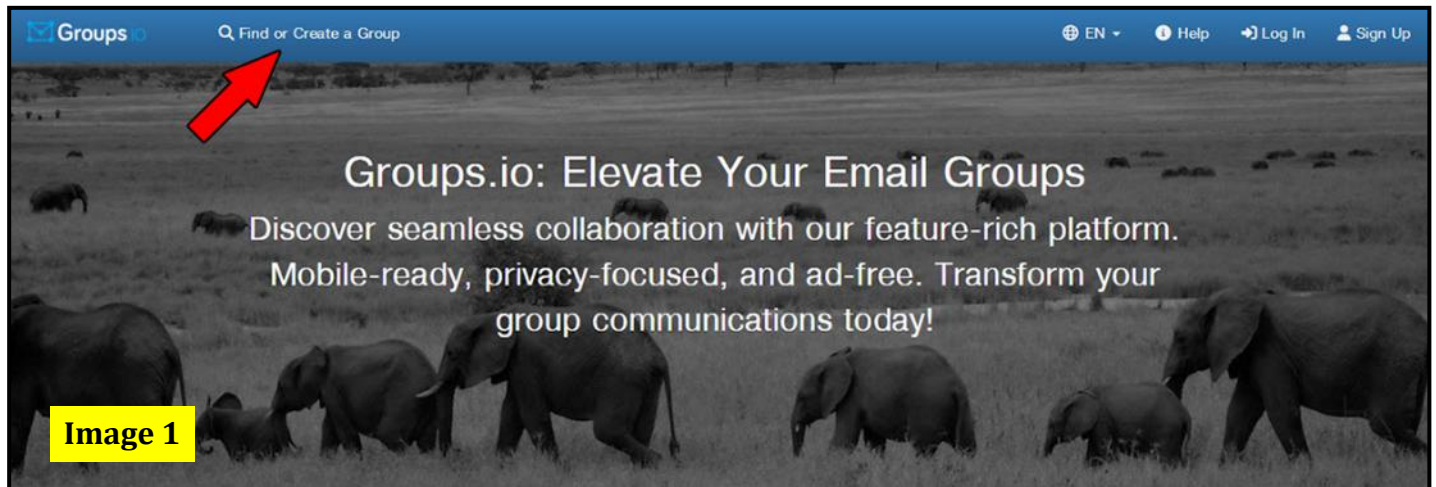


GROUPS.IO TUTORIAL

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

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 <https://groups.io/>. **Image 1** shows the very first page you will see after clicking on the web link above.

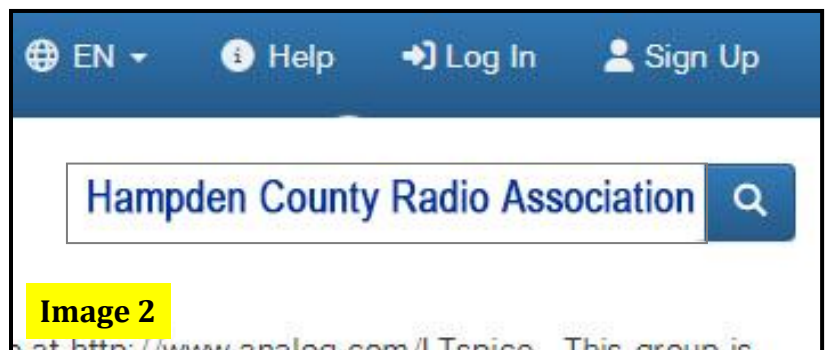
Click the tab that says “**Find or Create a Group**” (red arrow, image 1) on the groups.io page.



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 **JOIN** 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.IO TUTORIAL CONT'D

