Google Groups for Business

Find, join, and organize your groups

You might belong to a lot of groups, and have access to even more. Here's how to find new groups to join, and then how to find and organize the groups you own or belong to.

Access Google Groups

To access Google Groups, just click the **Groups** link at the top of your Gmail or other Google Apps window:

![Google Groups home screen](image)

You'll see your Google Groups home screen. For example:
Notice that the home screen has two sections: the main discussion area on the right and the navigation tree on the left. You can show/hide this navigation area by clicking the arrow that appears when you hover your mouse to the left of the welcome message (shown in the picture above).

**Tip:** You can also toggle the navigation tree on or off with a keyboard shortcut: just type “h”. Type “?” to see other keyboard shortcuts.

**View your group memberships**

All the groups that you belong to are listed on your personal My groups page. If you manage or own a group, that will be indicated next to the name of the group.

![Groups directory](image)

**Find groups in the Groups directory**

All of the groups in your organization are listed in your Groups directory. To access the Groups directory from your home screen, click **Browse all**:

![Browse all](image)

When you browse all the groups, it's the same as if you search for all groups, so it could be a very big list!

Here's an example of a Groups directory:
Search for a group

You can search for a group from the top of any Google Groups page. Just begin typing your search query, and suggestions—including groups matching your query—will appear in a drop-down menu as you type. Choose an option from the drop-down menu, or click the blue magnifying glass to see all search results.

For example, if you're looking for groups for employees in your San Jose office, you might see something like the following as you start typing “san”:

You can select **Search for groups named ‘san’** to see all groups that match your search criteria, or you can choose a specific group (like **Perks - San Jose**) right from the drop-down menu.

You can also narrow your search with search terms, like **from:“name”** or **has:attachment**. See the [Groups Help Center](https://groups.google.com/g/more groups help center) to learn about the possible search term options.
Subscribe to a group

You can subscribe to any group in your Groups directory that's open to new members. Some groups let you subscribe directly, while others might require you to send a request.

1. Click on the group in the Groups directory to open the group's page.
2. On the group's page, click **Join group**.

![Join Group](image)

3. Choose how you want to read messages sent to the group, whether to link to your Google profile and show your picture on posts, and the display name you want members to see.
4. Click **Join this group**.

Manage your group memberships

Do you get too much email for a particular group? You can opt to get a summary of messages sent to a group once a day instead of receiving each message separately. Or perhaps you’d prefer to just read messages in the group's discussion archive (forum page) instead of receiving messages in your Inbox.

It's easy to change your group preferences, and even to unsubscribe from a group altogether.

1. Go to your **My groups** page and click the **Edit memberships** button.

You'll see the **Manage memberships** page, showing all the groups you're a member of. For example:
2. In the drop-down list for a group, choose an email subscription option:

- **No email**: You won’t receive messages to the group in your Inbox. You can visit the group’s discussion archive to read messages.
- **Abridged email**: Once a day, you’ll get a summary of new messages.
- **Digest email**: Once a day, you’ll get full email messages bundled into a single message.
- **All email**: You’ll receive each message sent to the group separately.

**Note**: If you want to leave a group altogether, click the **Manage membership** link for that group, and then click the **Leave group** button in the dialog that appears.

### Add a group to Favorites

If you belong to a lot of groups, **Favorites** are a great way to easily access your most used groups.

To add a group to your **Favorites**, just click on the group’s star icon.

![Groups](image_url)

**Note**: If you click **Starred** in the left navigation area, you’ll see starred topics and posts (but not groups). Starred groups are found under **Favorites**.

### Organize Favorites

If you have a lot of **Favorites**, you can create folders to organize them.

To create a folder, hover your mouse over **Favorites** and select **New folder...** from the drop-down menu that appears.
To add a favorite group to a folder, hover your mouse over the group’s name, and select the folder from the drop-down menu that appears: