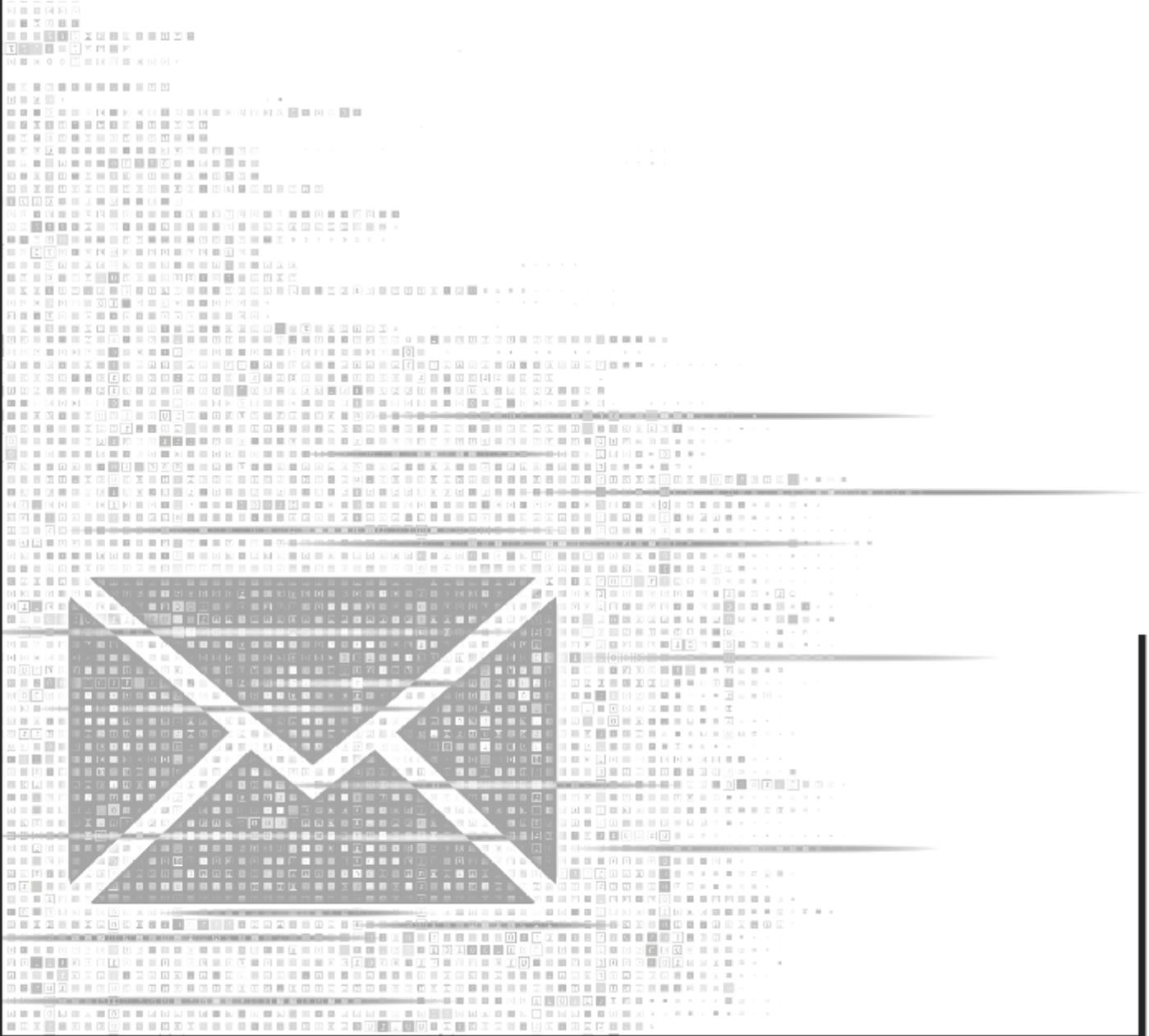


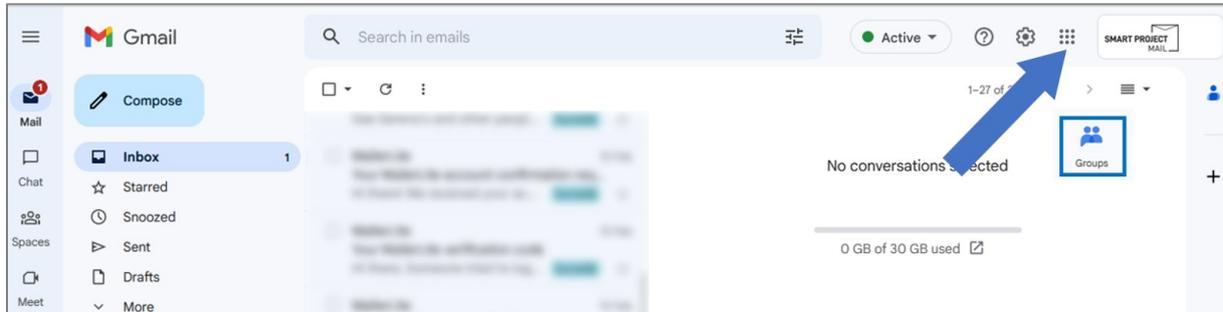
# PROJECT EMAIL ACCOUNTS

## Mailing List Setup

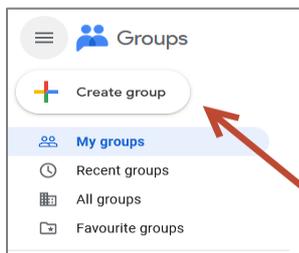


## CREATE NEW MAILING LIST

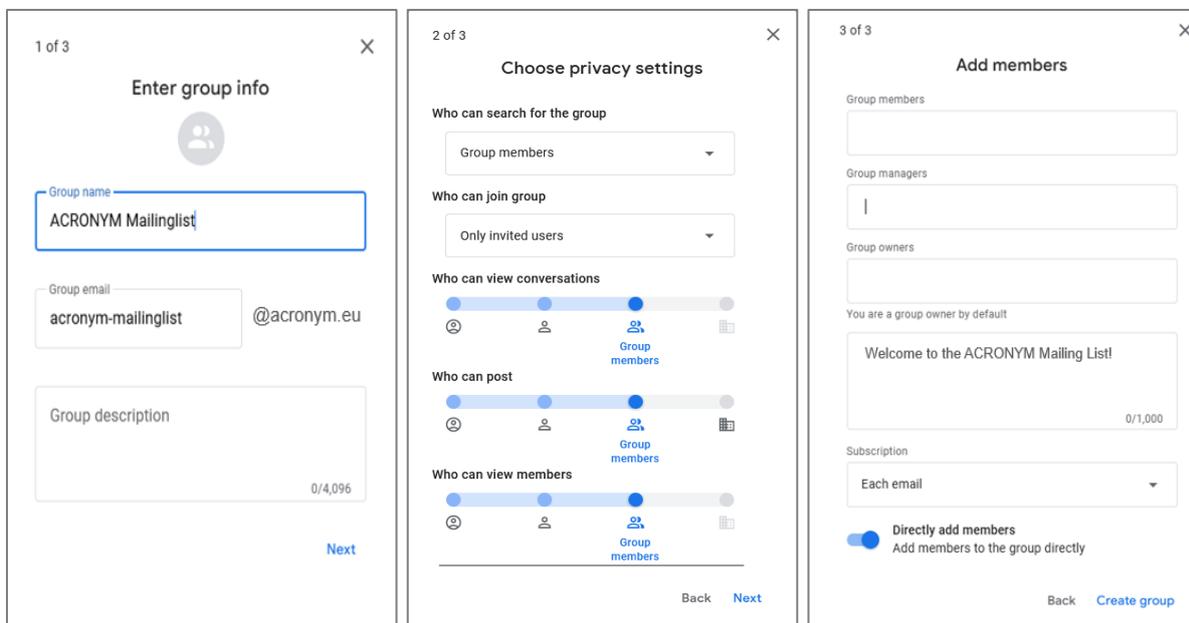
- 1) Login to the mail account
- 2) Select the "Groups" icon or go to groups.google.com



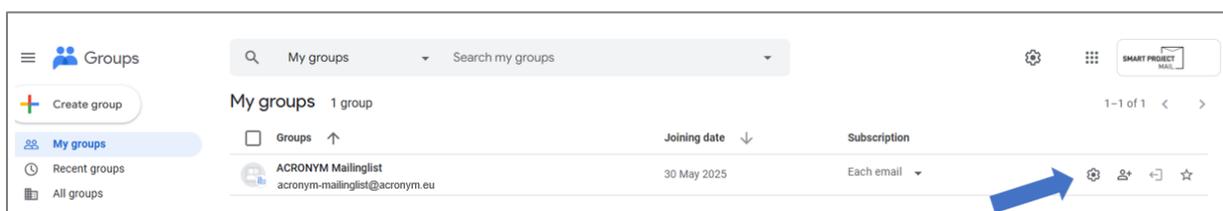
- 3) Click "Create Group"



- 4) Enter basic settings and include yourself as a "Group Manager"



- 5) Go to Settings



6) Enter settings as in screenshots

Conversations Search conversations within acronym-mallin...

