

## Managing communication from Google Groups

Faculty-Staff Announcements, Faculty-Staff Discussion, Community, etc.

**Faculty:** We know this is a busy time of year, and you may have just switched to Gmail. If you would like someone from LTS to **come to your office and set this up for you**, please call x4445 or email [googlequestions@wellesley.edu](mailto:googlequestions@wellesley.edu).

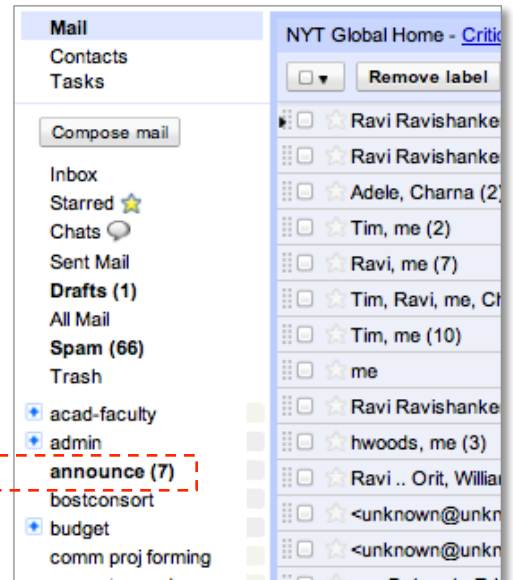
**Everyone:** Please call or email if you need assistance following the directions below.

### Why bother?

Google Groups have replaced many of the conferences we used in FirstClass (e.g., Faculty-Staff in FirstClass has become Faculty-Staff Announcements and Faculty-Staff Discussion in Google Groups). New messages sent to conferences in FirstClass appeared on your FirstClass desktop -- you could see that there were new messages and it was easy to open the conference and read them. You can do the same thing in Gmail, without adding any clutter to your Gmail inbox.

### What you'll get

Messages will be clearly labeled in your mailbox, and will show how many are unread (see **announce (7)**, right). You can easily skim the messages when you choose, without ever opening a Google Group. You will need to set delivery options in the Group and create a filter in your Gmail account. It will take less than 5 minutes to do Parts 1 & 2 below.



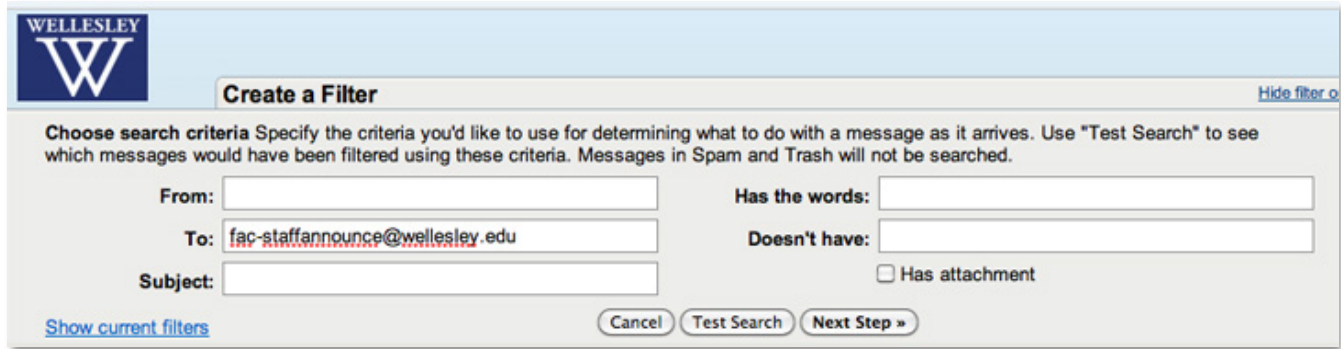
**Part 1: Set Group membership** (to receive an email for each message...don't worry -- you'll organize them in the next step)

1. In Google Apps, choose **Groups** (at the top, near Mail, Calendar, Documents...)
2. Locate the Group and open it
3. Click **Edit my membership** on the right
4. The last option, **Email**, will send each message to your mailbox
5. Click **Save these settings**

A screenshot of the 'Edit my membership' form for a Google Group. The form is titled 'Edit my membership' and has a blue header. It contains several sections: 'How do you want to read this group?' with four radio button options: 'No Email' (I will read this group on the web), 'Abridged Email (Once per day or for every 100 messages)' (Get a summary of new activity each day), 'Digest Email (Approximately 1 email per day)' (Get up to 25 full new messages bundled into a single email), and 'Email (Approximately 2 emails per day)' (Send each message to me as it arrives). The 'Email' option is selected. Below this is 'Which address do you want to use for this group?' with a dropdown menu showing 'vbrandst@wellesley.edu'. Then, 'What nickname do you want people in this group to see?' with a text input field containing 'Veronica Brandstrader'. At the bottom are 'Save these settings' and 'Unsubscribe' buttons. To the right of the form is a sidebar with 'Discussions' and 'Members' sections. Under 'Members', there is a link to 'Edit my membership' and a link to 'Group settings'. Under 'Discussions', there is a link to 'About this group' and a link to 'Management tasks (1)'. The 'About this group' section contains a description: 'members can post, people can request an invitation to join, only members can read' and 'Description: For announcements related to the college (campus bulletins, news, updates, announcements, event invitations, etc.). Please see Faculty-Staff Discussion for conversations.' The 'Group email' is listed as 'facstaffannounce@wellesley.edu'.

