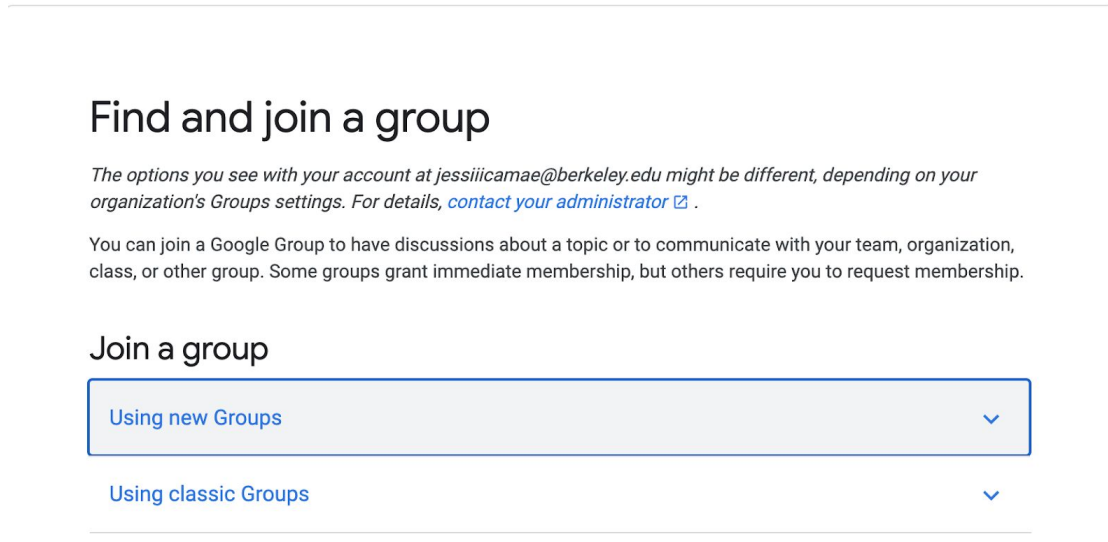


How to join the Prospective SPHUG List Server

Compiled by Jessica Thai, September 2020.

1. Click on this link. <https://support.google.com/groups/answer/1067205?hl=en>
You should see this page.



Find and join a group

The options you see with your account at jessiiicamae@berkeley.edu might be different, depending on your organization's Groups settings. For details, [contact your administrator](#) .

You can join a Google Group to have discussions about a topic or to communicate with your team, organization, class, or other group. Some groups grant immediate membership, but others require you to request membership.

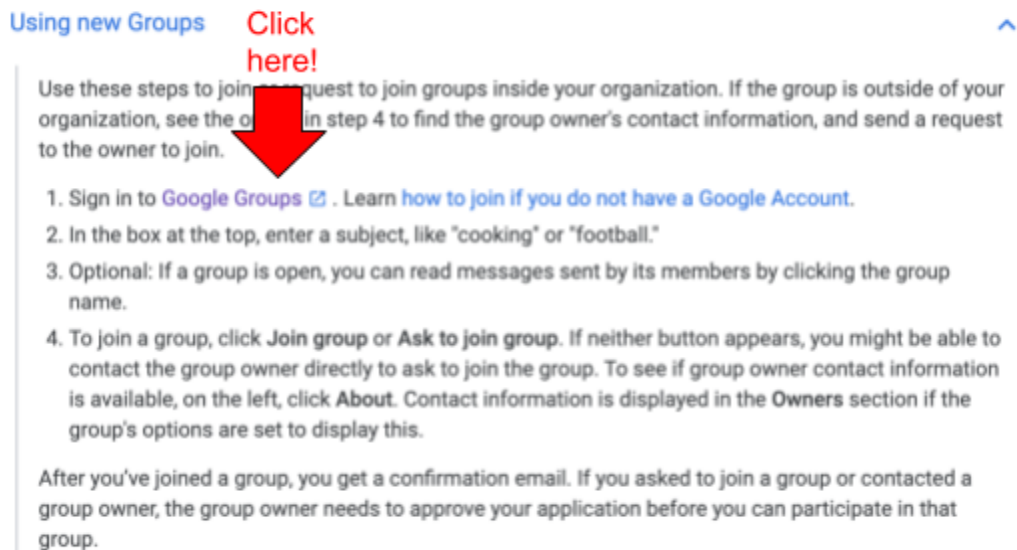
Join a group

Using new Groups ▼

Using classic Groups ▼

2. Click the drop down button for “Using New Groups”.
3. Click the link to sign into “Google Groups” and sign in with your berkeley.edu account.

