There are three types of mail/collaborative groups (or lists) that you can utilize when using your Google Apps for Education.

<table>
<thead>
<tr>
<th>DOW Groups</th>
<th>Managed Groups</th>
<th>Personal Lists</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="DOW Groups" /></td>
<td><img src="image" alt="Managed Groups" /></td>
<td><img src="image" alt="Personal Lists" /></td>
</tr>
</tbody>
</table>

**DOW Groups**

When staff begin employment with the Catholic Education Office, they are added to the Payroll system which in-turn creates their Google account and adds them into automatically generated DOW Groups. When students are enrolled in SAS, they also have their Google accounts created and are also added into their DOW Groups.

You can see what Groups you have been automatically enrolled in by;
- Clicking on the Groups link
- Click on the ‘My Groups Link’.

Examples of automatically generated DOW Groups (for each school – St Paul’s AP shown) are;
- WOL SPAP STAFF → wolspapstaff@groups.dow.catholic.edu.au
- WOL SPAP STUDENTS → wolspapstudents@groups.dow.catholic.edu.au
- WOL SPAP YR1 → wolspapyrk@groups.dow.catholic.edu.au
- WOL SPAP YR6 → wolspapyr6@groups.dow.catholic.edu.au

**Managed Groups**

Staff can make a request to the CEO Help Desk to create them a Group whereby that staff manages the members of that group. Having a Managed group means that other staff in the Diocese can also use this group to email and collaborate with. The owner of this group would need to ensure that it’s members are always up-to-date.

If documents are shared to these such Groups, any staff later added automatically gain access to previously shared files and staff removed, lose any access they once had.

Group names will be created following the naming schema which clearly displays the nature of the Group.

Examples of Managed Groups maintained by staff are;
- Inclusive Technologies → InclusiveTech-list@groups.dow.catholic.edu.au
- Library Secondary → LibrarySecondary-list@groups.dow.catholic.edu.au
Personal Lists

All staff and students can add and manage their own contacts and contact lists in the Contacts link in Google.

However, staff may wish to add the students in their class(es) into their own Lists. This is best done by Importing your class into Google Contacts and then renaming the class to its appropriate name. (Google also refers to Personal Lists as Groups.)

Personal Lists are only available to the staff-member who has created that list and it is only available where it has been created, ie in the Web browser for example. Staff would need to maintain any changes to their Lists by manually adding and removing students that join or leave the class.

Unlike Groups, when Lists are used (to send an email or share a document for example), the email addresses for every member of the list are substituted for the list name that was entered.

Pros and Cons — Groups V Lists

- When you share documents to a Group, those documents DO NOT automatically appear in the Shared List on the recipient’s Google Drive page. Sharing with individual addresses or Personal Mail Lists do display the shared documents on the recipient’s Shared List.
- When you share sites to a Group, those Sites DO NOT automatically appear in the Site List on the recipient’s Sites page. Sharing with individual addresses or Personal Mail Lists do display the Sites on the recipient’s Site List.
- When you share with Groups, the items are automatically made available or unavailable to people who are added or removed from the Group.
- If you email a Group, only the Group name appears in the To: list. If you email a Personal List, all of the email addresses in that Personal List are displayed in the To: field. In the case of the latter, you might prefer to add the List in the BCC (Blind Carbon Copy) field.
- You can email a Group Address from your email client such as Outlook and Mac Mail. However, Personal Lists are only available from where they were created. If you create a Personal Contact List in Google Contacts, then that list is only available from there. Even if you sync your Google Contacts with your Mac Address Book, the Lists are not available. You’d need to create the Lists again in the Address Book App. Please note: that Google can also refer to Personal Mail Lists as Groups.
- There are limits to the number of recipients you can send an email message. Sending to an available Group overcomes these limits.

Google eMail Limits

Unless emails are sent from Google Mail Web, Staff are limited to 99 recipients per message. Hence, to email more than 99 recipients, it is advised that you use a specific group to send the email.
### Google eMail Limits

If an email is sent to a Group, then none of the limits below will apply.

<table>
<thead>
<tr>
<th>Limit type</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Messages per day</td>
<td>Daily sending limit*</td>
<td>2000</td>
</tr>
<tr>
<td>Messages auto-forwarded</td>
<td>Messages automatically forwarded from another account; not included in the daily sending limit</td>
<td>10,000</td>
</tr>
<tr>
<td>Auto-forward mail filters</td>
<td>Account filters that automatically forward mail</td>
<td>20</td>
</tr>
<tr>
<td>Recipients per message</td>
<td>Addresses in the To, Cc, and Bcc fields of a single email*</td>
<td>2000 (500 external)</td>
</tr>
<tr>
<td>Recipients per message (sent via from a Mail Client)</td>
<td>Addresses in the To, Cc, and Bcc fields of a single email*</td>
<td>99</td>
</tr>
<tr>
<td>Total recipients per day</td>
<td>Individual addresses count in every mail sent; 5 emails sent to 10 addresses count as 50 recipients*</td>
<td>10,000</td>
</tr>
<tr>
<td>External recipients per day</td>
<td>Email addresses outside your primary domain. Includes domain aliases and alternate domains.</td>
<td>3000</td>
</tr>
<tr>
<td>Unique recipients per day</td>
<td>Individual addresses count once a day; 5 emails sent to 10 addresses count as 10 unique recipients*</td>
<td>3000 (2000 external)</td>
</tr>
</tbody>
</table>

* Applies to both Internal and External. Students are external to Staff.