

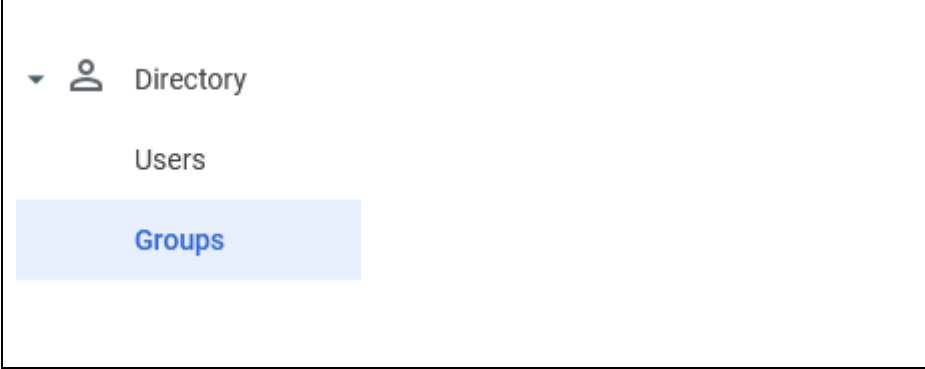


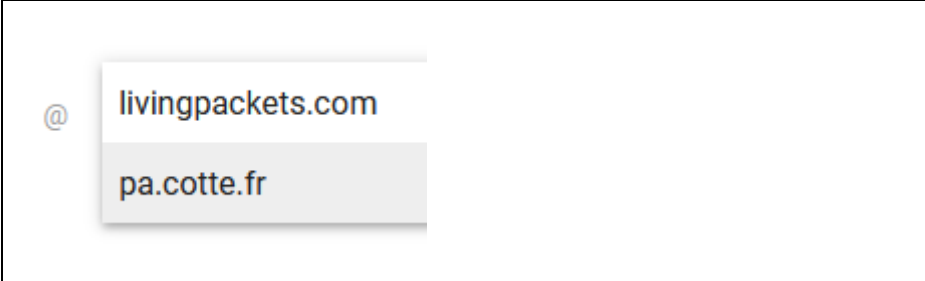



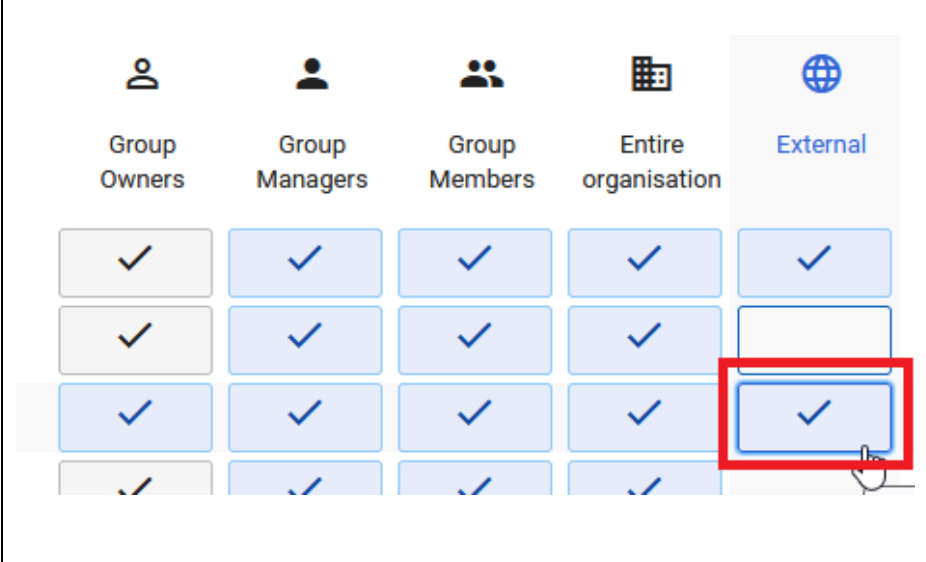
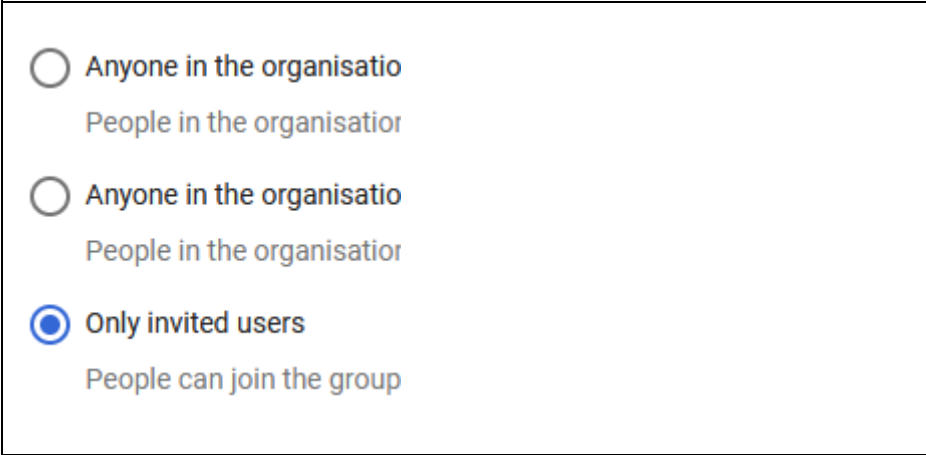
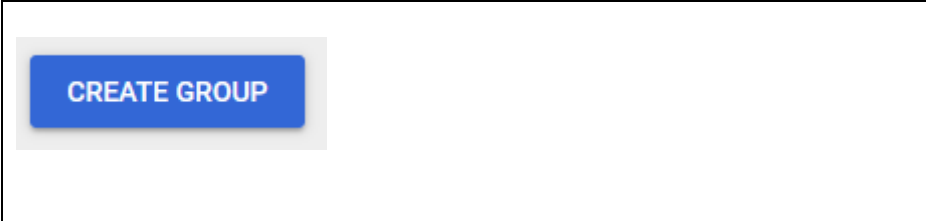
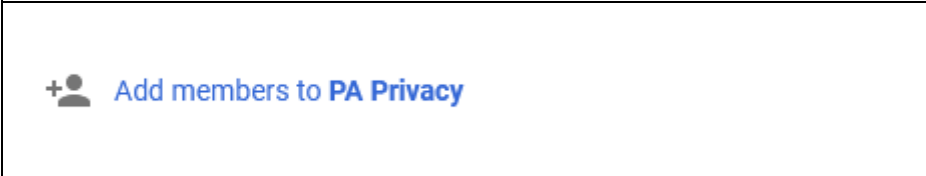
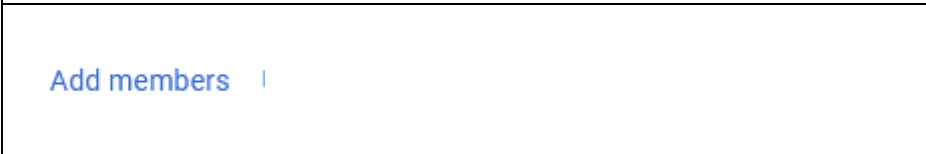
**Name:** How to configure a Google group

