

## Getting started with Groups.io email service

The most basic function of our Groups.io email service is delivery of messages sent to a group's email address to all members of the group. Whether you reply to a group message with either the **Reply** or the **Reply All** buttons, your message goes to the whole group. But with Groups.io messages you have an easy way to reply just to the sender: use the **Reply to Sender** link that appears at the bottom of each message.

Groups.io provides not only the basic group email functions but also many Web-based features and advantages. Here are ones probably most relevant as you get started:

[If clicking any of the links below lands you on a **Please Log In** page, you can log in with your email address and password, or if haven't yet finished creating a Groups.io account, you should do that now. You can use the **Email me a link to log in** option, which allows you to log in without a password. Then for future convenience you should create a password: Click on your name (or, on a small screen, the person icon) at the top of the screen, and select **Account**, where you can enter a password.]

1. Our single Groups.io account is organized with a *main* group containing all registered members, and many subgroups, each consisting of a subset of those in *main*.
2. Groups.io provides a message archive for each subgroup. No need to keep subgroup messages you receive in your Inbox or save them to other folders, since you can always refer back to them in the subgroup's message archive.
3. While all members of a subgroup are typically able to send messages to the subgroup, the *main* group is "announcement-only," meaning only church administrators may send to it.
4. To check which subgroups you already belong to, and which others are available to join, go to <https://albanyuu.groups.io/g/main/subgroups>.
5. Joining a subgroup is easy. Just send an email to *subgroup-name*+subscribe@albanyuu.groups.io.  
For example, to join the CircleDinners@albanyuu.groups.io subgroup, send an email to CircleDinners+subscribe@albanyuu.groups.io. (No need to include anything in the Subject line or body of the message.) Some subgroup subscriptions are moderated, i.e., they require approval of a group *Owner* or *Moderator* (see below).
6. Each subgroup has its own website, with home page at <https://albanyuu.groups.io/g/subgroup-name>. For example, the home page of the CircleDinners subgroup is at <https://albanyuu.groups.io/g/CircleDinners>. The subgroup home page includes basic information about its email address and related addresses for subscribing or reporting problems to the subgroup owner(s).

7. Each subgroup's website holds its message archive, organized by topic. There, you can read messages, download their attachments, or reply to them. In most cases, a subgroup's message archive has been set up to be private, i.e., visible only to members of the subgroup. Exceptions include a few "announcement-only" subgroups; their message archives are visible to everyone registered in *main* (but not to the general public).
8. The subgroup website is also capable of hosting and organizing related files, photos, polls, and a calendar for posting subgroup event notices. Access to these, as well as to the Message archive, is available to subgroup members and in some cases to all parent group (*main*) members using the subgroup's Menu. This menu appears on the left side of each page of the subgroup's website. (If viewed in a small window or phone screen, the menu isn't initially displayed but can be opened by clicking at the right end of a strip at the bottom).
9. An important Menu item on most subgroup websites is **Members**, which displays a list of all members of the subgroup. With a few subgroups, you must be a member in order to have access to the membership list.
10. The home page of each subgroup website is public, but none of its other pages, such as message archive or file storage pages, are public.
11. These group websites are distinct from the church's public website, <https://albanyuu.org>. Their limitation of access only to registered members provides a place to post documents that should be available only to church members and friends (e.g., budget proposals or reports that include staff salary and benefit data).
12. Some subgroup members are designated as Owners or Moderators. An Owner has an **Admin** item in the subgroup's website menu, which opens up additional capabilities. For example, **Admin/Settings** gives you a page on which you can configure many features, such as the photo that appears at the top of the subgroup's home page (instead of the default elephant herd). For Owners, the membership list is one of the **Admin** items instead of at the top level of the Menu. The creator of a subgroup (usually Annika or David) is an Owner, and they may designate other subgroup members to be Owners. They may also change their role to be an ordinary Member of the subgroup, or even remove themselves. Current members should decide among themselves who should be Owner(s) going forward and request that whoever are the current Owner(s) change to new one(s).
13. If you want to change the email address with which you are registered with Groups.io, click on your name (or, on a small screen, the person icon) at the top of the screen, and select **Account**, where you can enter the new address. The change will propagate to all

subgroups you are a member of, so that all email sent to those subgroups will come to the new address.

If you have any questions, just send an email to [main+owner@albanyuu.groups.io](mailto:main+owner@albanyuu.groups.io). (The message will go only to Owners of the *main* group, not everybody.)