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Club Websites and Club Email Account Information (Students)

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In this article, you can find out how to set up an email account and website for your Wharton club.

Before You Start

You might need one or more of the following before you can complete this task:

- [Google@Wharton account](#)

If CampusGroups fails to load in your browser repeatedly, please [let us know](#) so we can track its performance.

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Setting up an Email Account For Your Club

To obtain an email account on Wharton's servers for your club, send an email to support@wharton.upenn.edu, including the following information:

- **Preferred email address for account.** The username has to be between 9 and 20 characters. It cannot contain any special characters.
- **Email Display Name** (this appears when sending emails)
- **Full Names and Wharton email addresses for administrators** These users will be administrators to the account, and will be responsible for adding additional users, and transferring ownership when graduating.

Note: The email address and display name must match the name of the club and the club must already exist in CampusGroups. If the club name is exceedingly long, abbreviations are acceptable to use so long as they match the club name.

Only student clubs can have an account created in Google. MBA conferences, events, or organizations cannot have a shared mailbox created.

Student Club Websites

Certain clubs have access to the Campus Groups application, a one-stop location for managing all aspects of student club activities. For more information, see below.

Eligibility

To see whether your club is eligible for a Campus Group, see this list:

https://groups.wharton.upenn.edu/club_signup

How-to Information

For clubs and other student organizations using CampusGroups, use the [CampusGroups Help Center](#) to browse their knowledgebase of help and how-to articles.

Specific Issues

For more specific issues, use the CampusGroups [Contact Us](#) form.

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Questions?

Contact: Wharton Computing Student Support

Email: support@wharton.upenn.edu
