

PRA LISTSERVE USERS' GUIDE

May 12, 2020

READING, REPLYING, and SENDING MESSAGES

The PRA listserve is based on Google Groups and operates in much the same way as the previous system based on Yahoo Groups.

1. In your email inbox you will receive messages posted to the listserve, just as you receive any other message sent to you.
2. You read the messages in the same way you do now.
3. You can create a message on a new topic and send it to the listserve using this address:

pra-listserve@googlegroups.com

4. You can also choose to delete listserve messages that you receive, save them, and/or Reply to All or Reply to Sender.
5. If you want to **send your reply to the entire group**, choose the option in your email system that lets you “reply to all”.
6. If you want to **send your reply only to the person who posted the message**, choose the option in your email system that lets you reply to the sender only.

IMPORTANT NOTE ABOUT REPLYING TO MESSAGES

When you “Reply” to a message your response will go only to the sender and not to the general listserve. To respond in a way that the whole listserve can view you will need to choose “Reply to All” in your email client. **While there will be occasions where it is preferable to take a conversation private, we would encourage all users to “Reply to All” whenever possible when responding to listserve messages.** There are numerous advantages to retaining conversations in the archive. Messages are only archived when your responses go to the whole listserve. This archive is searchable and becomes a valuable tool for your neighbors to learn what is happening in our neighborhood, preferred professional services, etc.

RECEIVING A DAILY SUMMARY OF MESSAGES

If you want to receive a daily summary of messages instead of receiving each message as it is posted, **you must first establish a Google account** and then change your viewing preferences.

To establish a Google account, see the instructions at the end of this Guide.

To change your message delivery options, go to the [Google Groups Homepage](#). Select “My Groups”. This will take you to a list of any Google Group that you are a member of. To the right of the PRA Listserve entry is a drop-down menu (see the image below). Here you can specify how you would like to receive new messages.

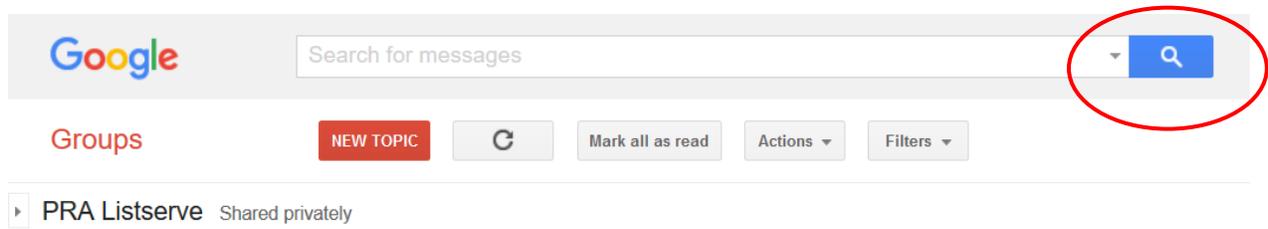


SEARCHING THE ARCHIVE

To search the archive, *you must first establish a Google account.*

To establish a Google account, see the instructions at the end of this Guide.

To search through the archive of messages, go to [PRA Listserve group page](#). You can do a general search using the search box at the top of the page, or a refined search using the drop-down box accessed from the right side of the search box (circled in the image below)



ESTABLISHING A GOOGLE ACCOUNT

To establish a Google account using your current email address:

1. Go to the [Google Account creation page](#).
2. Enter your name.
3. Click Use my current email address instead.
4. Enter your current email address.
5. Click Next.
6. Verify your email address with the code sent to your existing email.
7. Click Verify

GETTING HELP

For help, you can send a message to residentsparkwood@gmail.com

You can also get more detailed support at [Google Groups Help Page](#)