**User Guide for Using SIR Branch 116 Google Groups**

* Launch Web site: **groups.google.com**
* You need to be logged onto the following gmail account: [**trampastopics@gmail.com**](mailto:trampastopics@gmail.com) (password: **branch116**)
* Select “**My groups**” on left column menu. There are two groups that have been setup:

1. **TrampasTopics** for all Active and Inactive branch members
2. **TrampasTopics-Others** for non-branch members who are on the newsletter mailing list.

* To Edit/Change things in the Group, Select “**Manage**” under the **TrampasTopics** group. The sorting of members is a little strange in that it is by “Display name” and some names are not set or set as the first part of their e-mail address or set as their actual name. The easiest way to find someone is to use the “Find members” button on the top menu.

For individuals who have duplicate e-mail addresses, I have set the duplicate, i.e., not used email, “**Delivery**” to “**No email**”. To do this select an individual and then change the email delivery setting, then **Save**.

To add a new member to the Group: Select “**Direct add member**” on the left menu. Enter their e-mail address and write a welcome message. I have included in the welcoming message a note that says they can opt out of the group by selecting “opt out” at the bottom of the email message but that they need to be aware opting out will prevent them from getting any future correspondence from the Branch. Leave Email subscription options set to “All Email”. Then hit the “**Add**” button on the top menu. Note that they will receive an email notice.

To remove someone from the Group: Select the left side checkbox next to the members name and choose “**Actions**” then “**Remove from group**” in the top menu.

* To send a Group email: Select “**My groups**” on the left menu.

1. Select the “**TrampasTopics**” (not the “**Manage**” selection used above).
2. Select “**NEW TOPIC**” on the top menu.
3. Type the something in the “**Subject**” line.
4. Change “Type of post” to “**Make an announcement**”
5. Type your message
6. Select “**POST**”. The message will be sent to everyone in the Group.