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

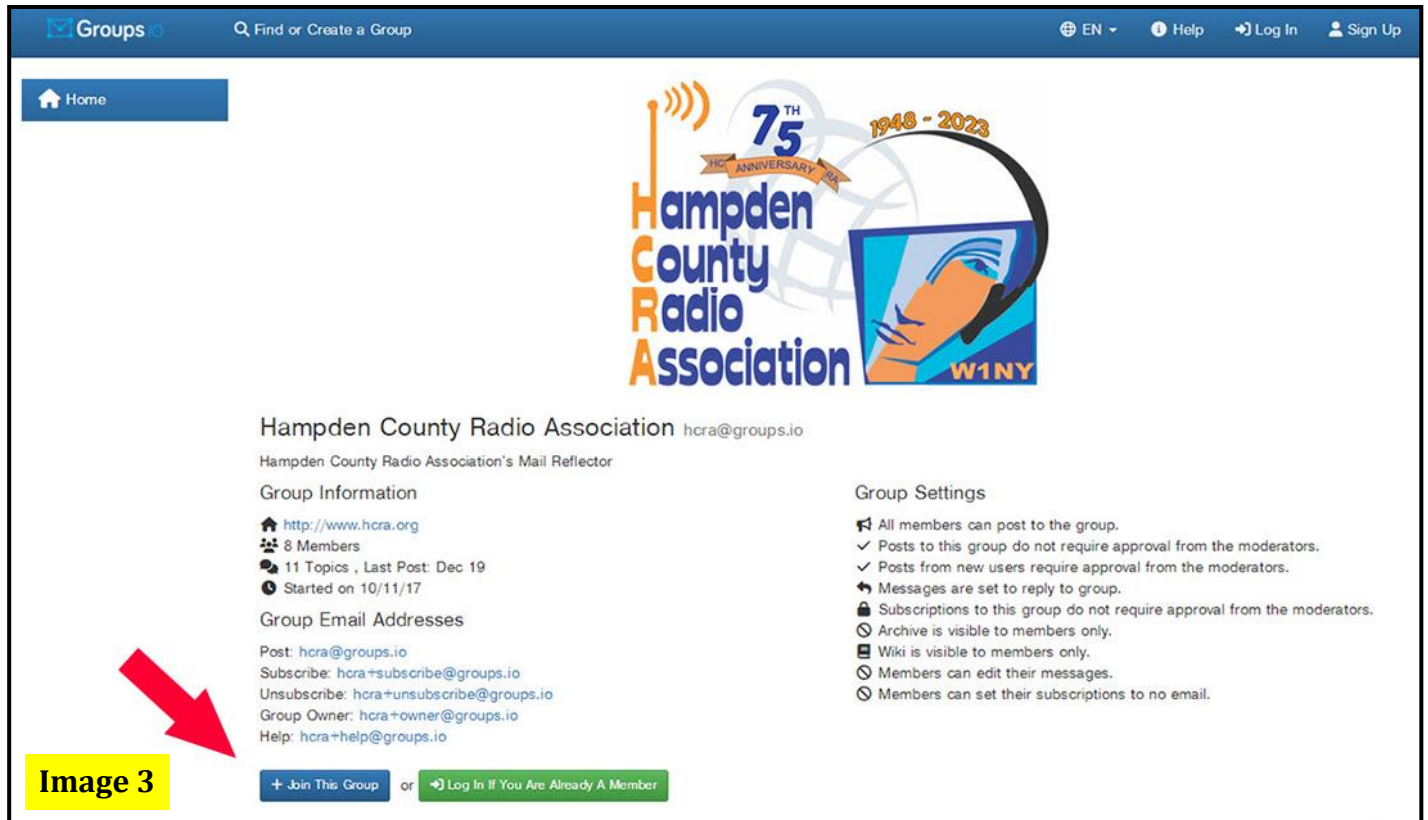


Image 3

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.

