

Create a Google Group with Multiple Member Import for PT Class List

Start with the Google Groups KB: <https://kb.wisc.edu/98121>

Google Groups Login: <https://groups.google.com/my-groups>

To create a new Google Group go to: <https://email.wisc.edu/lists/create>

To bulk add multiple member email addresses: <https://email.wisc.edu/lists/members>

PT New Class List Creation:

Export Current Class Group Member: Select the current year class list (i.e. pt-class24) > go to **Members** > at the top of the members list select Export List for a csv file. Edit the csv file and sort by **Email preference**. Delete all student entries with the '**email**' preference. The remaining '**no email**' entries should be for Faculty, staff, service accounts, and IT owners/managers/members that can manage or send to the list but do not receive email from the list. Copy the remaining email addresses and follow the below group creation and import process.

Create New Class Group and Import Members: Create a new PT class group (i.e. pt-class25) at <https://email.wisc.edu/lists/create>. Once the group is created, copy the '**no email**' addresses from the above export process and paste them into to the bulk email address page - <https://email.wisc.edu/lists/members>. Once the members are imported, go to the new PT class group and change the **Subscription** to be '**No email**' for all the new imports and change the **Role** for each member to match the csv file - **Owner, Manage, Member**.

The PT staff should have sent the email addresses for the new PT class. Copy and paste the new student addresses into to the bulk email address page - <https://email.wisc.edu/lists/members>. Export the new PT class list and have the PT staff view for accuracy or they can review and edit directly in the Google Group.