

# Create an Admin-Managed Group

## Introduction to Groups

This lesson will take you through the different types of groups available in G Suite, and you'll work through how to create groups for your organization. Google Groups make it easy for your users to communicate with people they contact often. As the administrator, you can create and manage groups in the Google Admin console.

## Help Center Articles

Review the following Help Center Articles in order to learn more about Groups

- [Which groups best suit your service?](#)
- [Groups administrator FAQ](#)
- [Create a group](#)
- [Add users to groups](#)
- [Add all users to a group](#)

## Introduction to Exercise

Read through the scenario and directions below in order to practice creating admin-managed groups.

## Exercise Scenario

The company wants to create the following groups that can be managed only by the system administrators as follows:

- OurCompany: An internal group of everyone in the company
- Management: A private or restricted group of all executives and managers

# Exercise Directions:

1. Sign into your Google Admin console as the administrator user using the **your administrator account name** and **password**.

2. From the dashboard, click **Groups**

3. Click the **plus button** at the bottom of the groups page.

4. Enter the following details in the Create new group box:

- A **name** for the group: for this exercise, you'll create 2 groups one named "OurCompany" the other "Management."
- An **email address** for your new group. Ensure that you choose the appropriate domain from the list.
- **[Optional]** Add a **description** for your group.
- Choose an **Access Level** from the drop down list. See more about these options [here](#). For this first group, choose **Team**. This will allow anyone within your domain that has an associated Google Account you're managing from the Admin console to post messages and view the members list.
- For the first group, **OurCompany**, check the box that **adds all users in the organization** to your new group

5. Click **Create**. You'll be taken to the group's page in the Admin console.

6. For the following group, **Management**, repeat the steps above, but do not add all users from the organization to this group.

- For this group, choose the **access level** restricted, which will only allow members of the group to post messages and view the member's list.
- Do **not** choose the option to add all users within your domain.
- Press **create**.

7. Once on the **Management** groups page, click **Manage users in Management**.

8. In the "**Add new members**" box, add the following users by typing their full Google accounts, including the domain, into the box. Ensure that you are adding them as "members."

- Samantha Morse - CEO - samantha.morse@[your domain]
- Ellie Gray - Lead Developer - ellie.gray@[your domain]
- Lars Ericsson - HR Manager - lars.ericsson@[your domain]

**NOTE:** After you've create a group in the Admin console you can edit it to add or remove members, change a member's group role, change a group's name or description, and more.

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