☆ ACRONYM Mailinglist 1 member

### General

Group name: ACRONYM Mailinglist

Group email: acronym-mailinglist @acronym.eu

Group description

Welcome message

Enable additional Google Groups features

Collaborative inbox  No additional features

Shared labels

Enable shared labels for this group

#### Who can see the group

Your organisation administrator sets all groups in the organisation to private such that no one outside the organisation can view or search for your group. External users can email the group if the 'who can post' setting allows.

Group members

#### Who can join group

Organisation users only

#### Allow external members

People outside the organisation can be members

ON  OFF

#### Who can view conversations

Group members

#### Who can post

Entire organisation

#### Who can view members

Group members

### Member moderation

#### Who can manage members

Group managers

#### Permission to modify custom roles

Group managers

#### Custom roles

Create or edit custom roles for your group.

[Create custom role](#)

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### Member privacy

#### Identification required for new members

Display either the name or organisation profile

#### Who can contact group owners

Entire organisation

#### Who can view the member's email addresses?

Entire organisation

---

### Posting policies

#### Allow email posting

To let members reply from their email client, tick this. Otherwise the only way to make posts will be to use the web UI.

Allow email posting

#### Allow web posting

Allow users to post to the group on the web.

Allow web posting

#### Conversation history

Keep conversations in Google Groups and let members get email digests (required for Collaborative Inbox).

ON  OFF

#### Who can reply privately to authors?

**Who can reply privately to authors?**

**Default sender**

The default address used in the by-line for messages to the group

Author's address     Group address

**Message moderation**

Choose whether to moderate messages before delivery

**New member restrictions**

Restrictions can be removed for individual members by the [member management](#).

**Spam message handling**

Choose how to handle spam

**Rejected message notification**

Notify senders when posts are rejected

ON     OFF

Include default rejected message response

---

**Email options**

**Subject prefix**

Automatically add text to the beginning of email subjects to identify group messages. Surround the prefix with []. Example: [group-prefix]

**Email footer**

Include the standard Groups footer

Include a custom footer

**Group email language**

Use this language for system-generated information such as notifications and email footers

**Auto replies**

Respond automatically to incoming **email messages**

Enable auto-reply to members inside the organisation

Enable auto-reply to non-members inside the organisation

Enable auto-reply to members outside the organisation

Enable auto-reply to non-members outside the organisation

**Post replies to**

Send replies to group posts to

**Conversation mode**

Group messages into threads by their subject

ON     OFF

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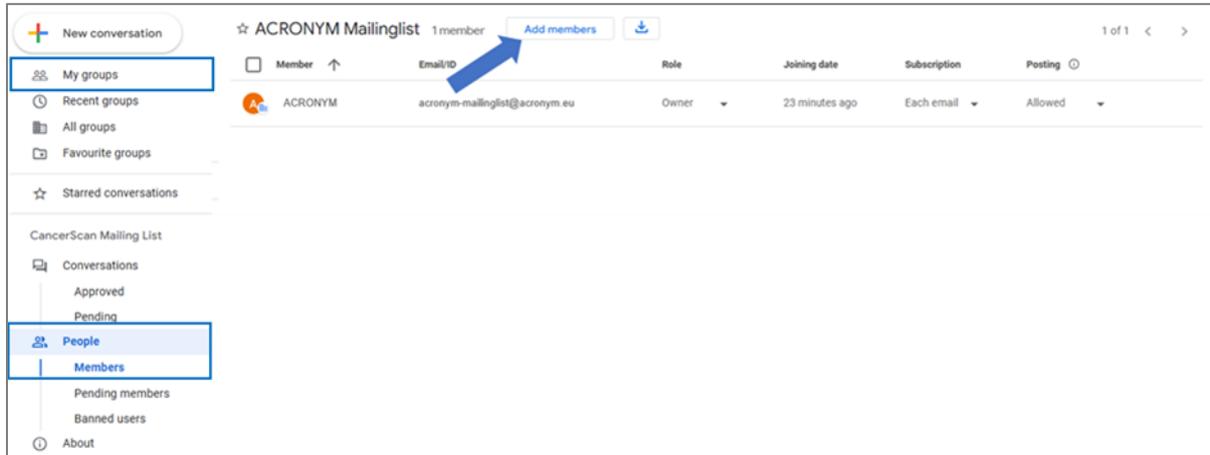
**Delete group**

**Warning:** Deleting a group is permanent

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7) Save Changes and make a test run (send a test email to the mailing list and see if you receive it and check that everything is displayed correctly)

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



9) Ensure that they are added only as group members!

10) Ensure a Welcome Message is shown!

