

Here are the most common uses of the Google Groups User Interface:

1. Setting/changing the frequency and content of the emails that you receive from the forum
2. Using the Groups User Interface to send/read messages

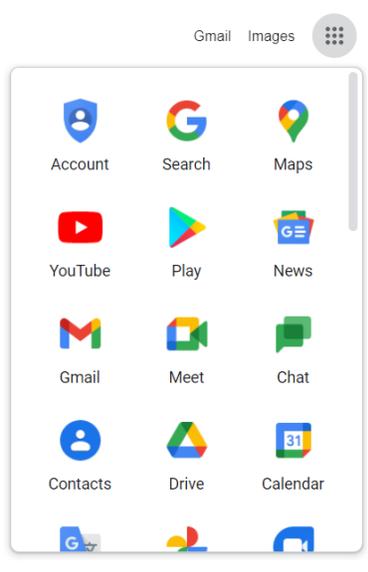
There are multiple ways to get to the Google Groups page

You can search the web for “Google Groups” using a web browser, then follow the link. Or, you can type the URL into your web browser:

<https://groups.google.com/my-groups>

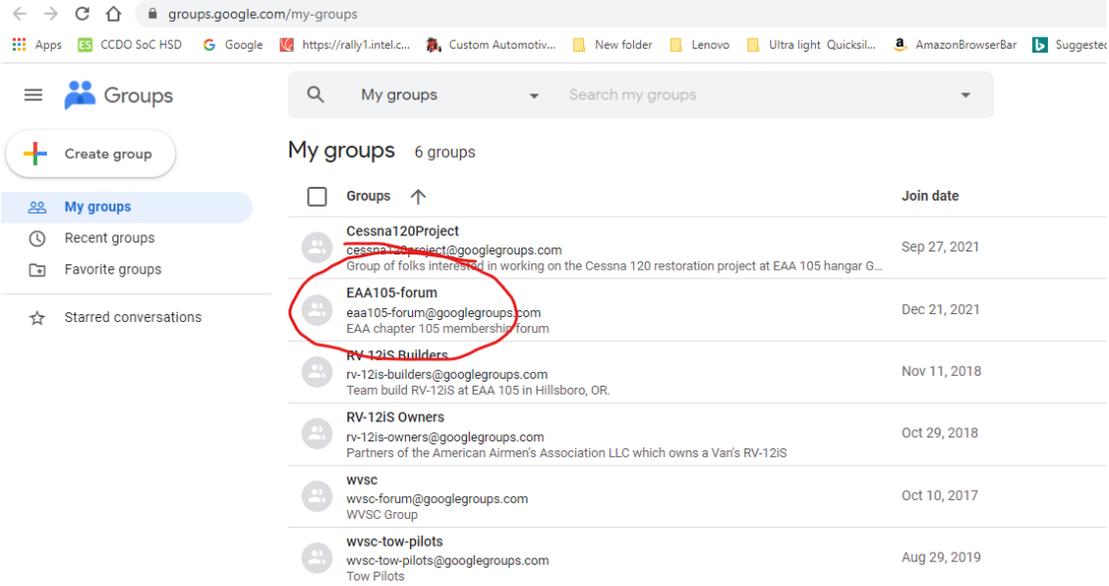
If you use Chrome – the Groups Groups app might appear in your list of Google Aps (you might have to add it).

The 3x3 group of dots at the top-right corner of the Chrome web browser will open your list of Google aps:



Here’s an example of a Google Groups, My groups page (I manage and/or participate six different groups):

You will have at least one group – the EAA105-forum. Click on the group to open the group’s page



How to set/change your email frequency option, etc.

On the EAA105-forum page (example screen shot below) select: My Membership Settings at the lower left corner of the page. Your membership settings will be shown.

The Subscription option sets your email frequency. Use the pull-down to make your choice. Hover your cursor over each choice to see its definition.

Subscription options:

- Each email – every posting to the forum, or response to a topic
- Digest – summary of 25 postings
- Abridged – summary of up to 150 postings, once per day
- No email – no email

Note: if you choose the no email option – you can still use the Google Groups User Interface to read/post topics.

If you want to leave the group – there's a button labeled Leave group near the top of the page for that purpose. Every email that you receive from the forum has a link near the bottom that allows you to unsubscribe from the forum.

All new members are automatically set to No email. The forum administrator may change this to Each email and let the member decide.

You can also use the My membership page to change your subscription email address and/or your display name

Using the forum user interface

Use the menu on the left to select the Conversations page. The Conversations page is a sort of mailbox.

You can read a topic here with all its history, comments, etc. You might have to use the Conversations page, vs. your personal email inbox, to see photos attached to conversations, i.e. they may not be sent to your email inbox if your Subscription setting is Digest, etc.

Use the search bar at top/center to search the conversation archive for a particular subject.

You can use the large “+” to start a new conversation. This is the same as sending an email to: ea105-forum@googlegroups.com

Groups

- New conversation
- My groups
- Recent groups
- Favorite groups

Conversations Search conversations within ea

☆ EAA105-forum 41 members

- geckostudios@g... , ... geckostudios@g... 3 Transponder testing –
- Chris Riedener 2 Hello and welcome to 1

★ Starred conversations

- EAA105-forum
 - Conversations 2
 - Approved 2
 - Pending
- People
 - Members
 - Pending members
 - Banned users
- About
- My membership settings
- Group settings