



Email List Moderation

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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.



1. To approve the post and automatically approve all future posts by that author, click Trust
2. To block the post, click Remove

Moderate pending posts without an email link

1. Sign in to [Google Groups](#).
2. Click My Groups.
3. Choose a group.
4. Near the top right, click Settings