

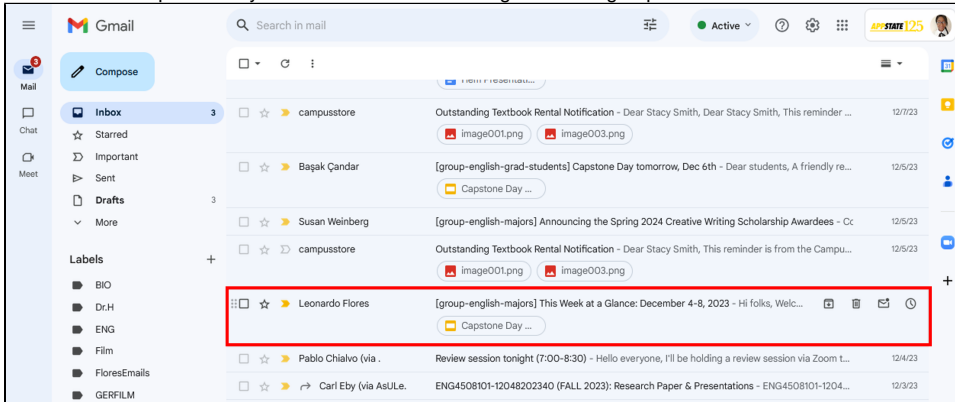
Read and Respond to a Google Group

As a Google Groups user, one of the first things you might want to do is read and respond to group posts. Depending on how a group is configured by the owner (and your personal settings), you will be able to read and respond to posts either through your Google account or by directly responding through your email.

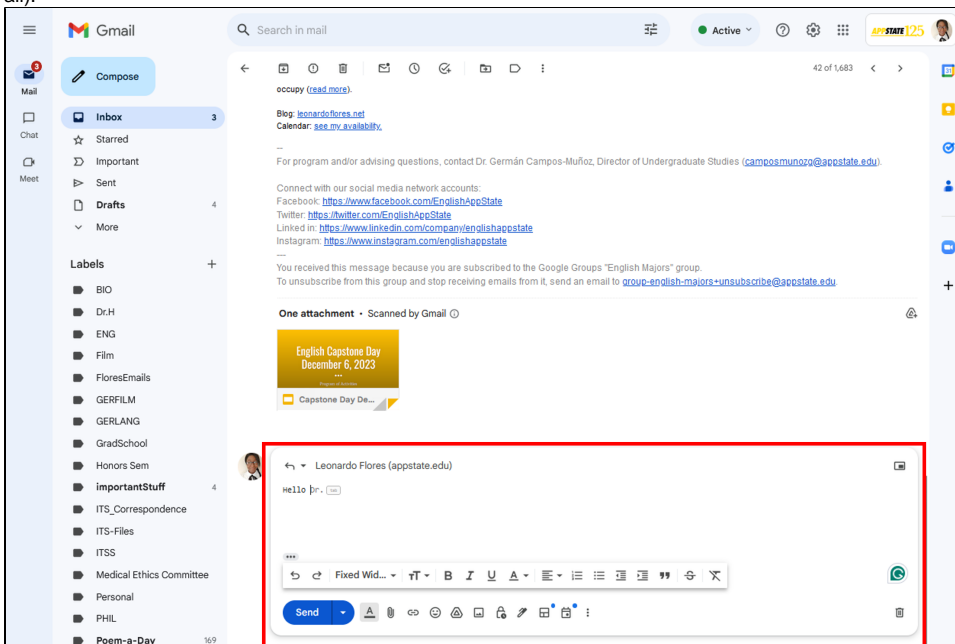
i Some groups are set up as distribution lists and only group managers can send messages to the group. Other groups are discussion lists so all members can send messages to the group. To be able to respond to a post, you must be approved to send messages to the group.

Read and Respond to Posts Using Email

1. Click on the Group email in your inbox to see the message from the group.



2. Type a response to the email and then click send (by default responses will only go to the sender, to reply to the Group change Reply to Reply all).



