

# How to Use the UU-UNO Envoy Google Group

Welcome Envoys! We have created this google group in order to have a common base to communicate UU-UNO related business easily among envoys. Here is a guide to learning the basics of doing so effectively. Click on the link to the Google Group and request to be added <https://groups.google.com/d/forum/uuunoenvoys>

## Reading and responding to posts:

Google groups allow you to do this in two ways, you can either respond to posts directly using the forum or via your email in your inbox.

- **To respond using the forum**, log into google groups and choose the UU-UNO Envoys group. Once you arrive to the group you can either decide to start a new topic by clicking the red button at the top left corner of the page labeled “NEW TOPIC,” or click on an already existing topic that are listed on the page. Once you have clicked on a topic you will see the messages exchanged inside the topic and you can either respond by adding a new message by clicking the red button at the top left corner labeled “POST REPLY,” or you can respond to the authors who have posted a message directly by clicking on their names and typing your message in the reply box.
- **To respond via email**, click the post in your inbox and select any email in the topic thread to respond to. To respond individually to the person who posted select “Reply” and to respond to the entire group select “Reply to all”

## Members:

- **To view the members in the group** you can click on the button labeled “Members” at the top right of the page and a list of all the people in the google group with their name and email address will open.
- **To invite new members** click on the button labeled “Members” and then click on the button labeled “Manage” at the top right of the page. To invite new members click on the tab to the left on the page labeled “Members” and then look down the list and click on the tab labeled “Invite Members”. A page will open and you will have to enter the email address of the person you are inviting to the group and a welcome message, once you have done this you can click the button labeled “Send Invites” to send the invitation to join the group to the person.

## Manage Email Notifications

- Log into google groups and choose UU-UNO Envoys. Look in the top right corner of the screen for this icon:



- Click the icon and select “Membership and email settings.” From there you can change your email delivery preference. The default setting is “notify me for every new message,” but this can be changed if you’d rather not receive email updates, receive email summaries of the activity in the google group, or have a combined update with 25 messages per email.

For more information visit the [Google Groups Help website](#).