

# How to Create a Group Email (Mailing List) in IIUM Gmail (Google Workspace)

Since IIUM uses **Google Workspace for Education**, staff and students can create **email groups** (mailing lists) for easier communication. Here's how:

## 1. Create a Group:

- Navigate to **Directory** → **Groups**.
- Click "**Create Group**".
- Fill in:
  - **Group name** (e.g., `dept-name@iium.edu.my`).
  - **Group email** (must follow IIUM's naming conventions).
  - **Description** (optional).
  - **Access settings** (choose who can send emails/post).

## 2. Add Members:

- Under "**Members**", add:
  - Individual emails (e.g., `staff@iium.edu.my`, `student@student.iium.edu.my`).
  - Or **upload a CSV file** for bulk additions.

## 3. Set Permissions:

- Decide if members can:
  - **Post messages** (e.g., allow replies).
  - **View members** (restrict if sensitive).

## 4. Click "**Create**" → The group is now active.

---

## Option 2: For Students & Non-Admin Staff (Using Google Groups)

If you don't have admin access, you can create an **unofficial Google Group**:

1. **Go to Google Groups.**
2. Click "**Create Group**".
3. Fill in:
  - **Group name** (e.g., "MyClass2024").
  - **Group email** (will end with `@googlegroups.com` ).
  - Set privacy:
    - **Who can join/view/post** (choose "Private" for restricted access).
4. **Add Members:**
  - Manually enter IIUM emails ( `@iium.edu.my` or `@student.iium.edu.my` ).
5. Click "**Create**" → Members will get an invitation.

⚠ **Limitations:**

- **@googlegroups.com** addresses are not official IIUM emails.
  - Some IIUM systems may block external groups.
- 

## How to Use the Group Email

- **To send an email:** Just address it to:
    - **Official IIUM group:** `group-name@iium.edu.my`
    - **Google Group:** `group-name@googlegroups.com`
  - **Manage members:** Edit via **Google Admin Console** (staff) or **Google Groups** (students).
- 

## Need Help?

- **IIUM IT Help Desk:**
  - ☎ **03-6421 6666**
  - 📧 **`servicedesk@iium.edu.my`**
- **Walk-in Support:** ITD Building, Gombak Campus

*Note: Official IIUM groups must comply with university policies. Misuse may result in termination. ☐☐*

---

Revision #4

Created Tue, Mar 21, 2023 4:28 PM by FAZILAH BT. BASARUDDIN

Updated Thu, Apr 10, 2025 12:12 PM by FAZILAH BT. BASARUDDIN