# Logging into GSuite

1. Go to:  https://gsuite.google.com/
2. Click on Sign In and enter psala.org in the Domain section as shown below:

Support    Sign in

Domain

www.psala.org

Access to

Admin Console

CANCEL    GO
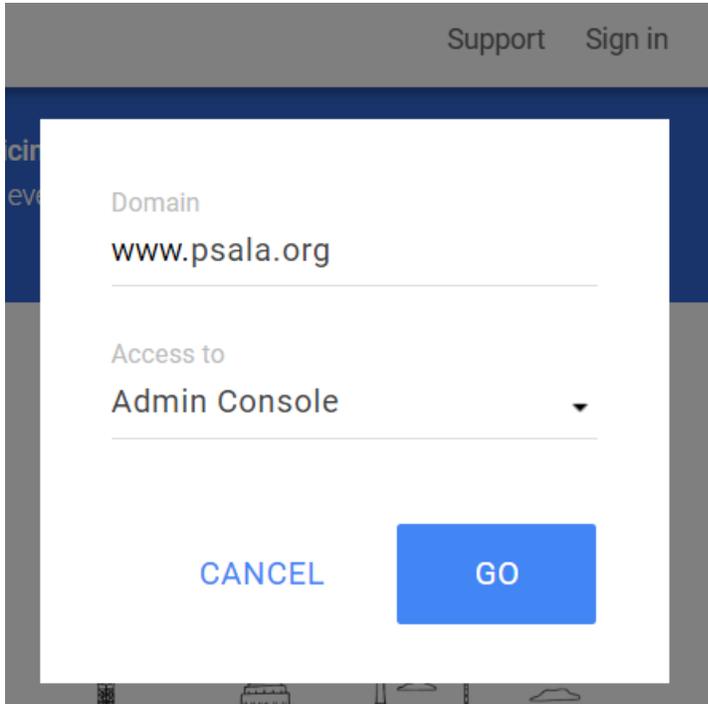
3. Enter username and password for either president@psala.org or webmaster@psala.org

This takes you to the Admin Console:

Admin console                                                                1 🔔    ⋮

Create accounts for your team!

👤⁺ Add Users        🏆 Tour of Admin console

NEXT ›

**Dashboard**
See relevant insights about your domain

**Users**
Add, rename, and manage users

**Company profile**
Update information about your company

**Billing**
View charges and manage licenses

**Reports**
Track usage of services

**Apps**
Manage apps and their settings

**Groups**
Create groups and mailing lists

**Admin roles**
Add new admins

**Device management**
Secure corporate data on devices

**Security**
Manage security features

**Domains**
Add domains or domain aliases

**Support**
Talk with our support team

# Managing Groups

The adding, managing, and updating members manually should be done through the Admin Console for groups.  Confirming new members who emailed subscribe+[listerve name]@psala.org must be done through the group settings page.

## Adding members to groups, updating a user's email address, or troubleshooting issues when sending and receiving emails.
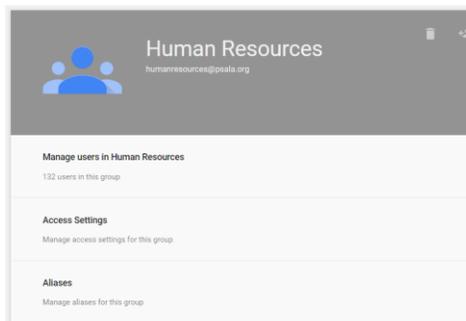
1. Click on Groups



**Groups**

Create groups and
mailing lists

2. Select the group to which you want to add the member.

Groups

| | Groups | Email Address ▲ |
|---|---|---|
| ☐ | Facilities | facilities@psala.org |
| ☐ | Finance | finance@psala.org |
| ☐ | Corporate / Government / Judicial | government@psala.org |
| ☐ | HR Employment | hremployment@psala.org |
| ☐ | Human Resources | humanresources@psala.org |
| ☐ | Large Firm | largefirm@psala.org |
| ☐ | Small Firm | smallfirm@psala.org |
| ☐ | Technology | technology@psala.org |

3. Select "Manage users in Human Resources"



Human Resources
humanresources@psala.org

Manage users in Human Resources
132 users in this group

Access Settings
Manage access settings for this group

Aliases
Manage aliases for this group

4. To add a member to the list, type or paste the Member's email into the box that says "Add new members" and click the Add button.

Groups > humanresources@psala.org > Advanced group settings

**Human Resources** humanresources@psala.org

Delete group    View in Groups service »

➕ **Add new members**   You can add both users and other groups.

