Sympa to Google Groups

Post-migration checklist

We think it's important to note that these are recommended and not required changes. Your Google Group will not break when you decide not to create a Moderator role or choose to make member email addresses visible for managers only.

As group manager you’re expected to exercise judgement and make smart decisions given your specific situation.

Please get in touch if you need more help. Call the Service Desk at (216) 368-HELP (4357).

☐ Important! Add missing subject prefix (settings > email options > subject prefix)
☐ Allow external members (permissions > basic permissions)

1. Select Allow new users not in case.edu
2. Set "Join the group" to Anyone can ask or Public.

If you allow non-members to post or have a very large group, it's a good idea to moderate posts. (See For Moderated Lists)

☐ Allow managers to Approve Members, Ban Users, and Modify Roles. (permissions > moderation permissions)
☐ Add custom reply-to address (settings > post replies > Use a custom address to send replies to)
☐ Allow all group members to view Members and Member email addresses (permissions > access permissions)
☐ Rename your group if the name was truncated during migration (information > general information > group name)

For Moderated Lists

☐ Create a moderator role and assign members (roles > roles > create)
☐ Select Notify authors when moderators reject their posts and add a custom rejection message (settings > moderation)

Moderate non-members only

☐ If selected, deselect Moderate all messages to the group (settings > moderation)
☐ If not selected, select Moderate messages from non-members of the group (settings > moderation)