



Reminders on Using Google Groups

July 25, 2025



**REMINDER
TO ALL UP USERS!**

The Use of UP's Google Groups

DO NOT select:
"Entire organization"
"Anyone on the web"
for the settings of Google Groups.

To set the **restrictions** in Google Groups, see the steps at:
bit.ly/up-google-groups-settings



For assistance, please contact the UP System ICT Support at: ictsupport.up.edu.ph

Similar to the use of Google Drive, we remind all users of Google Groups to exercise **EXTREME CAUTION** (caps for emphasis) in the use of our Google Groups in the University's Google Workspace domain.

Google's Terms of Service can be accessed here: bit.ly/google-terms-of-service and the specific terms on sharing of contents are found here: bit.ly/google-terms-sharing-content

(page 2 follows)



Those who are Owners and Managers of Google Groups must take note of the permission settings of their groups such as the following:

- Who can view conversations
- Who can post
- Who can view members
- And more.

Please be reminded that Owners and Managers **should not set the privacy/permissions/access settings to “Entire organization” or “Anyone on the web” as this may open the Google Group to outsiders.**

Managers and Owners can read more information and steps about these settings here: itdc.up.edu.ph/faqs/google-groups-settings

If more assistance is needed regarding the management of UP Google Groups, please send the request and file a support ticket at the UP System ICT Support: ictsupport.up.edu.ph

For your information and guidance.