

# Add people to your group-

If you're a group owner, or if you have permission to manage members, you can add people to your group in three ways:

- Invite someone via email
- Add someone without getting their approval
- Approve people who applied to join

## 1. Invite people to your group

1. Sign in to [Google Groups](#).
2. Click the name of a group.
3. On the left, click **Members**.
4. At the top, click **Add members**.
5. At the bottom, next to **Directly add members**, click Turn off .
6. Enter the email addresses of the people to invite.
7. (Optional) To include an invitation message, enter a message.
8. Click **Send invites**.
9. To manage invitations:
  1. On the left, click **Pending members**.
  2. Take one of the following actions:
    - To resend a single invitation, point to the invitation on the right, click Resend invitation . Invitations automatically expire after 7 days, but you can resend them any time.
    - To cancel a single invitation, point to the invitation on the right, click Cancel invitation .
    - To resend or cancel multiple invitations, check the boxes next to the invitations above the list on the right, click Resend invitation or Cancel invitation .

## 2. Add people to your group directly

When you add people directly, you can assign them the member, manager, or owner role.

1. Sign in to [Google Groups](#).
2. Click the name of a group.
3. On the left, click **Members**.
4. At the top, click **Add members**.
5. Enter the email addresses of the people to invite.

6. (Optional) To add a welcome message to the email notification for new members, enter a message.
7. Click **Add members**.  
The members are added to the group, even if their names don't appear on the group member list immediately.  
Note: If you try to add a user to a group and get an error message saying that their email address is the primary, secondary, or alternate address of an existing member, that user is already a group member.

### 3. Manage requests to join your group

You can view requests to join your group and accept or deny them on an individual basis.

1. Sign in to [Google Groups](#).
2. Click the name of a group.
3. On the left, click **Pending members**.
4. Take one of the following actions:
  - To approve a single request, on the right of the request entry, click Approve request .
  - To reject a single request, on the right of the request entry, click Reject request .
  - To accept or reject multiple join requests, check the boxes next to the requests above the list on the right, click Approve request or Reject request .

### View all members of a group

You can view all group members as well as people who have been banned from a group.

1. Sign in to [Google Groups](#).
2. Click the name of a group.
3. On the left, click **Members**.
4. To view people who have been banned from the group, on the left, click **Banned users**.