



## Google Groups Purpose & Overview

In order to facilitate inter-group communications each task force working team will have its own Google group. Group membership will make communication easier by providing:

- One email address to contact the entire group (like a list serv), and
- A portal for file and photo sharing

Once your working team's chairman creates your Google group and adds you as a member you should receive an email that looks similar to the one below.

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From: [noreply@googlegroups.com](mailto:noreply@googlegroups.com) <noreply@googlegroups.com>  
Date: Feb 11, 2009 11:10 AM  
Subject: Google Groups: You've been added to Southern Dallas Task Force Team 5  
To: [your\\_email@xyz.com](mailto:your_email@xyz.com)

Kendall [chain@xyz.com](mailto:chain@xyz.com) has added you to the Southern Dallas Task Force Team 5 group with this message:

Welcome to the *your team name* Google group! This group has been created to help improve communication among our team members by serving as a listserv and file repository. You can email the entire group by addressing an email to the group email below. You can also use the group homepage to upload files and pictures.

Group Description:  
The goal of the Mayor's Southern Dallas Task Force is to identify, qualify, prioritize and recommend to the Mayor, City Council and the City Manager a range of implementable deliverables that support the achievement of redeveloping and repositioning Southern Dallas in the near term (2 years), mid term, (2 – 5 years) and long term (> than 5 years). This group will serve as a tool for task force team members to communicate and exchange files.

----- Google Groups Information -----

The owner of the group has set your subscription type as "Email", meaning that you'll receive a copy of every message posted to the group as they are posted.

Visit this group on the web by using this URL:  
<http://groups.google.com/group/southern-dallas-task-force-team-5?hl=en> ← Home Page

You can unsubscribe from this group using the following URL:  
<http://groups.google.com/group/southern-dallas-task-force-team-5/ unsub?u=ECsBHggAAACeYtzjNU04NXs5fUwi8FAb&hl=en>

----- Information About This Message -----

If you feel that this message is abuse, please inform the Google Groups staff by using the URL below.  
<http://groups.google.com/groups/abuse?direct=YQAAAAAAGmBIAAAAAAggTQAAAAAaClXyw&hl=en>

It will have a welcome message and the link to your team's Google group **homepage**. From the homepage you will be able to post files and photos and manage your group membership. Sample home page:

A screenshot of the Google Groups homepage for "Southern Dallas Task Force Team 5". The page has a blue header with the group name and search boxes. Below the header, there are several sections: "Home" with a welcome message, "Members" showing one member (Kendall, the group owner), and a list of actions: "Start a new discussion topic", "Invite or add members", "Create some pages", "Upload some files", and "Tune your group's settings". On the right side, there is a sidebar with navigation links for "Home", "Discussions", "Members", "Pages", and "Files". Below these links is a "Group info" section showing "Members: 0", "Activity: Low activity", and "Group categories: Not categorized". At the bottom, there are links for "Create a group", "Google Groups", "Google Home", "Terms of Service", and "Privacy Policy", along with the copyright notice "©2009 Google".



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The only setting you might want to change is the frequency of the emails you get. To do this find the link called "Edit my Membership" on the right hand bar. Select how frequently you'd like to receive emails then click "Save Settings."

Google Groups [My Groups](#) | [Favorites](#) | [Profile](#) | [Help](#) | [My Account](#) | [Sign out](#)

**Southern Dallas Task Force Team 5**

**Edit my membership**

How do you want to read this group?

- No Email  
I will read this group on the web
- Abridged Email (*No more than 1 email per day*)  
Get a summary of new activity each day
- Digest Email (*Approximately 1 email per day*)  
Get up to 25 full new messages bundled into a single email
- Email (*Approximately 1 email per day*)  
Send each message to me as it arrives

What nickname do you want people in this group to see?

As the owner of this group you may not unsubscribe.  
[Get email alerts of messages containing specific keywords.](#)

**About this group**  
1 member, members can post, people can request an invitation to join, only members can read  
Description: Write your description here.  
Group email: [southern-dallas-task-force-team-5@googlegroups.com](mailto:southern-dallas-task-force-team-5@googlegroups.com)

**Home**  
[Discussions](#)  
[Members](#)  
[Pages](#)  
[Files](#)

[About this group](#)

**Edit my membership**  
[Group settings](#)  
[Management tasks](#)  
[Invite members](#)

[Create a group](#) - [Google Groups](#) - [Google Home](#) - [Terms of Service](#) - [Privacy Policy](#)  
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## Frequently Asked Questions

### Do I need a Google Account to use Google Groups?

Many Google Groups activities don't require you to have a Google Account, while many others do. For a brief description of which activities require an account and which don't, please see below:

#### Activities that don't require a Google Account:

- Reading posts in public groups
- Searching for groups, posts, or authors
- Posting to groups *via email* if they are unrestricted or you're already a member
- Joining a public Google Group via email

#### Activities that DO require a Google Account:

- Creating and managing your own Google Group
- Posting to groups via our web interface
- Creating pages and uploading files
- Subscribing to a Usenet newsgroup and receiving posts via email
- Joining a Google Group via our web interface
- Changing your subscription type (No Email, Abridged Email...)
- Reading a restricted group's posts online

### How do I email the entire group?

Create a new email and put your group email address in the TO field. Your group email address should look something like: [southern-dallas-task-force-team-5@googlegroups.com](mailto:southern-dallas-task-force-team-5@googlegroups.com)



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### What happens when someone hits "Reply" to a post?

The "Replies to messages" options under the "Email delivery" section of the Group settings page refers to the reply field that is set when a message is sent via email. For example, if you select "Replies are sent to the author of the message," your group members who receive messages from your group via email will be able to click "Reply" in their email programs and the reply will be sent directly to the author, not to the group.

### Can I post photos and files directly to my group?

You can upload photos and other types of files directly to your group. Here's how:

1. From your group's homepage, click the **Files** link on the right side of the page. This will take you to the File Upload page.
2. Click the **+ Upload file** button.
3. Click the **Browse...** button to search your computer for the file you'd like to upload. When you've found the desired file, click it once and then click the **Open** button to select the file.
4. Your file will now start to upload. Please note that the speed at which your file uploads depends on the size of the file and your internet connection speed.
5. Once the file is uploaded, you may choose to upload another file by clicking the **Browse...** button. When you're finished uploading, click the **I'm done uploading files>>** link.