

# South Shore Bird Club Google Groups Tutorial

The purpose of this document is to provide a brief tutorial to the South Shore Bird Club Google Group for those who have never used Google Groups. Google Groups is relatively easy to use, and for several of you it may be easy enough to learn by experimentation. This tutorial will provide assistance with joining the group, navigating the group, creating, replying to, and deleting posts, as well as changing settings which will be all that you will need to successfully utilize Google Groups. This guide is intended to be read from start to finish in each section as it is written in chronological order of events which will occur when attempting to complete each task.

## **NAVIGATION**

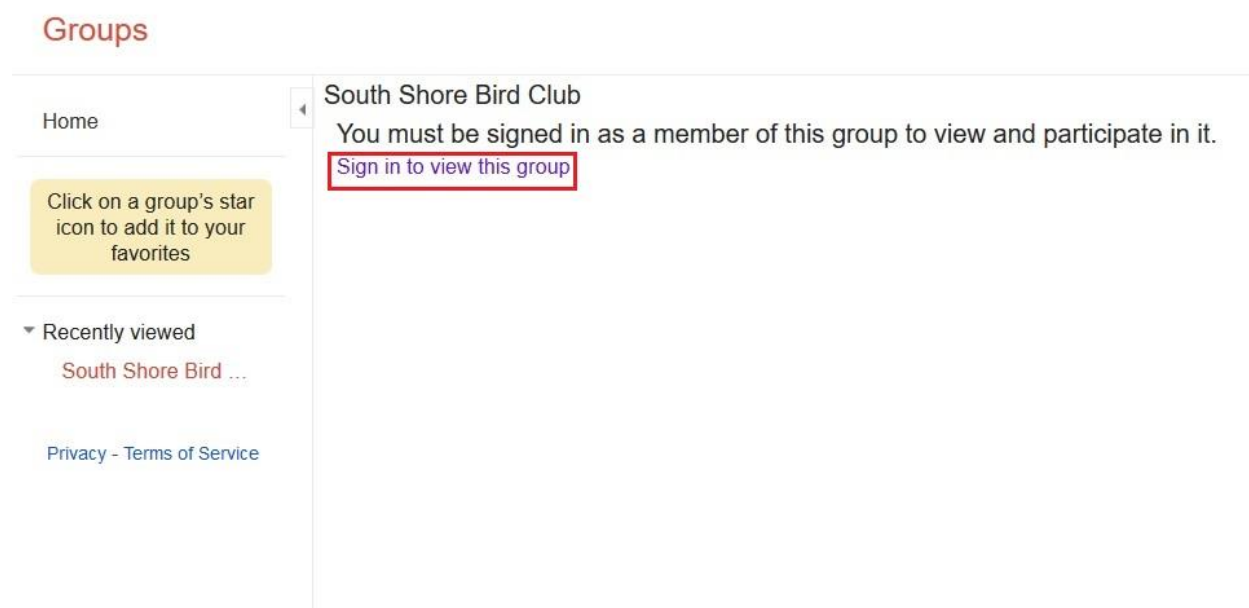
1. [Joining the Group](#)
2. [Navigating the Group](#)
3. [Creating a new topic, replying to, and deleting posts](#)
4. [Settings](#)

## Joining the Group

To join the group, use the link on the South Shore Bird Club Wix page

-OR- use this link: <https://groups.google.com/forum/#!forum/south-shore-bird-club>

If you ARE signed in to a Google account, skip to below. If you ARE NOT signed in to a Google account you will be brought to this page:



Click "Sign in to view this group" (highlighted in red in image above).



# Sign in

to continue to Google Groups

Email or phone

[Forgot email?](#)

[More options](#)

NEXT

If you have a Google account, type your information in here.

If you do not have a Google account, click “More options” (highlighted in red in image above), and then “Create account”.

This will bring you to the account creation page (shown below).

**Name**

First Last

**Choose your username**

@gmail.com

[I prefer to use my current email address](#)

**Create a password**

**Confirm your password**

**Birthday**

Month Day Year

**Gender**

I am...

