



## 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