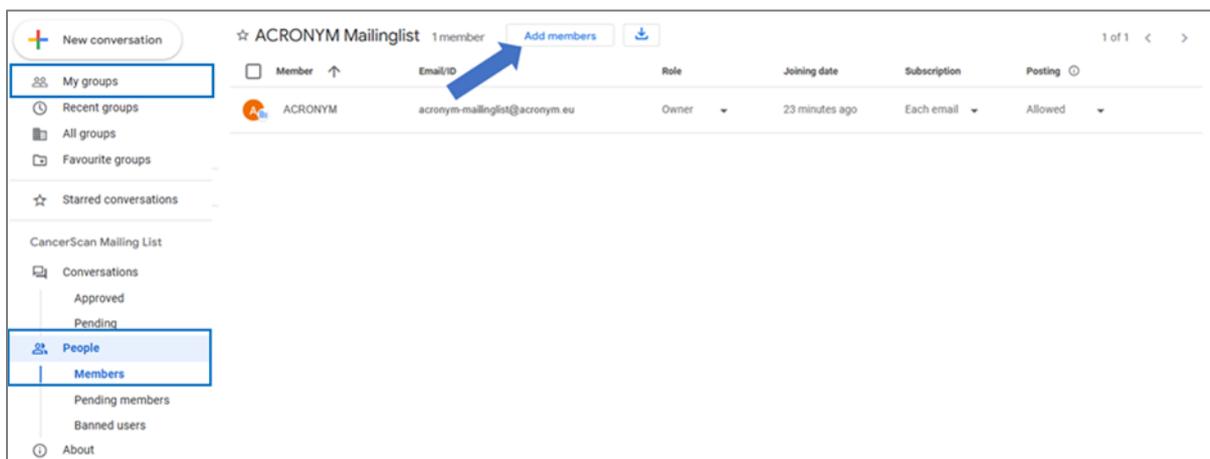


MANAGE MAILING LIST

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



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



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

Add members

Group members

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

← Enter all E-Mail addresses here