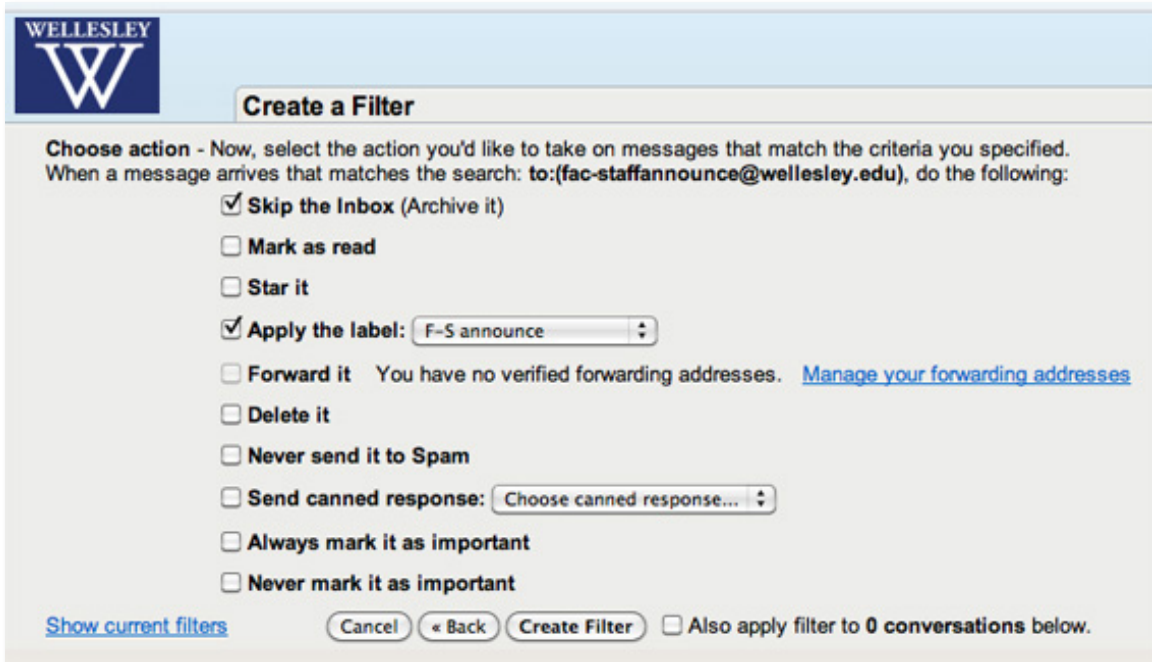
**Part 2: Set up filters in Gmail** (so messages from Groups don't clutter your inbox)

1. Click the gear in the upper right corner of Gmail and choose **Mail settings**
2. Click the **Filters** "tab"
3. Click **Create a new filter**
4. In the To: field, add the email address of the Google Group, [facstaffannounce@wellesley.edu](mailto:facstaffannounce@wellesley.edu) (or [facstaffdiscuss@wellesley.edu](mailto:facstaffdiscuss@wellesley.edu) or [community@wellesley.edu](mailto:community@wellesley.edu)), then click **Next Step >>**



The screenshot shows the 'Create a Filter' window in Gmail. At the top left is the Wellesley College logo. The title is 'Create a Filter'. Below the title is a link 'Hide filter o...'. The main instruction is 'Choose search criteria Specify the criteria you'd like to use for determining what to do with a message as it arrives. Use "Test Search" to see which messages would have been filtered using these criteria. Messages in Spam and Trash will not be searched.' There are four input fields: 'From:', 'To:', 'Subject:', and 'Has the words:'. The 'To:' field contains the text 'fac-staffannounce@wellesley.edu'. There is also a 'Doesn't have:' field and a checkbox for 'Has attachment'. At the bottom are three buttons: 'Cancel', 'Test Search', and 'Next Step >>'. A link 'Show current filters' is on the bottom left.

5. In the next window, check **Skip the Inbox** and **Apply the label** -- in the Label drop down menu, choose an existing label, or click **New label** and name it
6. Click **Create Filter**



The screenshot shows the 'Create a Filter' window in Gmail, Step 2: Choose action. The title is 'Create a Filter'. Below the title is a link 'Hide filter o...'. The main instruction is 'Choose action - Now, select the action you'd like to take on messages that match the criteria you specified. When a message arrives that matches the search: to:(fac-staffannounce@wellesley.edu), do the following:'. There are several checkboxes: 'Skip the Inbox (Archive it)' (checked), 'Mark as read', 'Star it', 'Apply the label:' (checked), 'Forward it' (with a note 'You have no verified forwarding addresses. Manage your forwarding addresses'), 'Delete it', 'Never send it to Spam', 'Send canned response:' (with a dropdown menu), 'Always mark it as important', and 'Never mark it as important'. The 'Apply the label:' dropdown menu shows 'F-S announce'. At the bottom are four buttons: 'Cancel', '< Back', 'Create Filter', and 'Also apply filter to 0 conversations below.'. A link 'Show current filters' is on the bottom left.

**Hint:** When you a reply to a message, select **Reply all** so that the original group is included too.

**HELP???**

- Visit the LTS home page > Google Apps for Education
- Call the Google Hotline, x4445
- Email [googlequestions@wellesley.edu](mailto:googlequestions@wellesley.edu)