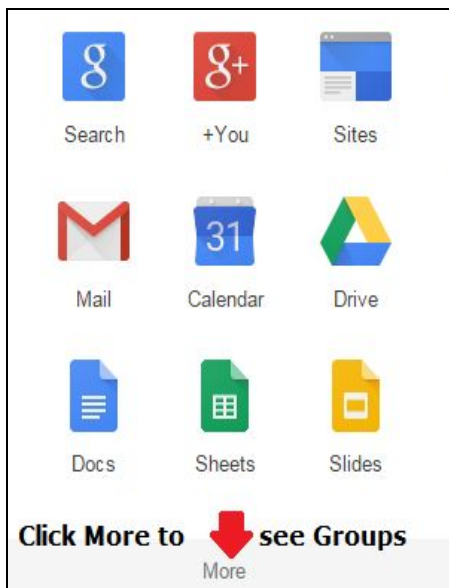# Google Groups

The Basics

How do I access my school groups?

1. Log in to your GEM account from OCDSB.ca > Staff > GEM (Google eMail login).
2. Select the grid icon on the far right as shown below to open the list of available apps.

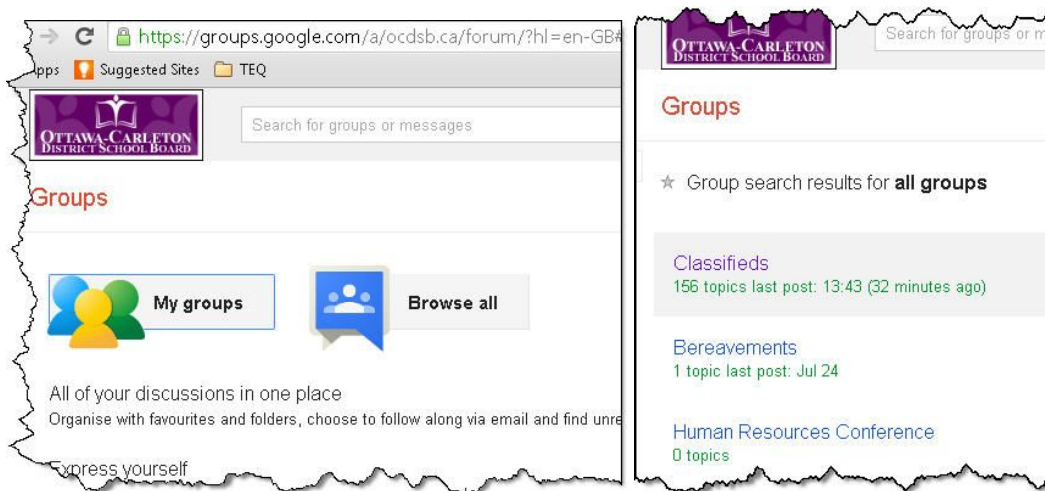3. Choose the **Groups** icon. Scroll down to the **More** icon to find it.

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Google Groups (Conferences) Basics
B&LT/CM/August 2014   >> go back to Going Google! Resources
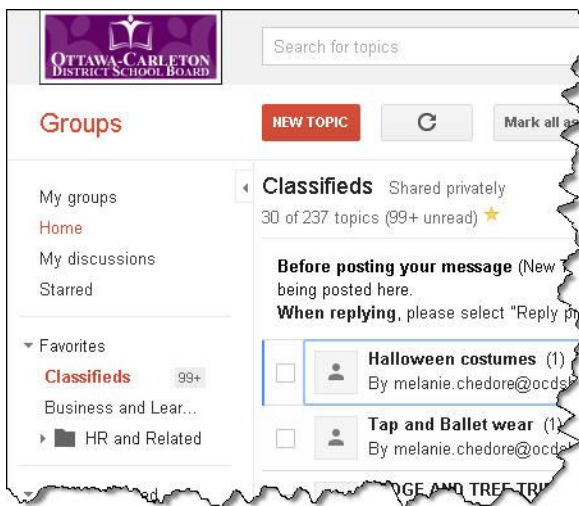
There are two types of Google Groups:
Private groups based on membership - e.g. *school or department groups*
Public groups that are shared with all staff within the OCDSB - *e.g. Classifieds, Human Resources*
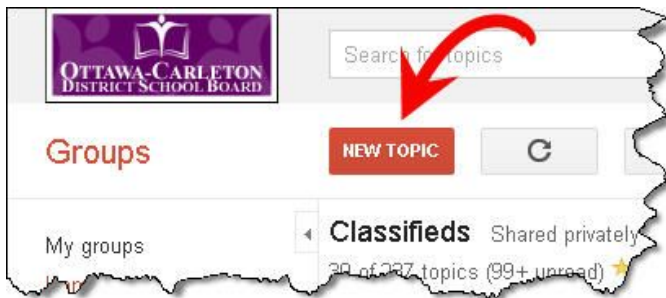
4. To view the private groups you belong to, click on the **My Groups** icon.
5. To view groups shared with all staff, select **Browse All**.