Read and Respond to Posts from your Google Groups Homepage

1. Open [Google Groups](#) and click on the name of the Group you want to read.

My groups 18 groups

1 selected Edit subscription

Group Name	Email Address	Created	Frequency	Description
as-decl-students	group-as-decl-students@appstate.edu	Aug 18, 2022	Each email	
ASU	group-asuparking@appstate.edu	Aug 18, 2023	Each email	
Atlassian Cloud Users	group-atlassian-cloud@appstate.edu	Jan 21, 2022	Each email	This group will be used to bulk notify Atlassian Cloud service users a...
Campus Dining	group-foodservices@appstate.edu	Jul 5, 2022	Each email	News, schedules, events and more from Campus Dining and the App...
dephthonors	group-dephthonors@appstate.edu	Jan 9, 2024	Each email	Distributing information to departmental honors students.
Duo Students	group-duo-students@appstate.edu	Aug 4, 2021	Each email	Google Group for Students who are in DUO
English Graduate Students	group-english-grad-students@appstate.edu	Aug 14, 2023	Each email	This mailing list is designed to be a way to communicate with gradu...
English Majors	group-english-majors@appstate.edu	Feb 21, 2022	Each email	This (low volume, high relevance) mailing list is designed to commu...
Google Tips	group-googleletips@appstate.edu	Jun 6, 2022	Digest	Google Tips for any of our GSuite Applications. Open for all faculty, s...

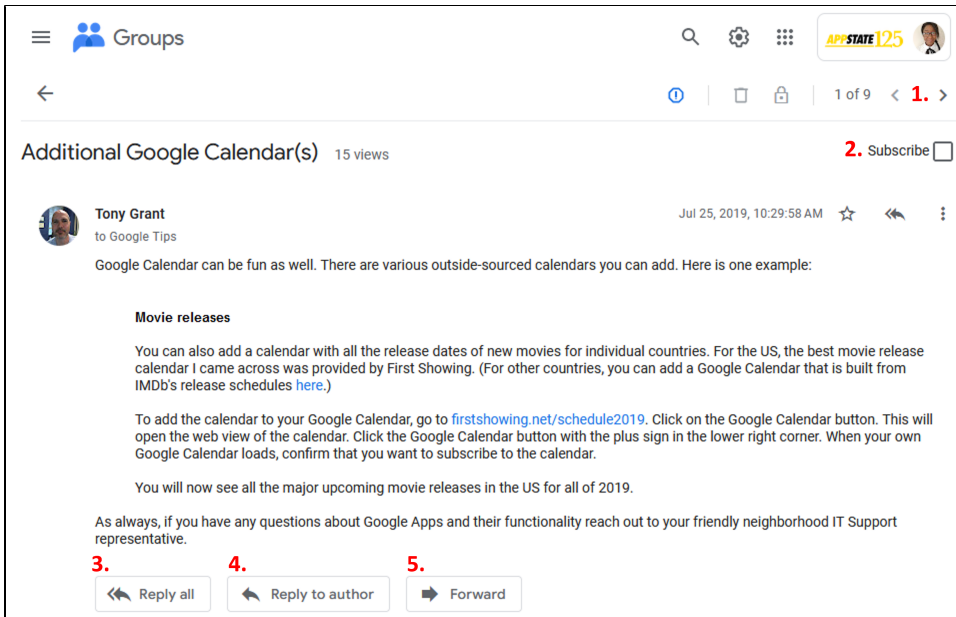
2. The topics group home page appears with a list of all current topics (All of the unread posts for a topic will be listed in bold). Click on the topic you want to read.

