

# PRA LISTSERVE USERS' GUIDE

September 2021

## GUIDELINES FOR USING THE PARKWOOD RESIDENTS ASSOCIATION LISTSERVE

1. Courtesy and civility must be adhered to in all messages. Personal attacks, negative comments, or insults directed at others are not acceptable. Personal privacy must be respected at all times.
2. Posting information and having discussions of issues that have a direct impact on Parkwood and its residents are encouraged.
3. Advocacy for political candidates or political positions is not permitted. Those who want to discuss or advocate on such issues should do so on a [separate listserve](#).
4. Commercial advertisements or messages are not allowed.
5. Listserv participants are encouraged to include their first name and the name of their street at the end of their postings.
6. Repeated violations of these guidelines will lead to the monitoring or removal of the user from the listserve.

## READING, REPLYING, and SENDING MESSAGES

The PRA listserve is based on Google 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, 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 reply so that the whole listserve can view your response, choose "Reply to All" in your email client. **While there will be occasions when it is preferable to take a conversation private, we encourage all users to "Reply to All" whenever appropriate.** Messages are only archived when your responses go to the whole listserve. The archive is searchable and becomes a valuable tool for the community to learn what is happening in the neighborhood, recommended service providers, 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.**



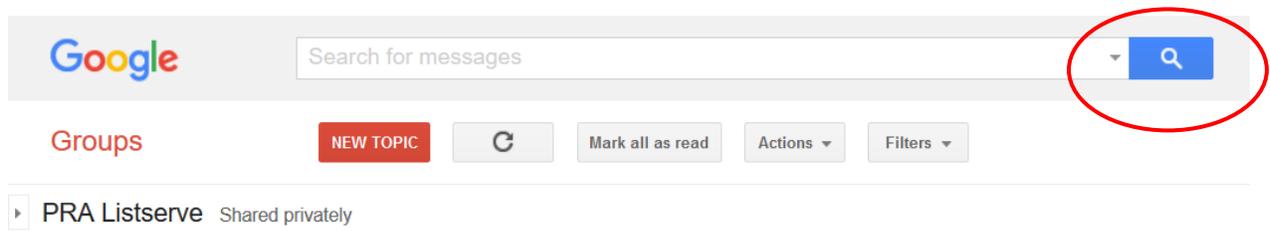
**To change your message delivery options,** go to the [Google Groups Homepage](#). Select “My Groups”. This will take you to a list of any Google Group that you are a member of. To the right of the PRA Listserve entry is a drop-down menu (see the image below). Here you can specify how you would like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

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