5. Click on the name of the group you wish to view to open to the messages.

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6. Use the **NEW TOPIC** button to create a message.

7. Select the **Lock** option in the message window if you wish to ensure that any replies get delivered directly to your Inbox, rather than as a reply to the group.
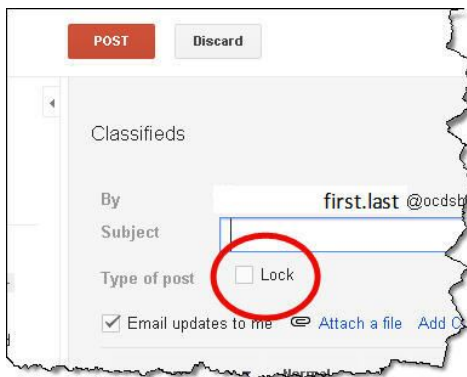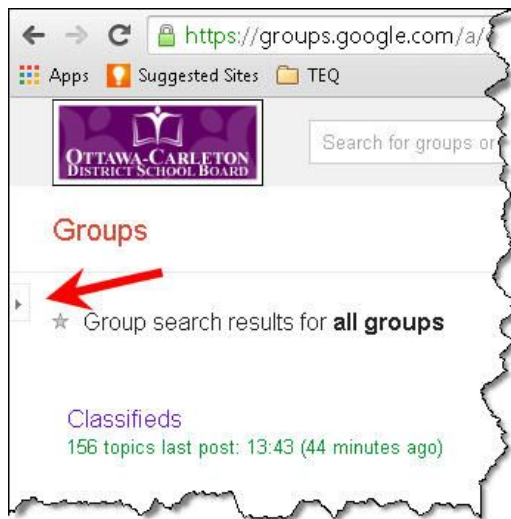

8. When you reply to a message be sure to select the **Reply privately to author** from the dropdown menu.
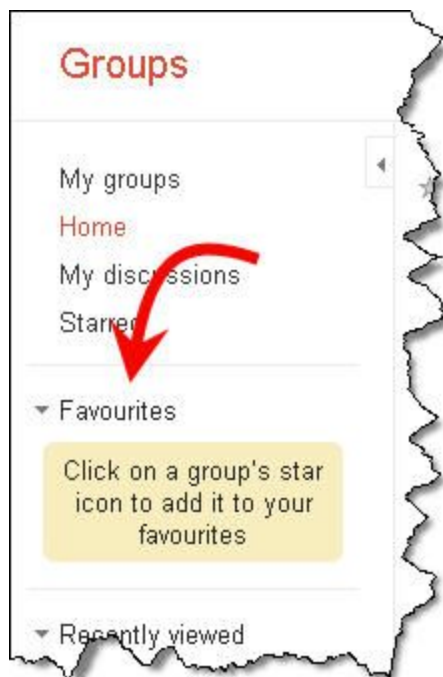
How do I add Groups to my list of favourites for easy access?

You can organize your most important groups within the "**Navigation Pane** column on the left.