Google Tips 1-9 of 9

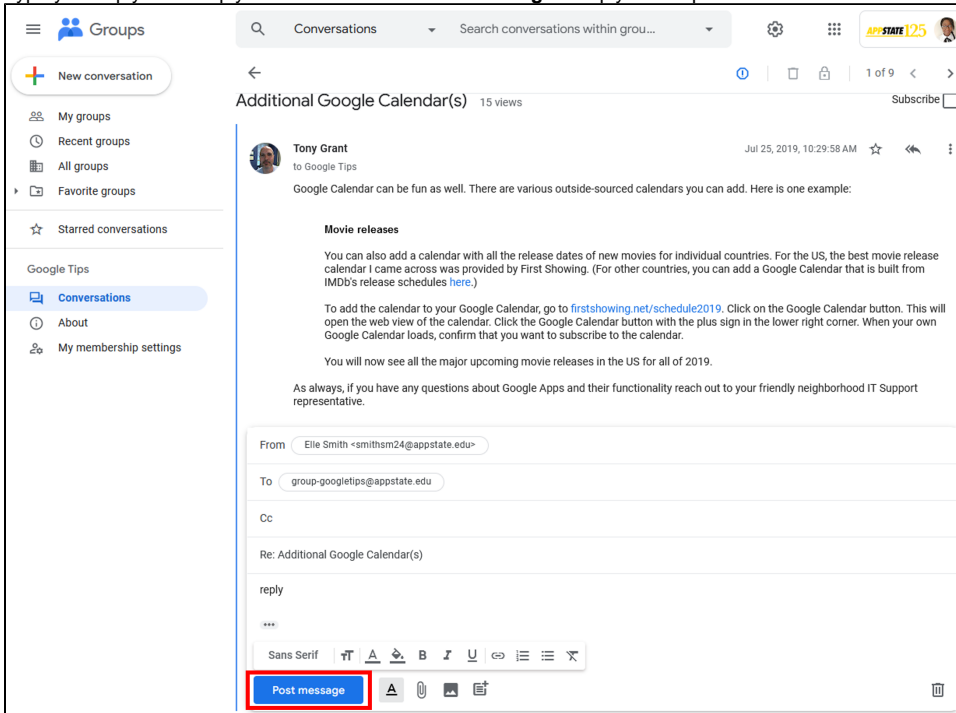
Author	Topic	Date	Star
Tony Grant	Additional Google Calendar(s) — Google Calendar can be fun as well. There a...	7/25/19	☆
Kinney B... , Rebecca ...	Daily Agenda from Calendars via Email — Awesome - thank you! Becky Stodd...	2/13/19	☆
Mark Suggs	Team Drives: Have more than one — From the questions and comments acro...	2/13/19	☆
Dustin Gragg	Create new Google Docs (or Sheets, Slides, etc) quickly — Michael Bennett di...	1/24/19	☆
Mark Suggs	Showing Busy Time from Multiple Calendars — There is still no feature in Goo...	1/23/19	☆
Kathy He... , Dustin G...	Changes to Gmail — Kathy, It is true that the updated UI for Gmail has some a...	4/30/18	☆
Kathy He... , Dustin G...	Time Zone Issues with Google Calendar — Kathy, It does sound as though the...	3/29/18	☆
Heather Brandon	availability slots on google calendars — Hello all. Does anyone have a solutio...	3/19/18	☆
Dustin Gragg	Assign Action Items to Collaborators — In a Google Doc or Sheet, you can ass...	3/2/18	☆

3. The first post in the topic (created when the topic was created) is displayed on top followed by any responses.

- (1) Click the right arrow at the top of the post to toggle between the other topics posted.
- (2) You can check the subscribe box under the right arrow to receive notifications any time a new response is posted.
- (3) Click reply all to add a message to the topic's thread.
- (4) Replying to the author will only send your response to the creator of the post.
- (5) Clicking **Forward** will allow you to forward the entire post to another user using Gmail.



4. Type your reply in the reply field and then click **Post Message** to reply to that post.



Related articles

- [Manage a Google Group](#)
- [Join an App State Google Group](#)
- [How to Request a Google Group](#)
- [Stop Receiving Emails from a Google Group](#)
- [Read and Respond to a Google Group](#)
- [Changing Your Membership Settings](#)
- [Google Group Types at Appalachian State University](#)
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