Join a group



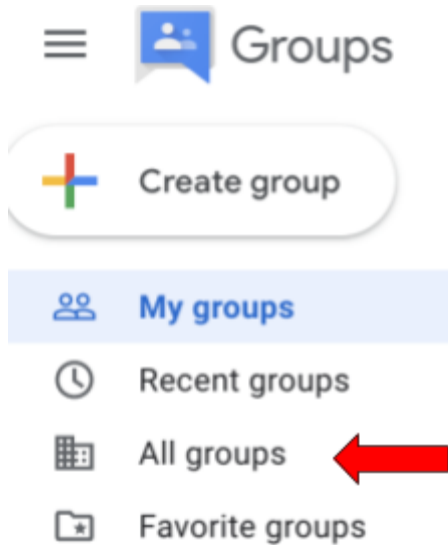
Using new Groups Click here! ▲

Use these steps to join or request to join groups inside your organization. If the group is outside of your organization, see the [owner's contact information](#) in step 4 to find the group owner's contact information, and send a request to the owner to join.

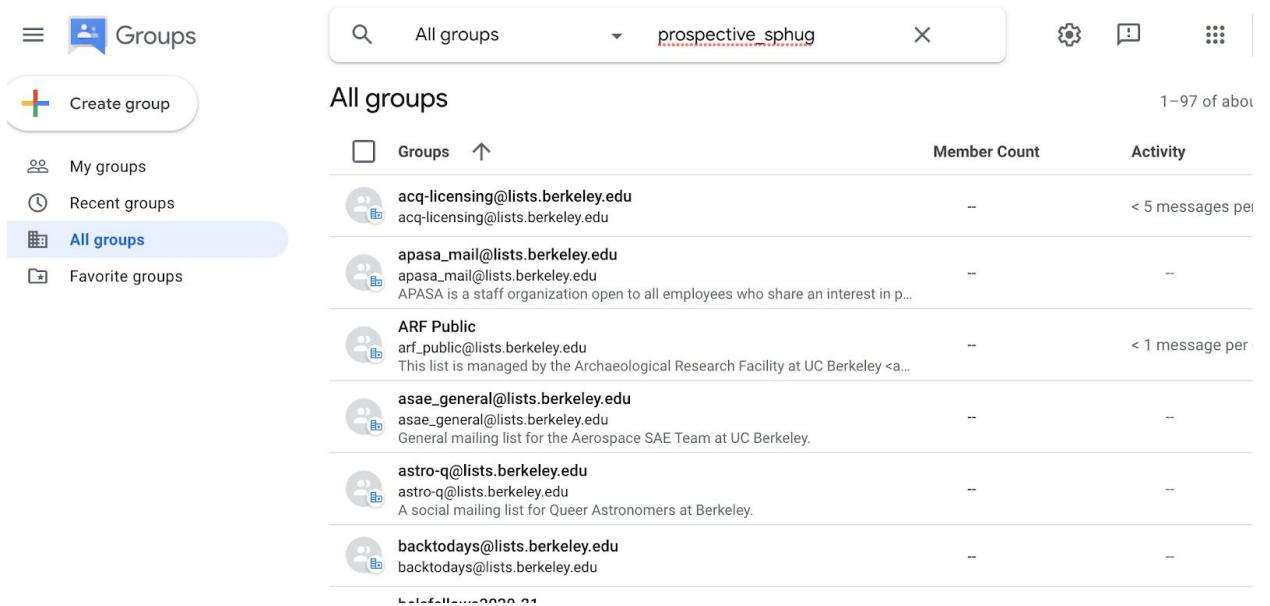
1. Sign in to [Google Groups](#) . Learn [how to join if you do not have a Google Account](#).
2. In the box at the top, enter a subject, like "cooking" or "football."
3. Optional: If a group is open, you can read messages sent by its members by clicking the group name.
4. To join a group, click **Join group** or **Ask to join group**. If neither button appears, you might be able to contact the group owner directly to ask to join the group. To see if group owner contact information is available, on the left, click **About**. Contact information is displayed in the **Owners** section if the group's options are set to display this.

After you've joined a group, you get a confirmation email. If you asked to join a group or contacted a group owner, the group owner needs to approve your application before you can participate in that group.

4. Once you sign in, go to the left hand side of the page and click “All Groups”





5. Once you are in the All groups tab, type in “prospective_sphug” in the search bar and click search.



6. Now you should see the prospective_sphug list server. Navigate to the right side of the screen and click the 3 dots to drop down the following menu and then click “Ask to join group”.

All groups 1-1 of about 1 < >

<input type="checkbox"/> Groups ↑	Member Count	Activity	
 prospective_sphug prospective_sphug@lists.berkeley.edu	--	--	

→ Ask to join group

☆ Favorite group

7. You're done! We will accept your request quickly :)