**Mobile phone**

**Your current email address**

**Location**

United States

**Next step**

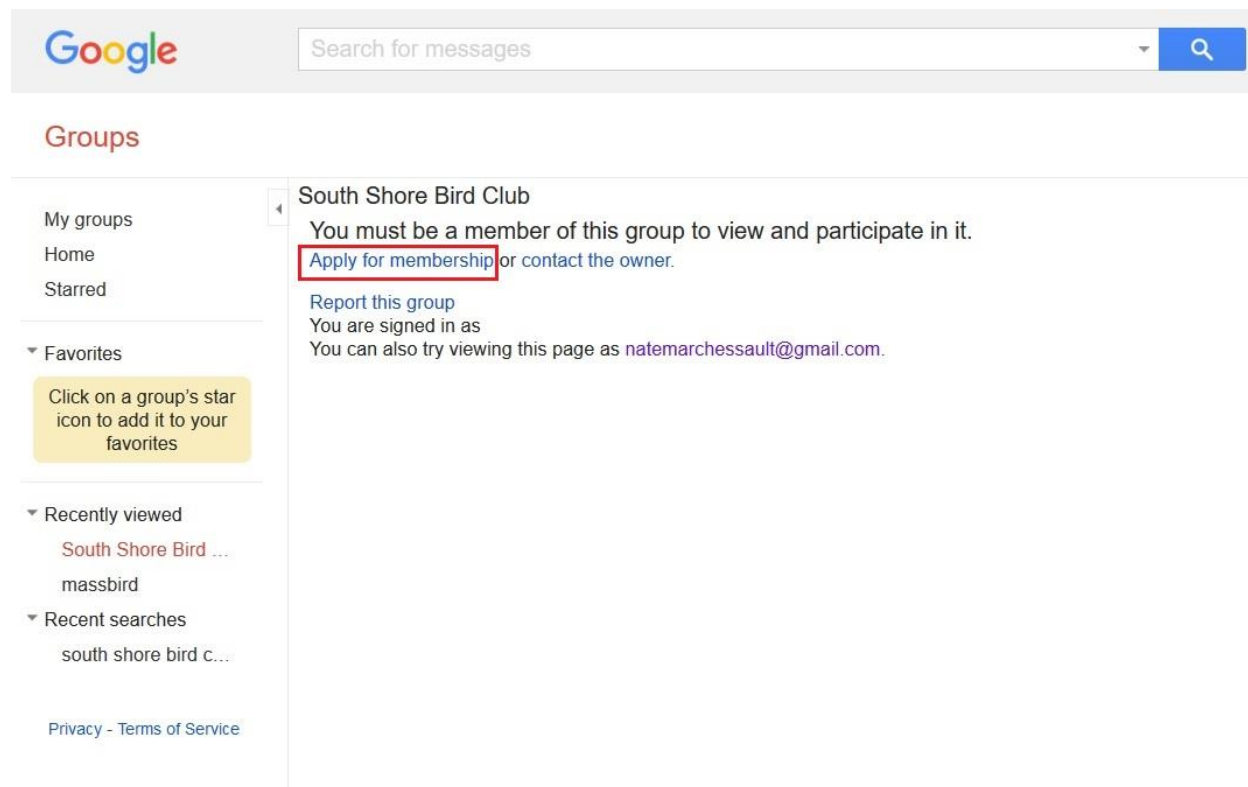
It is recommended that you click “I prefer to use my current email address” (highlighted in red in image above) unless you also want to create a Gmail account at this time. Type in the information requested and click “Next step”.

Click “I agree” to the Privacy and Terms (and read them, if desired).

A verification email will be sent to your email address, click the link in the email to confirm your account.

After confirming click “Continue to Google Groups” to be brought back to the SSBC Google Group page. If you are not redirected to this page, use the link at the beginning of this section to get there. You are now signed in to your Google account, continue following these instructions.

If you ARE signed in to Google you will be brought to this page:



To request membership to the group, click “Apply for membership” (highlighted in red in image above).

## Apply to join the South Shore Bird Club group

My display name:



Nathaniel Marchessault [edit](#)

☐ Link to my [Google profile](#) and show my photo on posts [?](#)

Email used for your membership: @gmail.com

Email delivery preference: **Don't send email updates** ▼

☐ Automatically subscribe me to email updates when I post to a topic

Other members of this group can find your email address. Anyone who knows your email address could discover your Google Profile. [Learn More](#)

You can send additional information to the manager by filling in the text box below.

This is Nate Marchessault|

[Apply to join this group](#)

[Cancel](#)

By clicking "Join this group" you are agreeing to the [Google Groups Terms of Service](#).

On this page, you can edit your display name (which people will see when you post to the group) if you need to.

Please check "Link my Google profile and show my photo on posts" so that other members can see your name when you post.

It is recommended that you change "Email delivery preference" to "Notify me for every new message". This will send an email to your email address each time someone makes a new post or replies to a current post. If this proves to be too many emails for your satisfaction, you can change your preference later or select one of the other options.

