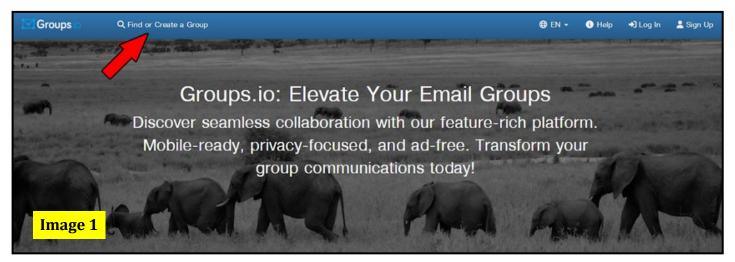
GROUPS.IO TUTORIAL

How to Sign up, Create an Account, & Get Started on Groups.io

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The following is a condensed "How To" pictorial guide to help you get started with groups.io. Begin by pointing your browser or mobile device to <u>https://groups.io/</u>. **Image 1** shows the very first page you will see after clicking on the web link above.

Click the tab that says **"Find or Create a Group"** (red arrow, image 1) on the groups.io page.



After clicking on the above tab, you will see a search box in the upper-right corner of the next page.

In that search box, type **Hampden County Radio Association. Image 2** shows this already typed into the search box.

Once you have this typed into the search box, click on the search glass icon to begin the search.



You will see other groups listed in the

search results, but **ONLY** click on the **Hampden County Radio Association's Mail Reflector**.

After clicking on the above link, you will be taken to the page where you will actually <u>JOIN</u> the HCRA Mail Reflector. See **image 3** on the next page for details on what you will see. The **red arrow** points to the **blue button** that states, Click **"to join the group**."

Once you've clicked on join, you will be taken to the next page, as shown in **image 4**.

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| Groups | Q Find or Create a Group | | ⊕ EN - | i Help | ◆) Log In | 💄 Sign Up | | |
|---------|--|---|--|--------------|-----------|-----------|--|--|
| A Home | | ampden ounty adio ssociation | | | | | | |
| | Hampden County Radio Association hcra@groups.to Hampden County Radio Association's Mail Reflector | | | | | | | |
| | | | | | | | | |
| | Group Information | Group Settings | Group Settings | | | | | |
| | ★ http://www.hcra.org ★ 8 Members ♣ 11 Topics , Last Post: Dec 19 ♦ Started on 10/11/17 | Posts from new users n Messages are set to re | p do not require approval from the moderators. sers require approval from the moderators. to reply to group. | | | | | |
| | Group Email Addresses | nail Addresses Subscriptions to this gr | oup do not require approval from the moderators. | | | | | |
| | Post: hcra@groups.io Subscribe: hcra+subscribe@groups.io Unsubscribe: hcra+unsubscribe@groups.io Group Owner: hcra+owner@groups.io Help: hcra+help@groups.io | Wiki is visible to the Wiki is visible to member Members can edit their | rs only. messages. | to no email. | | | | |
| Image 3 | + Join This Group or + Log In If You Are Already A Membe | r | | | | | | |

Image 4 will show the email you used to join. If blank, simply enter your email address, the same one used to join, then click on the **green button** with the **red arrow** pointing towards it, as shown below.

Your email now needs to be confirmed. To do this, first, make sure your email is correct and that it is the email you used to join. Then you will be taken to the next page, as shown in **image 5** on the following page.

| A Home | 🏫 hora 🕖 🕂 Join | | | |
|---------|---|--|--|--|
| | hcra@groups.io | | | |
| | Thank you for your interest in joining hcra@groups.io. To complete your membership in this group you must either Log In or tell us your email address below. If you are already a member of hcra@groups.io, Log In to access the group. | | | |
| | Email Address | | | |
| | kd1ku.dx@yahoo.com | | | |
| | By clicking on "Confirm Email Address" below, you are agreeing to the Terms of Service and the Privacy Policy. Your personal information will be processed by Groups.io in accordance our Privacy Policy for the purpose of offering or providing you our services, and to keep you informed on our news in connection with our services. You may request to access, correct, or delete your personal information, and you have a right to data portability, in the conditions set out in our Privacy Policy. | | | |
| Image 4 | Confirm Email Address When you click this button we will send you an email to confirm your email address. | | | |

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The page shown below in **image 5**, which you will see until you have confirmed your email address.

To confirm your email, simply check your email account that was used to join groups.io. Follow the instructions in the email to decide which options are best for you. There are two ways to confirm your email address: They are both explained in the confirmation email you will receive from groups.io.

Next, you can select your subscription options and how you would like to receive emails when something is posted for the general membership. I personally like to receive an email every time something is posted; this is called "**Individual Messages**."

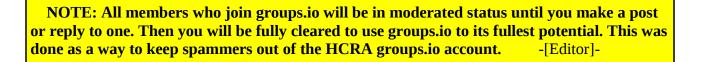
You can change this to receiving a "**daily digest**," where you will receive up to 12 messages per day in one email instead of individual emails. Or you can choose to receive a **Daily Summary**, where you will receive one email every morning that contains a list of the topics posted to the group on the previous day.

| our profile is missing a photo. Add one now. | |
|---|--|
| hcra / + Join | |
| Icra@Groups.lo | |
| n email has been sent from Groups.io to confirm your email address and activate your membership. Look for a message our kd1ku.dx@yahoo.com email address". | e from Groups.io with the Subject: "Confir |
| hen you confirm your email address your membership will be completed. The group may send you further information. | |
| ere is some information that may be helpful when you have confirmed your email address: | |
| All messages posted in this group will be sent to you at kd1ku.dx@yahoo.com. | |
| o change your delivery and subscription options, or to unsubscribe, click the Subscription Options bar below. | Image |

Whichever you choose, don't forget to click on the **save button**, or your new settings will be lost. There are many settings, ranging from appearance to how you will receive notices, but at least now you should know the basics of groups.io.

So now you can experiment with it or simply wait for the club announcements to come rolling in!

Just remember, if you choose "**Reply to All**" in an email, your reply will be sent to **everybody** on the list! Ask me how I know hi hi. 73, Ken - KD1KU



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