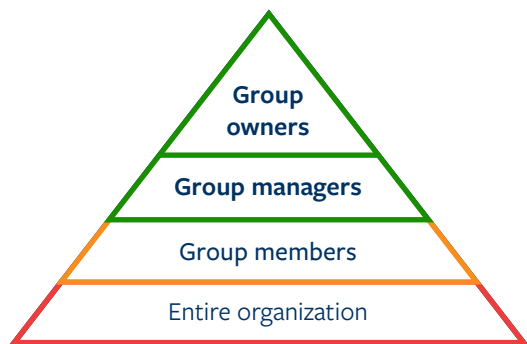


## OWN YOUR PRIVACY:

# Google Groups (bConnected Lists)

Lists are great: they allow teams, departments, and students to easily communicate, meet, and share documents via one email address. You should occasionally review your Group settings to make sure you aren't leaking data or private information. **When possible, share with the smallest level available.**

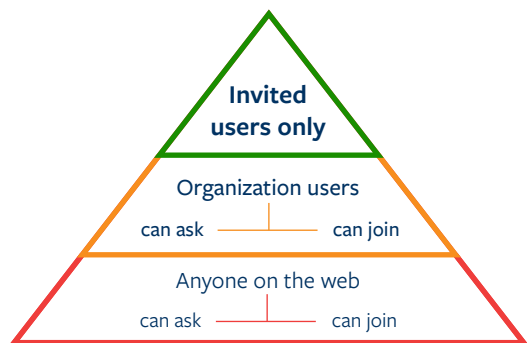
### Decision #1: Who can view your member's email addresses?



### Decision #2: Who can see the group?



### Decision #3: Who can join your group and how? Do they need to ask?



### Decision #4: Should you turn on conversation history?

Wed, Dec 16, 2020 at 11:49 AM F	Dec 16	☆
On Mon, Dec 14, 2020 at 8:42 AM	Dec 14	☆
to inform you that on Dec 21, 2020	Dec 11	☆

Conversation history allows posts to be archived. If your group discusses sensitive information that should not be shared outside the group this can lead to privacy issues.