Google Groups

- Free
- Easy to set up, use, maintain
- No software to learn

Neighborhood Communications Workshop

Google Groups

- Create a group
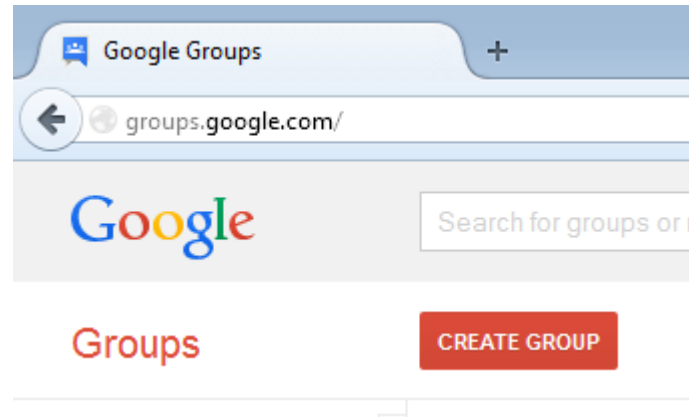
- Creator needs free Google account

Setup

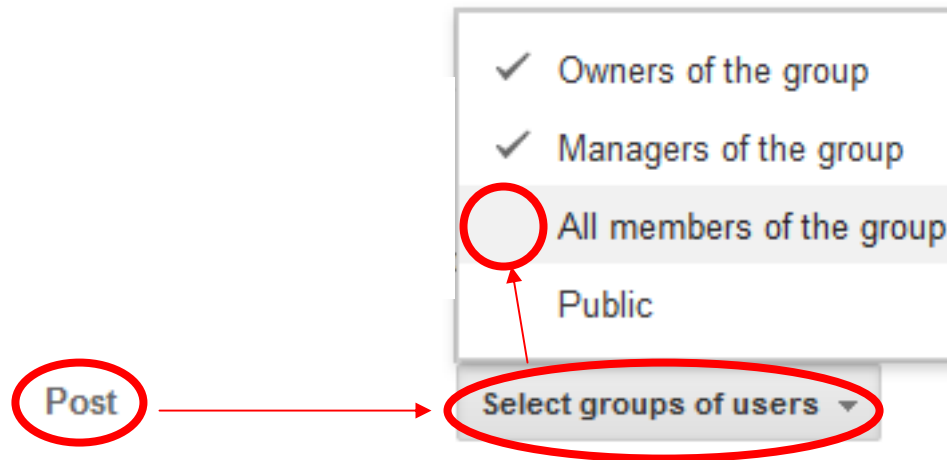|	
Group name	Highlands Neighborhood Association
Group email address	kirklandhighlands @googlegroups.com
	https://groups.google.com/d/forum/kirklandhighlands
Group description	Highlands Neighborhood Association, Kirkland WA

Setup

- Use defaults, except:

Email Options

- Use defaults, except:

Subject prefix
This text will be added to the subject line in email notifications for all messages posted to the group.

HNA:

From Karen Story ⭐
Subject **HNA: Project voting results**
To kirklandhighlands@googlegroups.com ⭐

Post replies
Replies to posts can be sent to a custom email.

To the author of the message only ▾

Email footer

☐ Display how to post to this group by email.

Neighborhood Communications
Workshop

Add members

Enter email addresses to add as members

```
email1,email2,email3,email4...
```

Separate email addresses with commas. Each person will immediately become

Write a welcome message ?

```
Welcome to the Highlands email list!
```

Groups

Highlands Neighborh

- ▾ Members
    - All members
    - Invite members
    - *(Direct add members)*
    - Outstanding invites
    - Join requests

Email subscription options

- ◯ **No email:** web-only participation
- ◯ **Abridged Email:** one summary email of new activity per day
- ◯ **Digest Email:** up to 25 full new messages in a single email
- ⦿ **All Email:** send each message as it arrives

Neighborhood Communications
Workshop
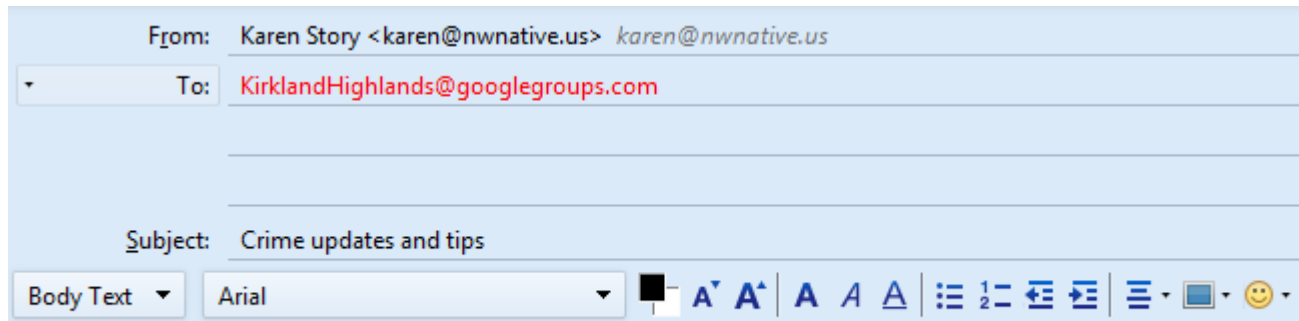
Posting Permission

Send Email

- From your email app or from Google Groups

View and Search Topics