Stop Receiving Emails from a Google Group

You can stop receiving emails from a group by either leaving/unsubscribing from the group, or changing your settings. If you unsubscribe from a group, you’ll no longer be a member, you’ll stop receiving emails, and you’ll no longer be able to view group messages. If you’d like to stay a member, but stop receiving emails, you can change your email settings.

Some groups are “no-opt-out” for all faculty/staff and students. These groups include Campus News and Events, Chancellor’s Messages, and Emergency Communications.

Unsubscribe and leave a group from group settings

1. Open Google Groups.
2. Click on “My groups”.
3. Click on the three-dot icon next to the group you want to unsubscribe to.
4. Click “Leave group” in the pop-up menu.
5. A confirmation dialog will appear, click “Yes leave group” to unsubscribe from that group. (You can also leave the group by going into that group’s membership settings and clicking leave group.

Unsubscribe and leave a group using email

To leave a group and stop getting emails from it, you can send an email to group name+unsubscribe@group domain. For example, to leave the group mygroup@googlegroups.com, you would send a message to mygroup+unsubscribe@googlegroups.com. You can send the request with no subject or body text.

Unsubscribe from group email while remaining a member

You can adjust your settings to receive group communications the way you prefer. For example, you can be part of a group, but choose not to receive any email from the group.

1. Open Google Groups.
2. Click “My Groups”.
3. Click on the name of the group you want to unsubscribe from.
4. In the left sidebar menu click “My membership settings”.
5. In the “Subscription” drop-down menu, choose your preferred delivery option:
   - Each email—Messages are sent individually as they’re posted to the group.
   - Digest—Up to 25 complete messages are combined into single emails and sent daily.
   - Abridged—Summaries of up to 150 messages are combined into single emails and sent daily.
   - No email—Messages from the group are not sent.

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