

Delegating Google Groups Manager

Adding New Managers

If you'd like to allow one of your colleagues to help you maintain the list, you can add them as a manager or an owner.

- Owners have all the permissions that you do. You should have no more than one or two owners per group
- Managers can add or remove users and always post to the group. However, they can't delete the group or remove owners.

To add a manager, first add him or her as a member. Then, go into your "Manage members" area.

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Check the box next to the person you'd like to make a manager. From the Actions menu, choose either Owner or Manager (as appropriate) from the "Add to role" menu.

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To remove Manager or Owner access, check the box next to the person you'd like to remove and choose Actions -> Remove from role and the appropriate role.

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