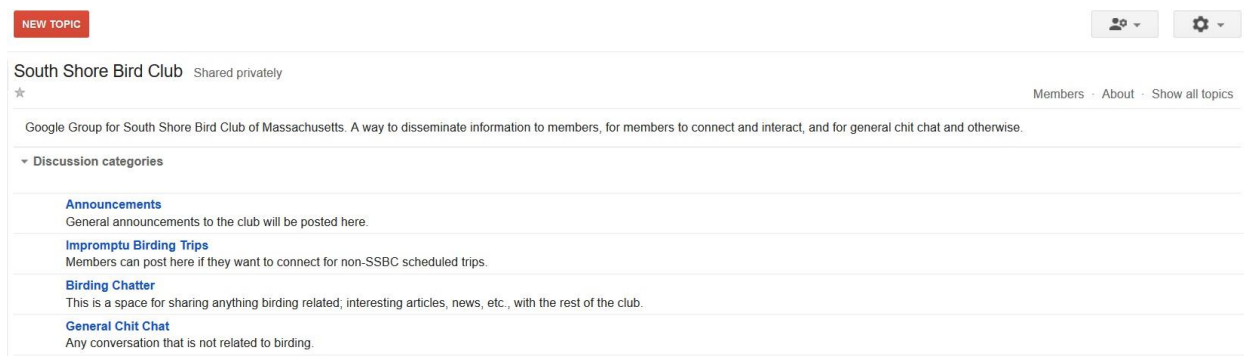
By default "Automatically subscribe me to email updates when I post to a topic" will be checked if you change the option discussed above. If not it is highly recommended that you check this box anyway, as this will make it so that if a user replies to one of your posts, their reply will be sent directly to your email address.

In the box provided to send additional information it is suggested that you write who you are to make it clear to the moderator who is requesting membership.

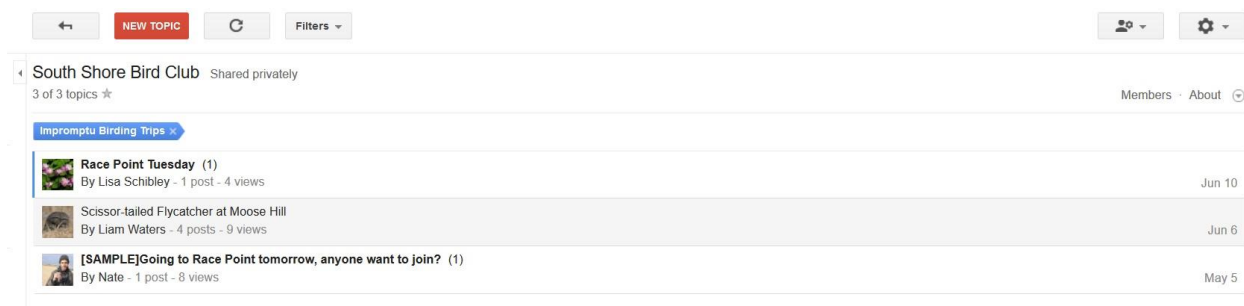
Click “Apply to join this group” to complete your request. You will be redirected to the main page which should be updated to say “Your membership to this group is pending approval.”

When the moderator approves your request, you will receive an email saying “Your request to join South Shore Bird Club was approved”. In this email click “Visit the group” to get to the main SSBC Google Group page. You are now registered to the SSBC Google Group!

## Navigating the Group



The picture above is of the South Shore Bird Club main page, click any one of the group categories to access it. You can also click the “NEW TOPIC” button at the top left to create a post (discussed later).



When in a category, there are several options. Click the left-facing arrow at the top left to go back to the main page, click “NEW TOPIC” to create a post, or “Filters” to filter posts (advanced). This page will also show all posts in the category in ascending order with the most recently posted or replied to post at the top.



The screenshot shows a Google Groups interface. At the top, there are navigation buttons: a left arrow, a red 'POST REPLY' button, and a refresh button. On the right, it says '2 of 3 (4)' with left and right arrows, a user icon, and a settings gear. The thread title is 'Scissor-tailed Flycatcher at Moose Hill' under the category 'South Shore Bird Club'. It indicates '4 posts by 3 authors'. A blue banner for 'Impromptu Birding Trips' is visible. The first post is by 'Liam Waters' dated 'Jun 4'. The text of the post is: '★ Yes, this is actually real. There was a photo of a STFL entered into eBird today with no directions (I don't know why) there will be a few of us looking for it in the rain in the morning.' Below the post is a text input field with the placeholder 'Click here to Reply'. Two replies follow: one by 'Lisa Schibley' dated 'Jun 4' saying 'Hmmm, less than an hour away. Let us know if you find it!', and another by 'Liam Waters' dated 'Jun 4' saying 'Will do.'. The next post is by 'Nate' dated 'Jun 6'. The text of the post is: '★ Seems like it was found by a rookie birder who had beginners luck, she probably had no clue how rare it was up here!'. Below this post is a quote: 'On Sunday, June 4, 2017 at 9:28:20 PM UTC-4, Liam Waters wrote: | Yes, this is actually real. There was a photo of a STFL entered into eBird today with no directions (I don't know why) there will be a few of us looking for it in the rain in the morning'. A dropdown menu is open next to the 'Jun 6' date, showing options: 'Reply privately to author', 'Forward', 'Link', 'Show activity', 'Show original', 'Report abuse', and 'Print'.

