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Email List Moderation

Jesse Martinich - 2025-06-18 - Comments (0) - Google Apps

Overview

If you have been designated as the moderator of an email group, you will receive a notice of a "Message pending" each time an email is sent to the group.

The email will contain a link that says "approve or reject". This link will take you to the screen shown below, where you can select a moderation action.

Groups	4	С		Ð	.	Q -
AllFaculty	 Manage pending messages for AllFaculty 					
		Spam	Author	Message		Date 🗸
▶ Members			Lisa Denney (Idenn	Changes to Banner and Related Programs Ove	r the	Sep 21
• Messages						
Pending messages						
▶ Settings						
Permissions						
▶ Roles						
► Information						

Approve or deny pending posts

You can approve or deny posts before they appear to the group. If posts aren't approved within 7 days, they'll be deleted.

- 1. To read a post, click the title.
- 2. Check the box next to the post.
- 3. At the top of the screen, select an option (buttons shown in context below):
 - To approve the message, click Post ♥.
 - $\circ\,$ To approve the post and automatically approve all future posts by that author, click Trust arphi .
 - $\circ\,$ To ban the author or authors from the forum and report the message as spam, click Spam $^{igodoldsymbol{0}}$.
 - \circ To block the post, click Remove \blacksquare .

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4	 Manage pending messages for AllEmployees 							
		Spam	Author				Messa	age

Moderate pending posts without an email link

- Sign in to <u>Google Groups</u>.
 Click My Groups.
- 3. Choose a group.
- 4. Near the top right, click Settings 🍫 > Manage messages.
- 5. Follow the instructions above.

Update Rejection Notice

When you reject an email, G Suite sends the rejection text that is saved. You can customize the text by opening the Settings menu on the left and clicking "Moderation".

After you update the text, you will need to click "Save" at the top of the screen.

Groups	G Save					
SOU Recruitment	Moderate messages	✓ Moderate all messages to the group.				
Members	New member restrictions Restrictions can be removed individually for each new member in member management.	Moderate messages from non-members of the group. No posting restriction for new members +				
Messages	Rejected author notification	✓ Notify authors when moderators reject their posts.				
✓ Settings		Your message has been rejected by the moderators of SOU Recruitment.				
Email options						
Identity						
Moderation		1				
Tags	Snom moscogos					
Categories	How should suspected spam	Send them to the moderation queue and send notification to moderators \bullet				
▶ Permissions	messages be handled?					