

Frequently Asked Questions:

What is a Google Group?

A Google Group is an online discussion group or mailing list that helps groups of people communicate using email and the web. Every group has a Google-hosted homepage where members can start new discussions or reply to existing topics. Every group also has its own email address, which lets members interact with the rest of the group.

Creating your own Google Group is fast and easy. Just click the "Create a new group" link on the left side of most pages. You can customize your group to suit your needs. For example, a group can be restricted (only group members can read and participate in discussions) or public (anyone can read and search group content). You can also create custom group types. For instance, you might want an announcement-only group, which enables you to send announcements to the group while preventing members from posting their own topics and replies.

Finally, members can choose how they want to be notified of group activity. Members of time-sensitive groups may choose to receive email every time a posting is sent to the group. Members of less time-sensitive groups might prefer to receive a daily summary email or no notification emails at all.

Can I post an image or share a file with my group?

You can post photos or files to your group by emailing them as attachments to your group's email address. When doing so, please keep the following in mind:

- the size limit for attachments is 1MB
- you can only post attachments to a Google Group (not to a Usenet newsgroup)
- **you can only post attachments via email** (not through the Google Groups interface)

Once your message is in your group's archive, it will stay there as long as your group exists or until you remove it. Also, we don't offer a specific file storage system or a way to view attachments online, so you'll need to download each image or file individually in order to view it.

How do I change my default view?

You can set default views for two different types of pages. The first is the list of recent threads that you see on a group homepage. The second is the page which shows all of the posts in a particular thread.

To change the default view for the list of recent threads, go to any group homepage. In the top right corner, just under the yellow bar, you'll see two choices. You can view the threads with message text or with titles only. If you've never changed this view, the default is set to viewing with message text. To change it, just click the "View titles only" link. Once you've clicked the link, all group homepages will display the list of recent threads with titles only. To change your default back, click the "View with message text" link.

To change the default view for the thread page, click on any thread with more than one message. By default, you'll see the conversation view with all messages in the post displayed vertically. To change your default to a tree view which shows the relationships between messages, scroll to the top post and click the "view as tree" link under the thread title. Once you've clicked the link, all threads will be displayed in the tree view. To change your default back to the conversation view, click the "No frame" link in the left pane of the tree view

Can I reply to older posts in the archive?

You can reply to any message in Google Groups that was posted in the last 30 days. After 30 days, the option to post a reply to the message is removed. In Usenet proper, articles are usually retired (removed completely) if they are inactive for 30 days. Removing the option to post a reply to a message more than 30 days old simulates this feature in Google Groups.

How do I sort my search results by date?

Google automatically sort your search results based on their relevance to your query. If you want to see the results sorted by date, please click on the "Sort by date" link in the upper-right corner of the search results.

Is my email address visible on the web when I post to a group?

When your message is posted to a group, Google Groups masks your email address on the web to prevent automated computer programs from harvesting it for spamming purposes. When you see an email address in a message on the Google Groups webpages, it will look something like "[add...@example.com](#)" instead of "[address@example.com](#)."

How can I change my nickname?

When you join a group, you'll be asked to enter a nickname to use with that group. To change your nickname at any time, sign in and click the "Manage my subscriptions" link on the main Google Groups page. Then type in the nickname you'd like to use for each group you've joined or designate one nickname for all groups. Don't forget to save your changes.

You can change your nickname whenever you submit a new posting. Just click "change nickname" next to your name.

Do I have to sign up with Google to use Google Groups?

You can access public content on Google Groups without signing up for the service, but to access additional features (reading restricted groups, posting to public groups, or creating your own groups), you'll need to create a Google Account. All you need to do so is a valid email address. To sign up, click the "Join" link on the left side of the screen.

If you're a previous Google Groups or Gmail user, you can use your existing Google Account to sign in to Google Groups. If you have more than one account (for example, a Groups account with a secondary email address and a Gmail account), you can't use both at once. If you have a Gmail window open, you'll automatically be logged in using that account when you open a Google Groups window. So if you wish to use your other Google account instead, you'll need to click the "Sign out" link in the top right corner first.

