

May 22, 2026

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:

policies.google.com/terms

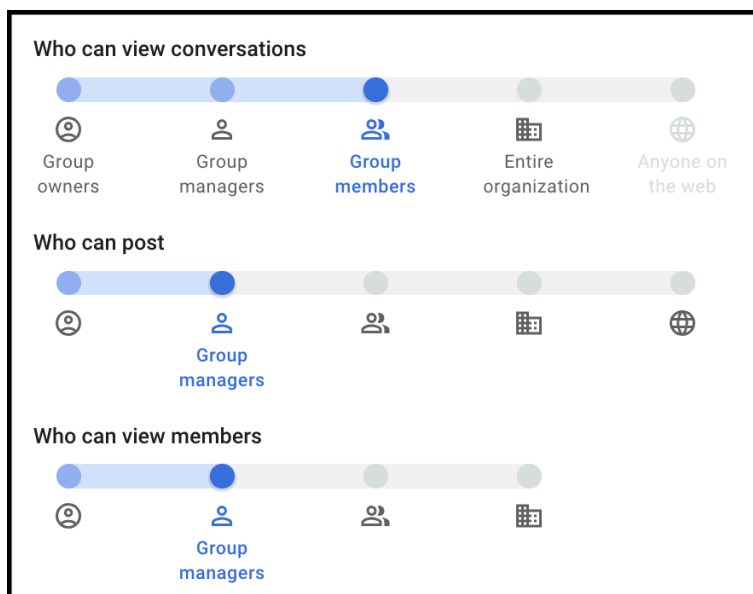
The specific terms on sharing of contents are found here:

bit.ly/google-terms-sharing-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

Google Groups Settings



(page 2 follows)

⊖ Please be reminded that Owners and Managers should **NOT** set the privacy/permissions/access settings to

- “Entire organization” or
- “Anyone on the web”

as these may open the Google Group to **outsiders**. ⊖

Managers and Owners can read more information and steps about these settings here:

bit.ly/up-google-groups-settings

More info about 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.



SHARE YOUR FEEDBACK WITH US!

To assist us in improving our IT advisories, we request your kind participation and a little bit of your time by answering this short survey form (link):

<https://bit.ly/up-itdc-survey-it-advisories>

Thank you!