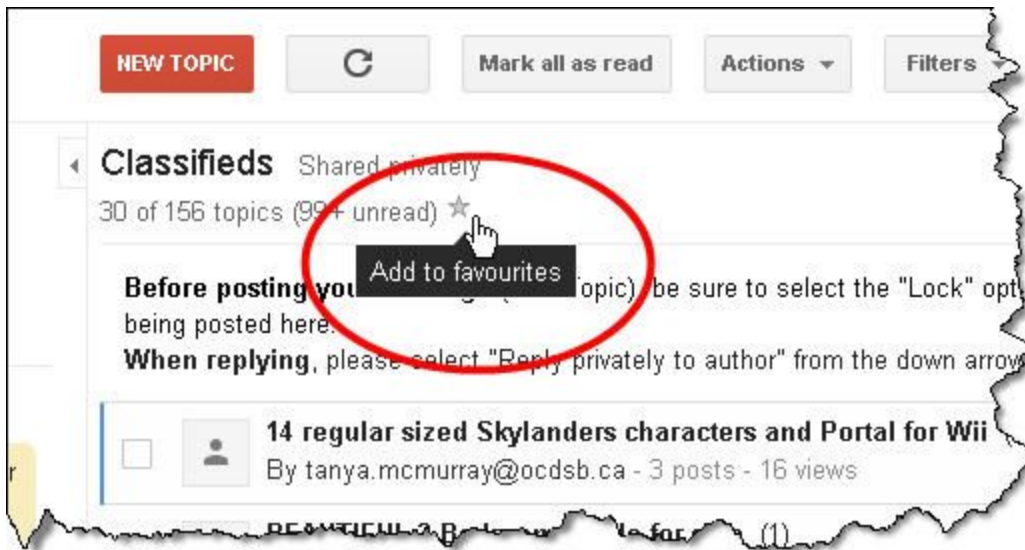1. Click the **Show/Hide** button to open the Navigation column as shown below.

This opens the navigation column where you see **Favourites**.

2. Open the group that you want to add to your Favourites list.

3. Click the **star** to the right of the group title to add it to your Favourites.


The group now appears in your Favourites list.

How do I subscribe to a Google group (conference) to receive notifications of new messages?

*This option is only available for groups under your "My Groups" section. (Not for groups listed under "Browse all".)

1. Open the group.
2. Select the **My Settings** icon in the upper right corner (looks like a person with a gear).
3. Choose **Membership and email settings** from the list.
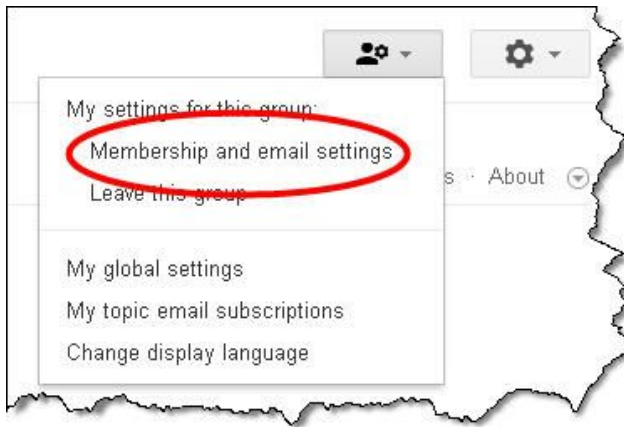
4. Choose the type of notification you want, such as **send daily summaries**.
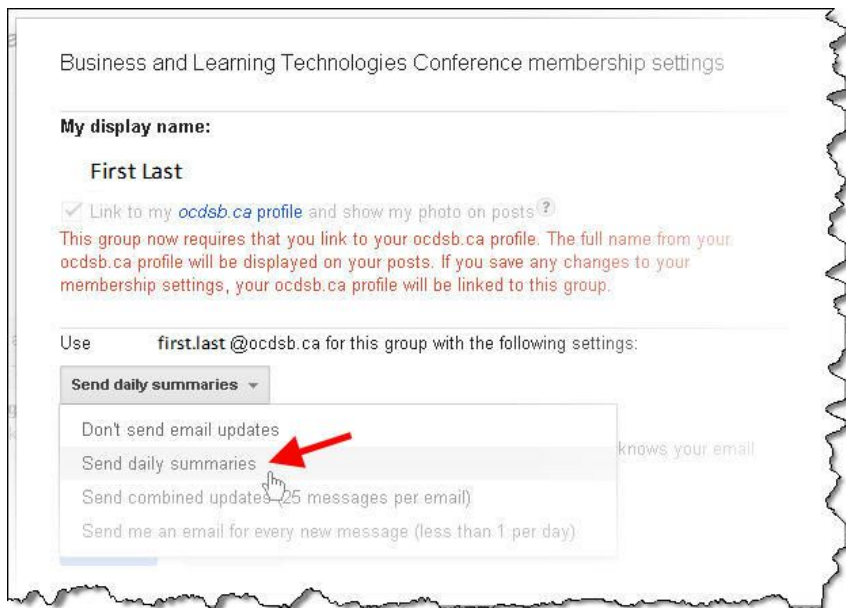
4. Click **Save** to complete your subscription changes.