What's my username?

Your Google account username is the full email address you used to create your account (e.g. [yourname@example.com](#)).

How do I cancel my account?

If you're signed in, you can click the "Manage my subscriptions" link on the main Google Groups page. On your account's My Subscriptions page, click the "My Google account" link at the top, then click the "Delete all account info" link on the left side. You'll be asked to confirm your password and that you want to cancel your account. Note: cancelling your account will remove your access not only to Google Groups, but also to Google in Your Language, Google Answers, and Google Web APIs. You'll also lose all the information related to these services.

What's my password?

If you've misplaced your Google account password, please visit the [sign-in page](#) and click on the link entitled "Forgot your password?" After you click on the link, you'll be prompted to enter your username (your full email address), and Google will send you an email describing how to reset your password. The information in the email is only valid for a limited time, so please read and follow the instructions as soon as possible. If it does expire, you can repeat the process, and Google will send you a new email.

How can I find articles that I've written?

To find articles you've posted, click on the "Advanced Group Search" link found on the right hand-side of the search box on the Google Groups homepage.

On the Advanced Groups Search page, enter your posting email address into the "Author: Return only messages where the author is" field to return a list of your articles.

How do I remove my own posts?

To remove a post, log in to the same account you used to post the message and view your post. Clicking the "show options" link next to the date will display a blue "Remove" link to the far right. Click this link, select "Yes, remove it now," then click the "Confirm" button. That should do it.

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How do I submit a post to a group?

To submit a new post to a group, go to the group's homepage and click the "Start a new topic" link just under the group name near the top of the page. To reply to an existing topic, click "Reply" near the bottom of the posting.

Where can I find a group's email address? What is it used for?

Each group has its own email address which is available at the bottom of the group's homepage.

How do I reply directly to the author instead of to the group?

To reply to the author, click on the "show options" link to the right of the author's nickname and click "Reply to Author."

Can I subscribe to a Google Group via email?

Yes, you can both subscribe to and unsubscribe from a Google Group via email. To subscribe, send an email to [Groupname]-[subscribe@googlegroups.com](mailto:[Groupname]-subscribe@googlegroups.com). For example, if the group you wanted to join a group called google-friends, you'd send an email to google-friends-subscribe@googlegroups.com.

If you'd like to unsubscribe from a group via email, send an email to [Groupname]-[unsubscribe@googlegroups.com](mailto:[Groupname]-unsubscribe@googlegroups.com). For example, if you wanted to leave google-friends, you'd send an email to google-friends-unsubscribe@googlegroups.com.

Note: for restricted-membership groups, the group owner will need to approve your request to join.

How do I contact the owner of a specific group?

You can reach a group owner by clicking the "About this Group" link in the yellow bar at the top of the group's homepage. On this About page, there's an address to the right of "Owner email." Google forward any email sent to this address to the group's owner.

How can I temporarily stop email delivery while I'm on vacation?

If you're signed in, you can click the "manage my subscriptions" link on the main Google Groups page. On the My Subscriptions page, change your subscriptions to "Web only" to prevent email from being sent to you while you're gone. Just don't forget to switch it back when you return!

How much space is allowed for each group?

Google don't currently limit how much space a group can use. Google Groups Beta archives all of a group's messages, including attachments, until the author or group moderator decides to remove them.

How do I remove a group that I own?

To remove a group, click the "Manage group" link on your group's homepage. Next, click the "Remove this group" link on the right side. To help us improve our service, please enter the reason you are removing your group, then click the "Remove this Group" button to confirm or click the "Cancel" button if you've changed your mind.

Note: when you remove your group, the group name will no longer be available for a new group. If you re-create your group later, you'll need to pick a new name.

Why did I get an illegal attachment error?

As a security measure to prevent potential viruses, Google Groups does not allow you to attach executable files (such as files ending in .exe) that could contain damaging executable code to your posts.

Google Groups does not accept these types of files, even if they are sent in a zipped (.zip, .tar, .tgz, .taz, .z, .gz) format. If you try to send this type of message to your group, the message will be bounced back to you with an illegal attachment error.