This is a view of a posted topic. The top post is the original topic and all posts below are replies to the topic. To open any of the posts or replies which have gray text, simply click on them.

At the top left of the page there is a left-facing arrow which will take you back to the category you were just in, “POST REPLY” will let you reply to the original topic posted (discussed later), and the left and right arrows to the far right will move to the next and previous topic in the category.

Other ways to reply are to click “Click here to Reply” under the main topic posted, or click the double left-hand arrow to the right of the post. To reply to another post, simply click the same button next to whichever post you wish to reply to.

There is also a dropdown menu which is right of this button. There are many options on this menu but perhaps the only option of value is the “Reply privately to author” selection, which will send a reply ONLY to the person that you are replying to. This could be useful, for example, in a post in the Impromptu Birding Trips category where you are responding that you are interested in a proposed outing and only need to correspond with that lone person. The “Link” selection would be useful if you wanted to send the link to a post to another member of the group. Note that if the person is not signed in or not a member of the Google Group, they will not be able to view this post.

# Creating a new topic, replying to, and deleting posts

## Creating a Topic

The screenshot shows the 'Creating a Topic' form for the 'South Shore Bird Club' group. At the top, there are two buttons: 'POST' (in red) and 'Discard'. To the right are icons for user selection and settings. The form fields include: 'By' (me (natemarc...@comcast.net change)), 'Subject' ([Test post]), 'Type of post' (Start a discussion), and 'Categories' (Discussion categories (required), Choose a category). Below these are checkboxes for 'Email updates to me' and links for 'Attach a file', 'Add a reference', and 'Add Cc'. A rich text toolbar is visible with options like Normal, Bold, Italic, Underline, Text color, Background color, Link, and more. The main text area contains the text 'Test post for SSBC Google Group tutorial.'

This is the screen you will be brought to from clicking any of the “NEW TOPIC” buttons in the group. Begin by typing a subject. It is important to be succinct yet descriptive, as this is all that will be displayed when users are viewing posts in whichever category you are posting in until they click on the topic you have created.

For type of post select “Start a discussion” or “Ask a question”. By default “Start a discussion” is selected, and it is not essential to change this selection in most circumstances.

The categories selection is essential, you will not be able to post if you have not selected a category. If you have clicked the “NEW TOPIC” button while inside of a category, that category you were in will be automatically selected.

It is recommended that you click the box next to “Email updates to me” if it is not selected, as this will send replies to your post to your email address. You can also click “Attach a file” if you wish to attach a file, for images it is best to click the image to the left of the “Link” on the toolbar immediately below this. The box below is for the content you which to post. You can type here, and if desired use the toolbar above for formatting the post. To post your topic click “POST” at the top left. To discard, click “Discard”.

If posted successfully, you will be redirected to the category you posted in, as shown below.

←

NEW TOPIC

↺

Filters ▾

👤 ▾


⚙️ ▾

South Shore Bird Club Shared privately


3 of 3 topics ★

Members · About ▾


General Chit Chat ×

 [Test post] (1)  
By me · 1 post · 0 views

8:56 PM

 [SAMPLE] Layout edit (1)  
By Nate · 1 post · 3 views

May 5

 [SAMPLE (sort of)] NWS Skywarn Volunteer Training Program (2)  
By Nate · 2 posts · 7 views

May 5

## Posting a Reply

To post a reply to a post enter the post and click “POST REPLY”, the two left-facing arrows to the right of the post you wish to reply to, or click the box that says “Click here to Reply”. This will open the prompt as shown below.

