

How to provide access to AODOCS group

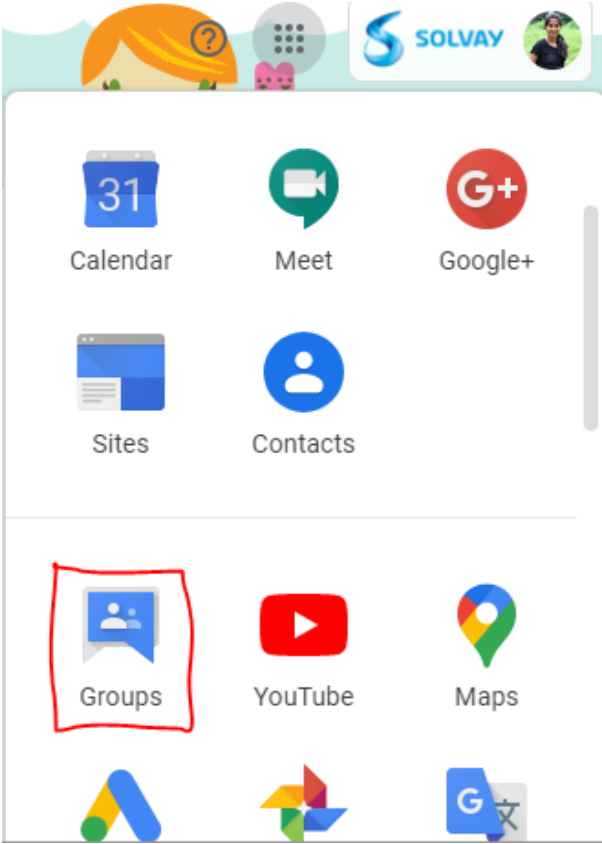
Prerequisites

We need to get the link of the drive for which access is requested (OR)

We need to get the Group name for which access is requested

Once we get the needed information, please follow the below steps.

Step 1: Navigate to Google Apps and click on Group



Step 2: Search the group user requested

groups.google.com/all-groups?hl=en

Groups

My groups

Recent groups

All groups

Favorite groups

Starred conversations

All groups

Search all group names and descriptions

Groups	Member Count	Activity
<p>\$LeadershipCouncil-Partner leadershipcouncil.partner@solvay.com</p>		
<p>\$6997 - NPM - Non Project Members 6997-npm-nonprojectmembers@solvay.com</p>		
<p>\$Acetow-Primester-Lims-partner acetow-primester-lims-partner@solvay.com</p>		
<p>\$Analytics-Brussels-Externalcustomers analytics-brussels-externalcustomers@solvay.com Group used by RIC-Brussels for managing accesses for external users (like INEOS, I...</p>		
<p>\$Aodocs Revevol partners aodocs.revevol-partners@solvay.com This Group is allowed to receive external emails, after the request of [jacinto.pelayo-...</p>		
<p>\$APT Livorno apt_livorno@solvay.com</p>		
<p>\$AR Eventuales BaBI eventualesbabi@solvay.com</p>		
<p>\$BR-CENESP-Brigadista br-cenesp-brigadista@solvay.com</p>		

Step 3: Click on the group access needs to be granted

groups.google.com/a/solvay.com/g/Aodocs.One.Alpharetta-Contributors?hl=en

Groups

New conversation

My groups

Recent groups

All groups

Favorite groups

Starred conversations

\$Aodocs Solvay One Alpharetta

Conversations 1

Approved 1

Pending

People

Members

Pending members

Banned users

About

My membership settings

Group settings

Conversations

Search conversations within Aodocs.One.Alp...

\$Aodocs Solvay One Alpharetta 5 members

chloe.koubbi 2

SBS detailed Management Teams – Sorry I send you this link by mistake. Please do not consider this email. Regards, Chl...

Click on members for this group, and we can see the list of member's and manager's

Members

☆ \$Aodocs Solvay One Alpharetta 5 members [Add members](#)

Member	Email	Role	Join Date	Subscription	Posting
alexandre.mathe	alexandre.mathe@solvay.com	Manager	Jun 10, 2016	Each email	Allowed
Anurekha Vijayaraghavan...	anurekha.vijayaraghavan-ext@solvay.com	Manager	Jan 8, 2020	Each email	Allowed
chloe.koubbi	chloe.koubbi@solvay.com	Manager	Jun 8, 2016	Each email	Allowed
Elena Krumenaker	elena.krumenaker@solvay.com	Member	Mar 2, 2021	Each email	Allowed
Vaishna Vidhyadharan-ext	vaishna.vidhyadharan-ext@solvay.com	Manager	Jul 17, 2021	Each email	Allowed

Step 4: Get approval from any one of the manager. Once it is approved, add the users to the respective group by giving Member access

Members

☆ \$Aodocs Solvay One Alpharetta 5 members [Add members](#)

Member	Email	Role	Join Date	Subscription	Posting
alexandre.mathe	alexandre.mathe@solvay.com	Manager	Jun 10, 2016	Each email	Allowed
Anurekha Vijayaraghavan...	anurekha.vijayaraghavan-ext@solvay.com	Manager	Jan 8, 2020	Each email	Allowed
chloe.koubbi	chloe.koubbi@solvay.com	Manager	Jun 8, 2016	Each email	Allowed
Elena Krumenaker	elena.krumenaker@solvay.com	Member	Mar 2, 2021	Each email	Allowed
Vaishna Vidhyadharan-ext	vaishna.vidhyadharan-ext@solvay.com	Manager	Jul 17, 2021	Each email	Allowed

Add the users email address in Group Members

Add members

Group members

anurekha.vijayaraghavan-ext@solvay.com |

Group managers

Group owners

Welcome message

0 / 1,000

Subscription

Each email



Directly add members

Add members to the group directly

Cancel [Add members](#)

Note: If user needs Manager role, give access in Group Manager box(Only after the necessary approval).