Type names, usernames, email addresses

Add  as Member ▾                                                        Add all us

Remove members    More actions ▾

| ☐ | Name | Email address |
|---|---|---|
| ☐ | a.bernheisel@msaj.com | a.bernheisel@msaj.com |
| ☐ | abrockman@cairncross.com | abrockman@cairncross.com |
| ☐ | acallahan@helsell.com | acallahan@helsell.com |
| ☐ | acampbell@mhseattle.com | acampbell@mhseattle.com |
| ☐ | acooper@dpearson.com | acooper@dpearson.com |
| ☐ | ahanni@cairncross.com | ahanni@cairncross.com |
| ☐ | alyter@millsmeyers.com | alyter@millsmeyers.com |
| ☐ | amjanger@comcast.net | amjanger@comcast.net |

5. To update a Member's email address, add their new email as described in Step 4, but also find the Member's prior email and delete the email from the system.
6. If a user is experiencing issues with receiving ListServ emails, it is almost always the result of a new job or new email domain.  In that case, use the same process as Step 5 above.  As secondary issue arises when a Member's firewall blocks the emails.  They may need to occasionally release emails from their spam filter.

## Approving Members Who Subscribe

1. Log into the Admin Panel as indicated above
2. Click on Groups

**Groups**

Create groups and
mailing lists

3. You will be clicking on each group in sequence and checking a particular section of the settings. Follow these steps for each of the below groups.
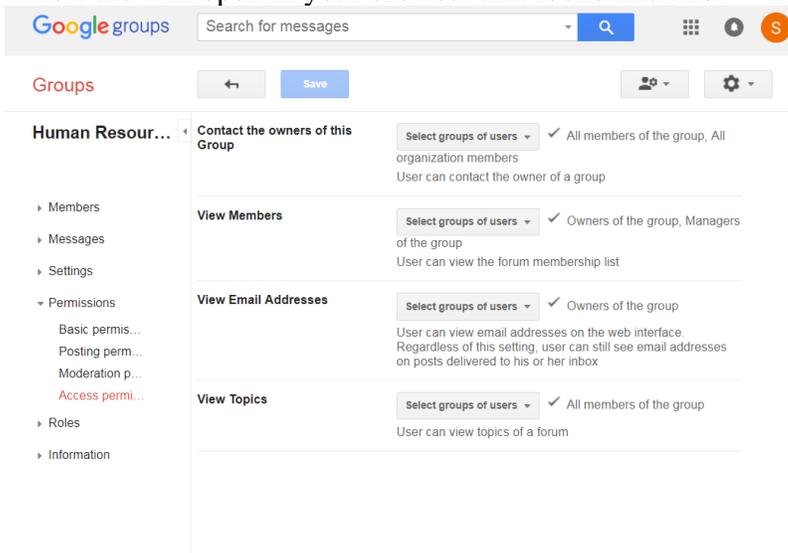
Groups

| Groups | Email Address ▲ |
|---|---|
| ☐ Facilities | facilities@psala.org |
| ☐ Finance | finance@psala.org |
| ☐ Corporate / Government / Judicial | government@psala.org |
| ☐ HR Employment | hremployment@psala.org |
| ☐ Human Resources | humanresources@psala.org |
| ☐ Large Firm | largefirm@psala.org |
| ☐ Small Firm | smallfirm@psala.org |
| ☐ Technology | technology@psala.org |

4. Click on the group name, for example Human Resources
5. Click on Access Settings
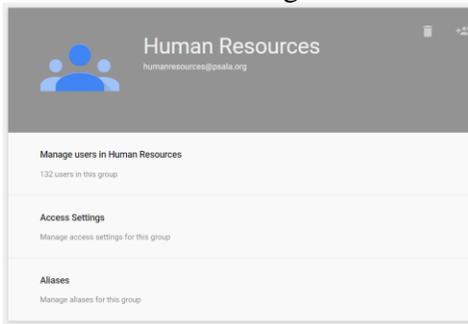


6. A new tab will open in your browser that looks like this:

7. Expand "Members"



8. Click on Join requests
9. If there is someone awaiting approval, it will look like this



10. Confirm that the person is a PSALA member
11. Check the box next to the person's name, then click "Approve Applicant"

12. Close that tab and repeat this process for each of the lists

Groups

| | Groups | Email Address ▲ | Type |
|---|---|---|---|
| ☐ | **Facilities** | facilities@psala.org | Custom |
| ☐ | **Finance** | finance@psala.org | Custom |
| ☐ | **Corporate / Government / Judicial** | government@psala.org | Custom |
| ☐ | **HR Employment** | hremployment@psala.org | Custom |
| ☐ | **Human Resources** | humanresources@psala.org | Custom |
| ☐ | **Large Firm** | largefirm@psala.org | Custom |
| ☐ | **Small Firm** | smallfirm@psala.org | Custom |
| ☐ | **Technology** | technology@psala.org | Custom |