The screenshot shows the 'Post Reply' interface for a Google Group titled 'South Shore Bird Club'. At the top, there are navigation buttons: a left arrow, a red 'POST REPLY' button, and a refresh button. To the right, it says '1 of 3 (4)' with left and right arrows, and icons for user avatars and settings. Below this, the group name 'South Shore Bird Club' is followed by '[Test post]' and '1 post by 1 author'. A blue tab labeled 'General Chit Chat' is selected. The main content area shows a post by 'me (natemarc...@comcast.net change)' at '8:56 PM (3 minutes ago)'. The post subject is 'Test post for SSBC Google Group tutorial.' Below the subject are 'Post' and 'Discard' buttons. The post body starts with 'By me (natemarc...@comcast.net change)' followed by a rich text editor toolbar with options like 'Attach a file', 'Add a reference', 'Edit subject', 'Quote original', and 'Add Cc'. The editor contains the text 'Test reply' and a quoted message: 'On Sunday, June 18, 2017 at 8:56:26 PM UTC-4, natemarc...@comcast.net wrote: Test post for SSBC Google Group tutorial.' At the bottom of the editor are 'Post' and 'Discard' buttons.

This is essentially the same exact editor as when creating a new topic. Type your reply and click “Post” to post your reply.

## Deleting a Post

To delete a post, click the downward-facing arrow to right of the post which you wish to delete, and click “Delete post” from the dropdown (shown below). Your post will be deleted but please note that all posts made will be sent to users who have chosen to get email updates of each post will still have the post in an email, therefore it is critical to not post overly personal, offensive, or inappropriate content to the group.

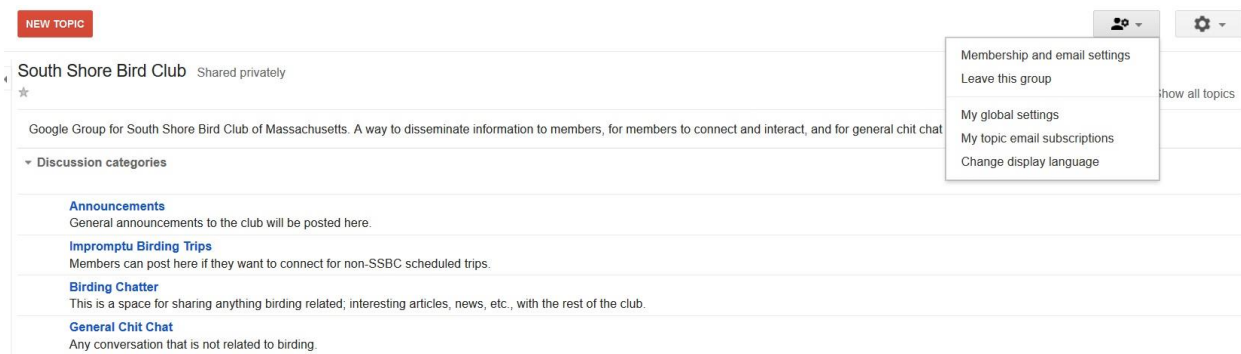
The screenshot shows a Google Groups interface for the "South Shore Bird Club" group. At the top, there are navigation buttons: a back arrow, a red "POST REPLY" button, and a refresh icon. On the right, it shows "2 of 8 (3)" with navigation arrows, a user icon, and a settings gear icon.

The group name "South Shore Bird Club" is followed by "[Test post]" and "2 posts by 1 author". Below this is a "General Chit Chat" tab.

The first post is from "me (natemarc...@comcast.net change)" at "8:56 PM (15 minutes ago)". The content is "Test post for SSBC Google Group tutorial." Below the post is a text input field with the placeholder "Click here to Reply".

A grey bar indicates "This message has been deleted." Below this is a second post from the same user at "9:05 PM (35 minutes ago)". The content is "Test reply". Below the reply is a timestamped quote: "On Sunday, June 18, 2017 at 8:56:26 PM UTC-4, natemarc...@comcast.net wrote: | Test post for SSBC Google Group tutorial." A dropdown menu is open to the right of the reply, showing options: Forward, Edit, Link, Show activity, Show original, Delete post (highlighted), and Print.

## Settings



To access your settings, click the button with the person and gear to the top right of the screen. This will open a list of selections which include:

- “Membership and email settings” this will open the prompt which was displayed when first signing up to the group, and allow you to change the settings presented. Please refer to the “Joining the Group” section of this tutorial for further explanation of these options.
- “Leave this group” allows you to leave the group. If left, you will have to request permission to join the group again to access the group. This is not recommended.
- “My global settings” this will change settings for all Google Groups you are a member of. You likely will not have to change these.
- “My topic email subscriptions” This will allow you to unsubscribe to a specific post if you have subscribed to it. You will not receive email notifications for any future replies on this post.