

## Welcome to Google Groups!

We'll soon be adding you to our Google Group, **The Wildlife Society New England Chapter**. The purpose of this group is much like a listserv, to share information with one another through email.

The benefit of Google Groups, as opposed to a normal listserv, is your personal ability to control how you read the group's messages. There are four different options:

*No email* means you'll login to read all of the group's discussions on the homepage. You will have no up-to-date interaction with messages. Instead, it will be your personal responsibility to check in regularly and read these messages online, if you select this option.

*Abridged email* means you'll receive one email daily, containing a summary of that day's messages.

*Digest email* means you'll receive a single email bundling up to 25 full messages when there is new activity.

*Email* means you'll receive each and every message as it arrives, as a separate email in your personal inbox.

When we add you directly to the group, the default subscription is *Email*. If at any point you miss an email or delete it, you can always login to the group to read the messages there. That's the beauty of Google Groups – more personal control, and all the messages are saved in orderly discussions on the group page.

You can change your subscription two ways:

1. Email your group administrator, **Laura (Hajduk) Conlee** at [laura.hajduk-conlee@state.ma.us](mailto:laura.hajduk-conlee@state.ma.us) and note the subscription option you would like;
2. Login to the group and manage your own subscription. (This requires a Google Account, see below for instructions.)

## Google Accounts

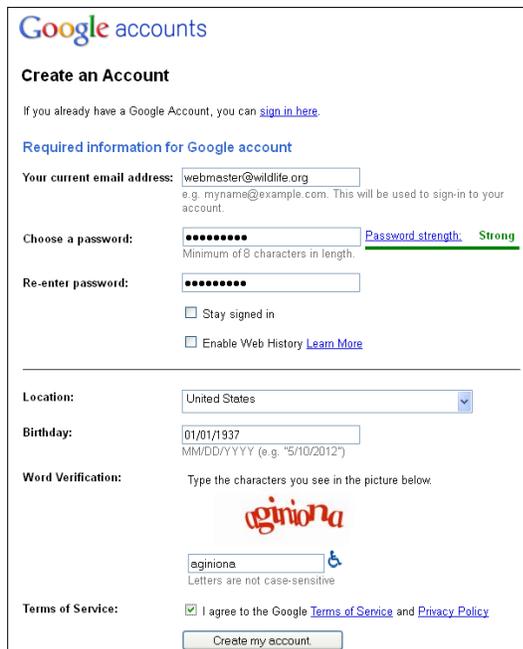
You will need a Google Account in order to login to the group and manage your membership settings, including your subscription option.

A Google Account **does not** mean you need Gmail. Instead, you're simply setting up login credentials for you to access the Google Group. (*Note: If your email is already linked with Google or if you're using Gmail, then you already have a Google Account.*)

Make sure to use the **same email address** where you're receiving this message. This is the same email we will add directly to the group. Using this consistent email will ensure immediate access to the group once your account is created.

## Create an Account

The first step is to link your email with Google. (*Note: If your email is already linked with Google or if you're using Gmail, skip this step.*)



The screenshot shows the 'Create an Account' page on Google. It includes fields for 'Your current email address' (webmaster@wildlife.org), 'Choose a password' (with a strength indicator of 'Strong'), and 'Re-enter password'. There are checkboxes for 'Stay signed in' and 'Enable Web History'. Below these are fields for 'Location' (United States), 'Birthday' (01/01/1937), and 'Word Verification' (eginiona). At the bottom, there is a 'Terms of Service' section with a checked box for 'I agree to the Google Terms of Service and Privacy Policy' and a 'Create my account' button.

