Using Groups.io

WestVARS Presentation
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Why use Groups.io

- Provides members a way to communicate according to their preferences
- It is a good way to distribute information that does not get lost in the “noise”
- Members can absorb information on their own terms and at their own rate
How to access Groups.io

• Access is through the Groups.io website or email
  – Using the website is just like using a forum
  – Using email is just like a regular email mailing list

• Need to at least access the website once to accept the invitation to the group
Website Interface

• This is the “Home” page to the WestVARS group

• More options than what you will have due to my moderator status

• Key items to be interested in on the sidebar menu
  • Subscription
  • Messages
  • New Topic
  • Files
Subscription

- Subscription is where you select how to receive email messages.
- It is also where to customize how you are presented to the group.
Access to Messages

- Topics are listed in (mostly) the most recently sent
- Some topics can be pinned to the top
- Each topic shows the number of messages in the topic, if there are any attachments and if the topic has any Hashtags
Group.io Hashtags

- Hashtags allow messages to be categorized
- This allows members to choose if they want to receive messages on the topic or not
- Use the Mute/Notify button to stop messages
Muting a Hashtag

- This is the screen you will receive after clicking the Mute/Notify button.
- Click the mute checkbox and then the Update button.
- The Web/App Notify is only if you are using the Groups.io app on your phone.
New Topic

- New Topic allows one to create a new message thread
- Sending an email with a new subject line does the same thing
Files

- The files section is sort of a simple file server
- It provides a convenient place to store reference material for other list members to find