



Reminders on Using Google Groups

April 10, 2025

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: <https://policies.google.com/terms?hl=en> and the specific terms on sharing of contents are found here:

<https://policies.google.com/terms?hl=en#toc-content>

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:

<https://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: <https://ictsupport.up.edu.ph/>

For your information and guidance.