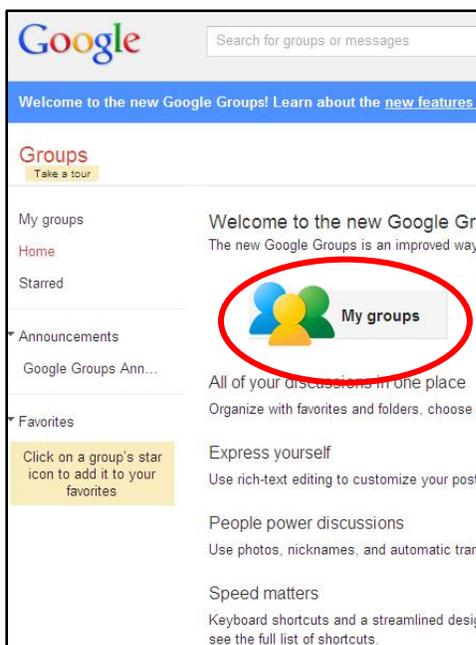
Again, this isn't creating a new email account, but rather setting up login credentials for you to access the Google Group. With a registered account, you'll be able to login and manage your membership settings, such as how you wish to read messages posted to the group.

Visit <http://accounts.google.com/NewAccount> and complete the basic form.

Make sure to use the **same email address** where you're receiving this message. This is the same email we will use to add you to the group.

Once the form is completed, you'll be sent a confirmation email from Google. Follow the URL in the email to verify your account and complete the process.

## Visit the Group's Homepage



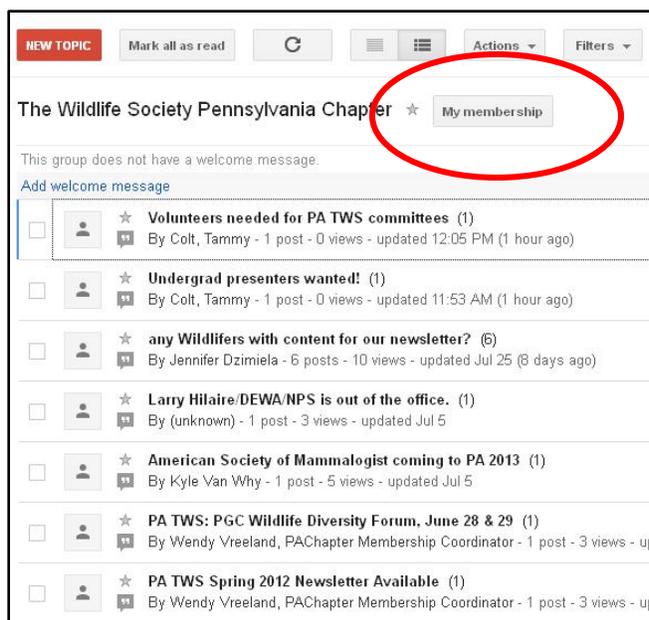
The screenshot shows the Google Groups homepage. It features a search bar at the top, a 'Welcome to the new Google Groups!' message, and a navigation menu on the left. The 'My groups' section is highlighted with a red circle, and the 'My groups' button is also circled in red. The main content area displays a welcome message and several features like 'All of your discussions in one place', 'Express yourself', 'People power discussions', and 'Speed matters'.

Go to <http://groups.google.com> and click the Sign In button in the top-right corner. Sign in using your Google Account.

Then, select "My Groups," and finally click on **The Wildlife Society New England Chapter**. You're now inside your group's private discussion area, where you can read all the messages.

## Edit Your Membership

Editing your membership allows you to change the way you receive messages from the group. You can edit your membership by clicking “My Membership” on the main group page.



There are four different options: no email, abridged email, digest email, and email.

*No email* means you'll login to read all of the group's discussions on the homepage – where you were just before this step. Remember that it will be your personal responsibility to read these messages online, if you select this option.

*Abridged email* means you'll receive one email daily, containing a summary of that day's messages.

*Digest email* means you'll receive up to 25 full messages bundled together in

just one email.

*Email* means you'll receive each and every message as it arrives, as a separate email.

You can change your reading options at any time. Simply login to the group and edit your membership.

## How to Post a Message

Simply email [twsnewengland@googlegroups.com](mailto:twsnewengland@googlegroups.com) any time you wish to send a message and start a new discussion. The email you send will be forwarded on to all subscribers/group members, who can then reply in turn.

Alternatively, you can always login at <http://groups.google.com> (top-right corner, click “Sign In”) to read and respond to messages on the group's homepage, once you have a Google Account.