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.

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:

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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."

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

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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.