**Author:** Benoit Bideaux

**Version:** 1.0


**Date of modification:** 17/05/2023

 <p>▼  Directory</p> <p>Users</p> <p><b>Groups</b></p>	<p>From the Google Workspace console go to Directory then Groups</p>
 <p><b>Create group</b></p> <p>Create group</p>	<p>Click on Create group</p>
<p><b>Group details</b></p> <p>Group name *</p> <p><b>PA Privacy</b></p> <p>Enter a name that identifies the</p> <p>Group email*</p> <p><b>privacy</b></p> <p>Enter an email address for the g</p>	<p>Enter the name of the group and the email name.</p>
 <p>@ livingpackets.com</p> <p>pa.cotte.fr</p>	<p>Select the domain</p>
 <p><b>NEXT</b></p>	<p>Click on Next</p>


 <p>The screenshot shows a grid of settings for a group. The columns are labeled: Group Owners, Group Managers, Group Members, Entire organisation, and External. The 'External' column is highlighted in light blue. A red box highlights a checkmark in the 'External' column of the third row. A mouse cursor is pointing at the checkmark.</p>	<p>If needed, open the group to external by clicking on the red option so the group is reachable by the external companies.</p> <p>The opens can be changed later if needed.</p>
 <p>The screenshot shows three radio button options for group privacy: <ul style="list-style-type: none"> <li><input type="radio"/> Anyone in the organisation People in the organisation</li> <li><input type="radio"/> Anyone in the organisation People in the organisation</li> <li><input checked="" type="radio"/> Only invited users People can join the group</li> </ul> </p>	<p>Select the Only invited users option</p>
 <p>A blue button with the text 'CREATE GROUP' in white capital letters.</p>	<p>Click on Create group</p>
 <p>A blue link with a plus sign and person icon, followed by the text 'Add members to PA Privacy'.</p>	<p>Click on Add members</p>
 <p>A blue link with the text 'Add members' followed by a downward arrow.</p>	<p>Click on Add members</p>

## Add members to PA Privacy

New users are automatically set to receive **Each email**.

jfrchevalier@pa.cotte.fr 

nicolas.maffre@pa.cotte.fr 

alex.rosset@pa.cotte.fr 

Find a user or group

Advanced

CANCEL

**ADD TO GROUP**

Search for users then click on Add to Group

### PA Privacy

privacy@pa.cotte.fr

RENAME GROUP

ADD MEMBERS

BULK UPLOAD MEMBERS

ACCESS SETTINGS

INSPECT GROUP

**DIRECT MEMBERS**

DIRECT AND INDIRECT M

#### Members

No members added [Add members](#) [Upload](#)

+ Add a filter

Member



Alex Rosset



Jean-Francois Chevalier