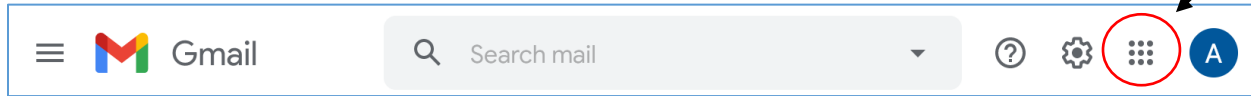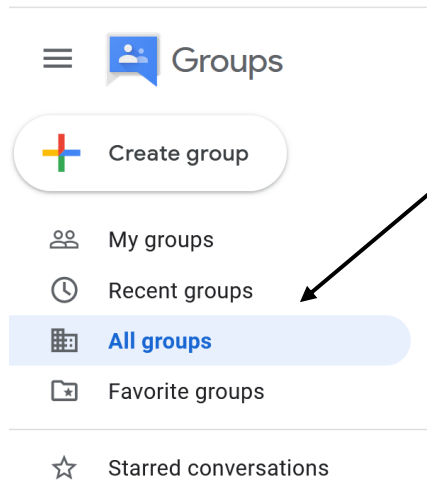# Subscribing and Unsubscribing from a Google Group

1. **Subscribing** to a University of Alaska Google group.
   a. Login to your Google email account.
   b. **Go to your Google Apps** by selecting the 9 dots on the upper right side of the page

   c. **Select All Groups** from the menu on the left side of the Groups page

   d. **Search for the Group** that you would like to join.
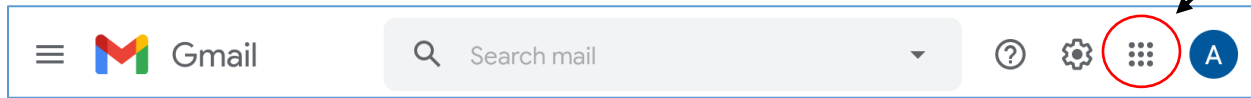   i. In this case, the group is called **UA Finance Updates**.

   e. **Select the Join Group icon** on the right side of line that lists the Google group that you would like to join. The icon looks like an arrow going into a box.
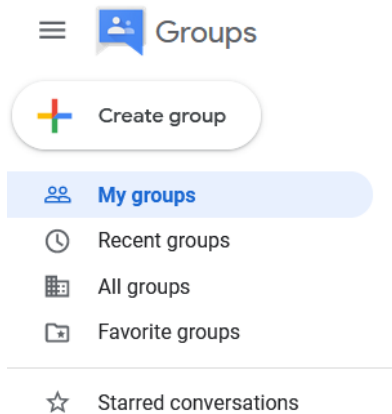   i. Note this example is for the Budget Workteam group, which is different than the UA Finance Updates group.

2. **Unsubscribing** from a University of Alaska Google group
   a. Login to your Google email account.
   b. **Go to your Google Apps** by selecting the 9 dots on the upper right side of the page

   c. **Select My Groups** from the menu on the left side of the Groups page

   d. **Select the Leave Group icon** on the right side of line that lists the Google group that you would like to join. The icon looks like an arrow going out of a box.