

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

=	M Gmail	Q Search in emails	Active - ② ③ III SMART PROJECT
Mail	Compose	□• œ :	1-27 of
Chat	Inbox 1 ☆ Starred	C Refer to the second s	No conversations sected Groups +
<mark>ෘ</mark> රි Spaces	③ Snoozed▷ Sent	C MARCH AND	0 GB of 30 GB used
№ Meet	 Drafts More 		

3) Click "Create Group"



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

1 of 3	×	2 of 3			×	3 of 3	3	×		
		Choose p	rivacy setti	ngs		Add members Group members				
Enter group info	Who can se	arch for the g	roup		Grou					
		Group	members		-					
Group name	C Group name					Grou	Group managers			
ACRONYM Mailinglist			ngroup							
					•	Grou	Group owners			
- Group email		Who can vie	ew conversatio	ons						
aaronym mailingliat @30	ronym eu					You	are a group owner by default			
acronym-maningist	onym.cu	٢	ß	2						
				members		1	Welcome to the ACRONYM Ma	ailing List!		
		Who can po	st							
Group description								0/1.000		
		8	Ď	Group members		Subs	scription	0/ 1/000		
	0/4.006	Who can vie	ew members			E	ach email	*		
	0/4,090									
	Next	©	Ô	Group members			Directly add members Add members to the group di	rectly		
					Back Next		В	ack Create group		

5) Go to Settings

= ដ Groups	Q, My groups - Search my groups	•		SMART PROJECT
+ Create group	My groups 1 group			1-1 of 1 < >
용 My groups	☐ Groups 个	Joining date $~~\downarrow~~$	Subscription	
C Recent groups	ACRONYM Mailinglist	30 May 2025	Each email 👻	☆ ▷ ☆
All groups				



6) Enter settings as in screenshots

Q Conversat	ions 👻 Se	arch conversations	within acronym-mailin	÷	Memb	er modera	ation		
ACRONYM	Mailinglist 1men	nber			Who can m	anage members			
General									
Group name					0	2	8		
ACRONYM Mailing	list					Group managers			
Group email acronym-mailinglis	st	@acro	nym.eu		Permission	to modify custon	n roles		
						•			
Group description					٢	<u>ි</u> Group managers	8		
					Custom role	es			
Welcome message)				Create or edit	t custom roles for you	ur group.		
Sans Serif T	<u>A</u> <u>A</u> B <i>I</i> U	\$ @ = =			Create	custom role			
Enable additional Googl	e Groups features								
O Collaborative int	box 💿 No additi	onal features			Momh	or privacy			
Shared labels					wemb	er privacy			
Enable shared lab	els for this group				Identificativ	on required for per	w members		
Who can see t	he group				achuncau	on required for the	in members		
	v - r				Display e	either the name o	r organisation	profile	-
Your orga organisat	anisation adminis tion to private suc	trator sets all g th that no one o	roups in the outside the		Who can co	ontact group owne	are		
organisat users car	tion can view or s	earch for your g	group. External		who can co	ontact group owne	.15		
allows.	remain the group		poor octang		0	8	03	H	æ
					×			Entire	•
Group mem	bers			•	Who can vi	ew the member's	email address	organisation	
Who can join g	Iroup							•	
· · ·					0	0	00		
Organisatio	n users only			-				Entire organisation	
Allow external	members				Posting	g policies			
People outside the	ne organisation ca	n be members			Allow amai	Inosting			
ON ON		O OF	F		To let mombe	are reply from their or	mail client tiok th	is Otherwise the each	
					to make post	ts will be to use the w	reb UI.	is. Otherwise the only	way
Who can view	conversations				Allow	email posting			
	0	0)							
Q	ă	کت Group		Ð	Allow web	posting			
		members			Allow users t	to post to the group o	on the web.		
Who can post					🗹 Allow	v web posting			
	•								
(2)	Do	8		\oplus	Conversati	ion history			
			Entire organisation		Keep convers	sations in Google Gro	oups and let mer	nbers get email diges	sts
Who can view	members				(required for	condocrative mbox)	-		
THIS Call VIEW					O ON		0)FF	
2	0	0			Who	an human h	the second		
0		Group			wno can re	epiy privately to a	uthors?		
		members					•		

Who can re	ply privately to a	authors?			Include default rejected message response				
	•	•							
٢	Do	Group members		⊕	Email options Subject prefix				
Who can at	tach files				Automatically add text to the beginning of email subjects to identify group				
		•			messages. Surround the prefix with []. Example: [group-prefix]				
٢	2	Group members	≣ ∎	⊕	Subject prefix [ACRONYM]				
Who can m	oderate content	t			Email footer				
•	•								
٢	2	8							
	Group				Include a custom footer				
	managers				Group email language				
Who can m	oderate metada	ta			Use this language for system-generated information such as notifications and email footers				
٢	Group managers	ŝ			English (United Kingdom)				
Who can po	ost as the group				Auto replies				
					Respond sutomatically to incoming amail message				
0	<mark>ک</mark> Group	8			Enable auto-reply to members inside the organisation				
	managers				Enable auto-reply to non-members inside the organisation				
Default sen	der								
The default a	ddress used in the	by-line for messages	s to the group		Enable auto-reply to members outside the organisation				
O Authorithe	or's address	() Gro	oup address		Enable auto-reply to non-members outside the organisation				
Message mo	deration				Post replies to				
Choose whethe	r to moderate messa	ges before delivery			Send replies to group posts to				
No moder	ation		-		Sender chooses recipient -				
New member Restrictions car management.	r restrictions	vidual members by the	member		Conversation mode Group messages into threads by their subject				
No posting	g restriction for n	ew members	•		• ON OFF				
Spam messa	ge handling								
Choose how to	handle spam				Delete group				
Moderate	and notify conten	t moderators	•		Warning: Deleting a group is permanent				
Rejected mes	sage notification				Delete group				
Notify senders	when posts are reject	ted							
O ON		OFF			Save changes Cancel				

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

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

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

10) 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 👻	
Cancel Add members	