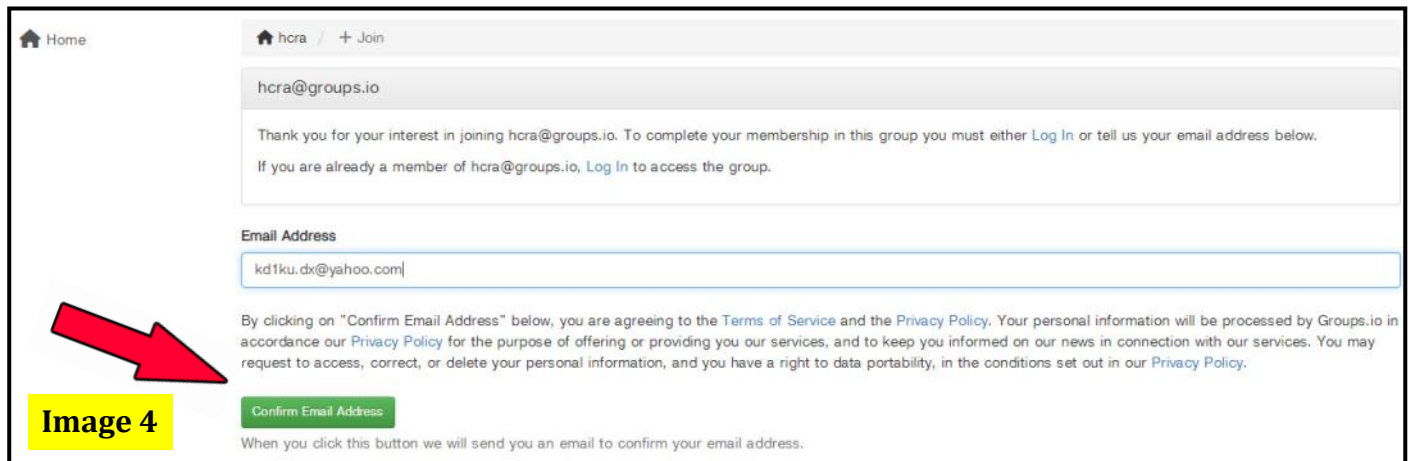


Image 4

Continued on page 23

GROUPS.IO TUTORIAL CONT'D

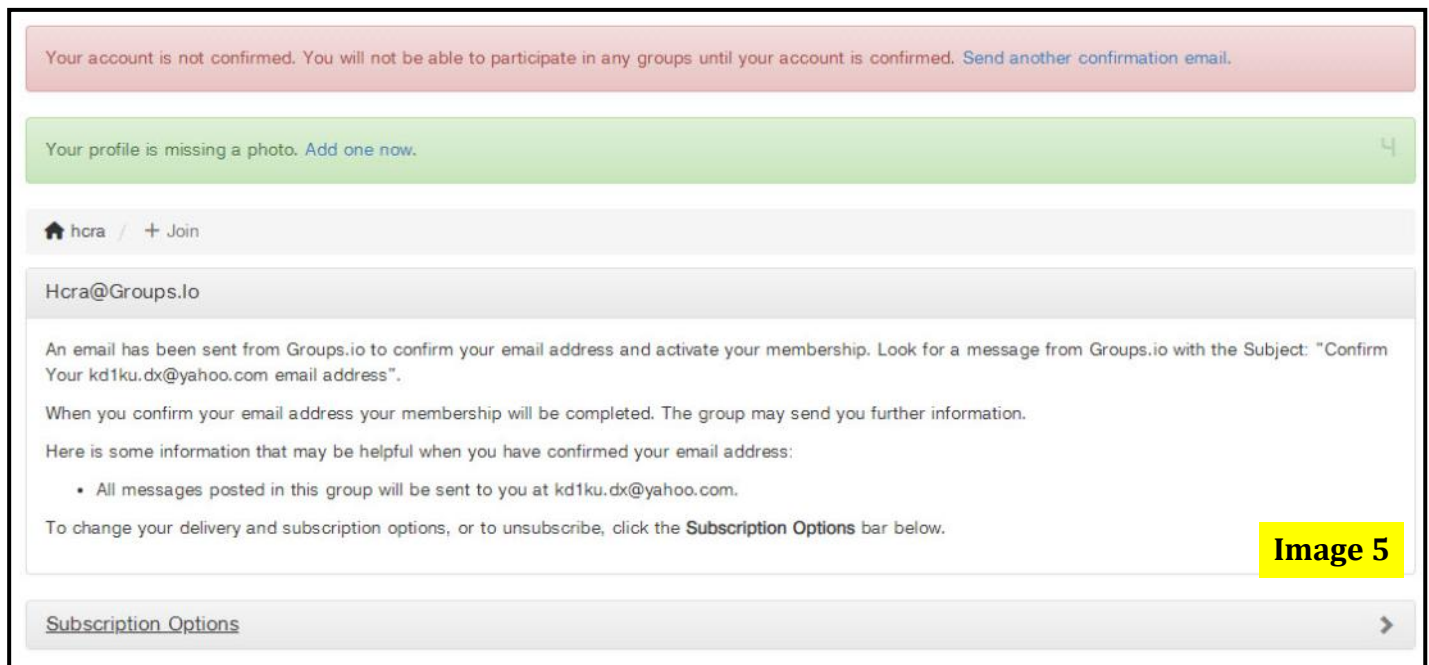
How to Sign up, Create an Account, & Get Started on Groups.io

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.



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

NOTE: All members who join groups.io will be in moderated status until you make a post or reply to one. Then you will be fully cleared to use groups.io to its fullest potential. This was done as a way to keep spammers out of the HCRA groups.io account. -[Editor]-