

# How to Create a Group Email Account in Gmail

To create a group email account, follow the steps below:

1. Visit Google Groups and click "Create Group."
2. Enter a name for the group and type in the email address you want to use, which will end in "@iiium.edu.my."
3. Enter a description of the group for members to view
4. Select "Collaborative Inbox" from the Select a Group Type drop-down list.
5. Choose the types of members you want to authorize to access inbox features.
6. Pick the necessary permissions you want to apply, such as allowing the public to view topics or allowing all members to post messages.
7. Click "Create," then "OK" to manage inbox settings.

---

Revision #1

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

Updated Fri, Nov 1, 2024 11:30 AM by FAZILAH BT. BASARUDDIN