Navigating Google Groups
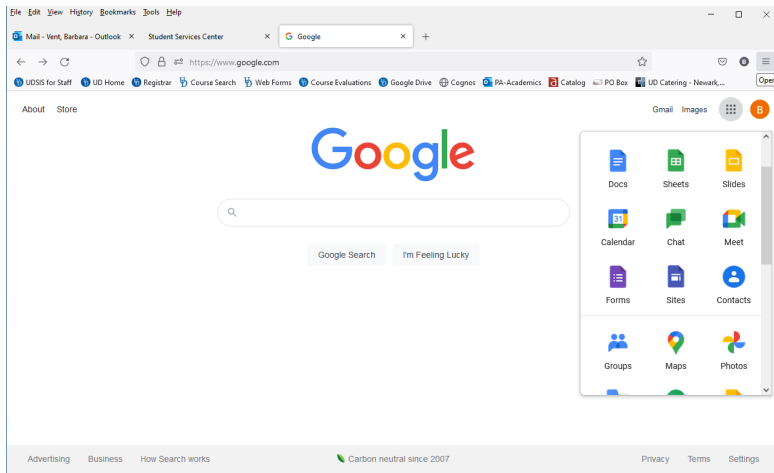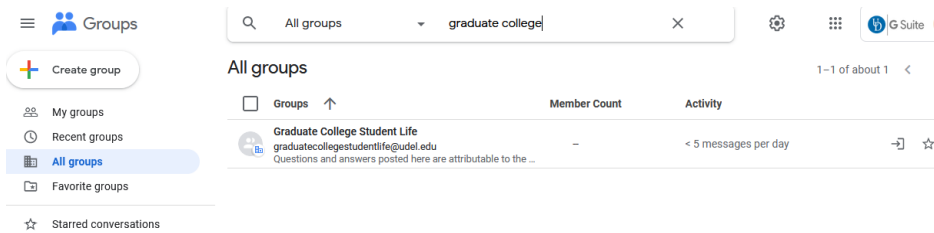
To access Google Groups, once logged into Google, select the nine dots in the upper right had corner and select Groups from the list.
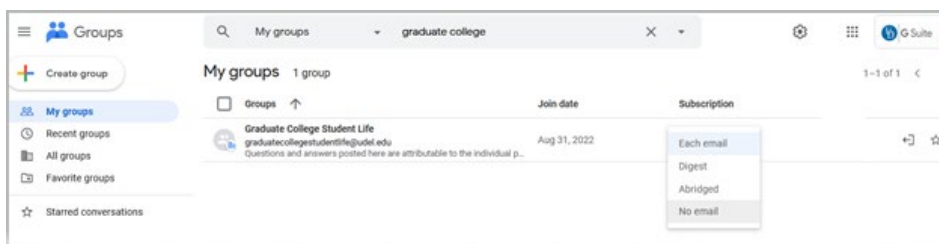

To find a group, select All Groups then search. If you already belong to the group it should show up in your My Groups section.

To Request Membership into the group, select the ⤇ at the right side of the group.
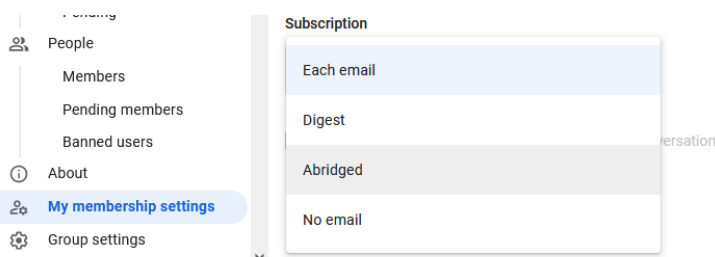

**To leave the group** select the ⤆ at the right side of the group.

To change your subscription (a subscription is how you will/will not receive emails about this group).

There is two ways to change this inside the group, you can select My membership setting and select Subscription.

The other way from the Group list is to select the subscription and select from the dropdown.

Subscriptions: Each Email (you will receive an email for each entry made to the group)
Digest (you will receive an email when 50 posts have been made)
Abridged (you will receive an email when 150 posts have been made)
No Email (you will not receive any emails from this group)
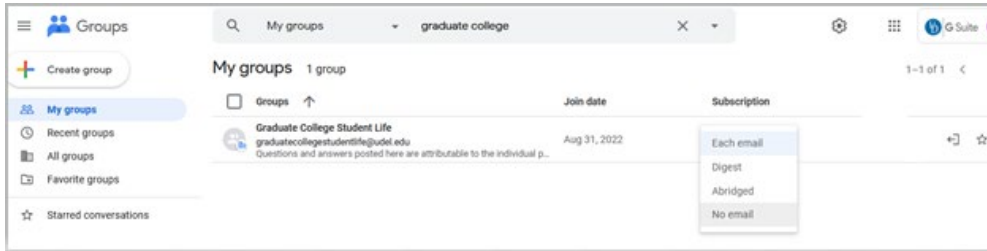
To start a new conversation select New Conversation in the top left corner. A new conversation box will appear. Enter a subject line which reflects the topic you are addressing. Then enter your content and click Post Message.
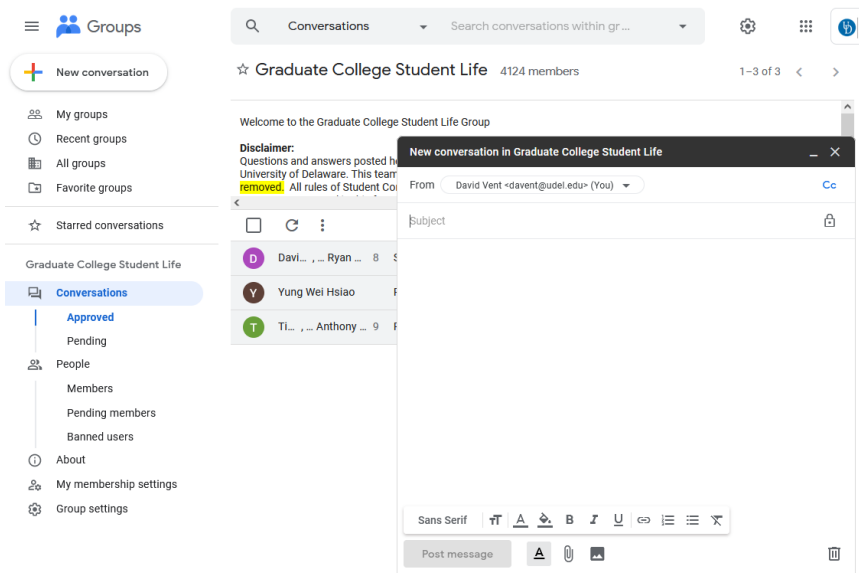
To Reply in a Conversation select the conversation and at the bottom of the screen click the reply all. Then enter your post and select Post Message
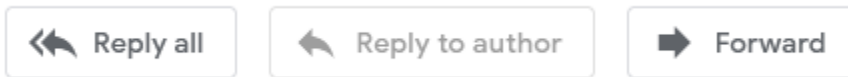
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