

How to Create a Group Email (Mailing List) in IIUM Gmail (Google Workspace)

Since IIUM uses **Google Workspace for Education**, staff and students can create **email groups** (mailing lists) for easier communication. Here's how:

For Students & Non-Admin Staff (Using Google Groups)

If you don't have admin access, you can create an **unofficial Google Group**:

1. **Go to Google Groups.**
2. Click "**Create Group**".
3. Fill in:
 - **Group name** (e.g., "MyClass2024").
 - **Group email** (will end with `@googlegroups.com`).
 - Set privacy:
 - **Who can join/view/post** (choose "Private" for restricted access).
4. **Add Members:**
 - Manually enter IIUM emails (`@iium.edu.my` or `@student.iium.edu.my`).
5. Click "**Create**" → Members will get an invitation.

⚠ Limitations:

- **@googlegroups.com** addresses are not official IIUM emails.
- Some IIUM systems may block external groups.

How to Use the Group Email

- **To send an email:** Just address it to:
 - **Official IIUM group:** `group-name@iium.edu.my`
 - **Google Group:** `group-name@googlegroups.com`
 - **Manage members:** Edit via **Google Admin Console** (staff) or **Google Groups** (students).
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Need Help?

- **IIUM IT Help Desk:**
 - ☎ **03-6421 6666**
 - servicedesk@iium.edu.my
- **Walk-in Support:** ITD Building, Gombak Campus

Note: Official IIUM groups must comply with university policies. Misuse may result in termination. ☐☐

Revision #1

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Updated Thu, Sep 10, 2026 10:34 AM by MOHD FARISALHARISI BIN MOHD YAZIZ