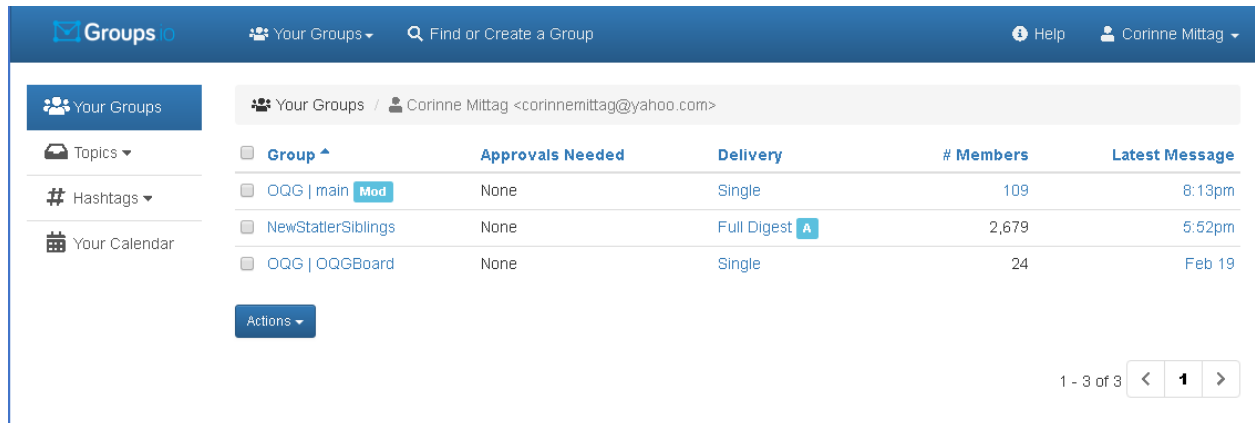


Groups.IO – Getting Started

How to send a Message

When you get logged in, If you have more than one group (OQG I Main) and (OQG I OQG Board) maybe? you will be at a landing page like this. (this is mine.)



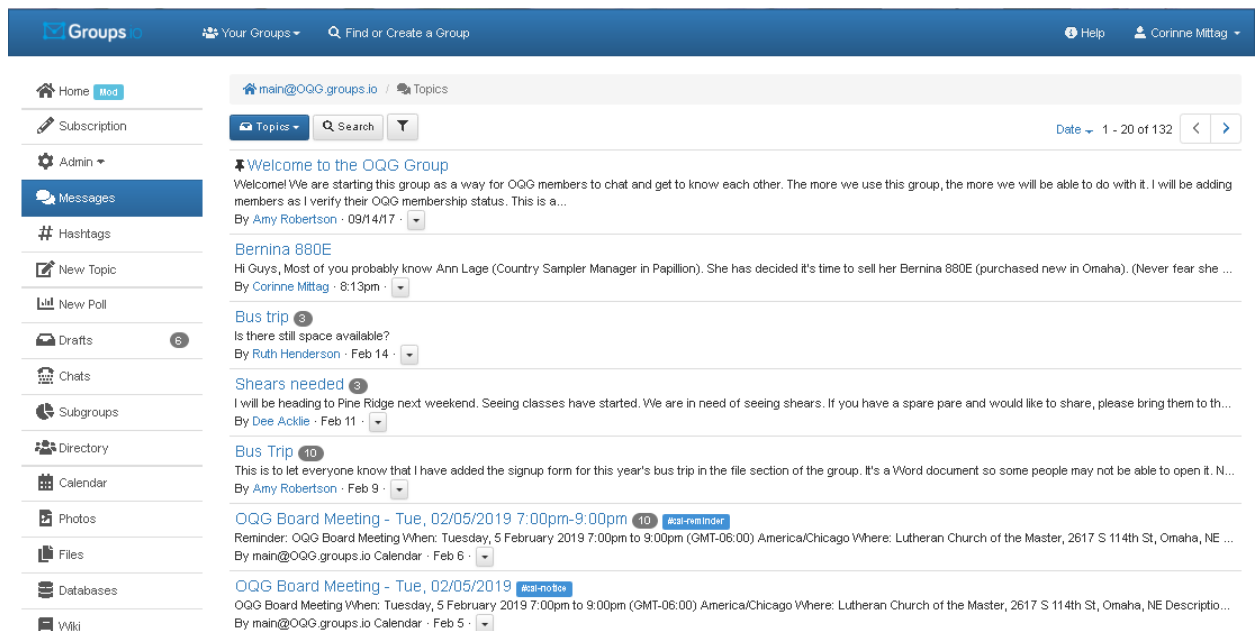
The screenshot shows the 'Your Groups' page in Groups.IO. The header includes the Groups.IO logo, 'Your Groups' dropdown, a search bar, and user information (Help, Corinne Mittag). The left sidebar has 'Your Groups', 'Topics', 'Hashtags', and 'Your Calendar'. The main content area shows a table of groups:

Group	Approvals Needed	Delivery	# Members	Latest Message
OQG main Mod	None	Single	109	8:13pm
NewStatlerSiblings	None	Full Digest A	2,679	5:52pm
OQG OQGBBoard	None	Single	24	Feb 19

Below the table is an 'Actions' button and a pagination control showing '1 - 3 of 3'.

Click on the OQG Imain in the Groups column.

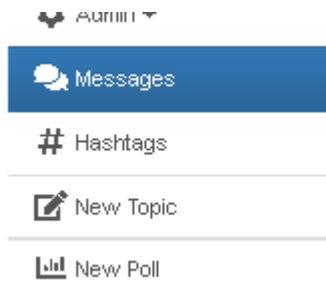
This will take you to the main message center.



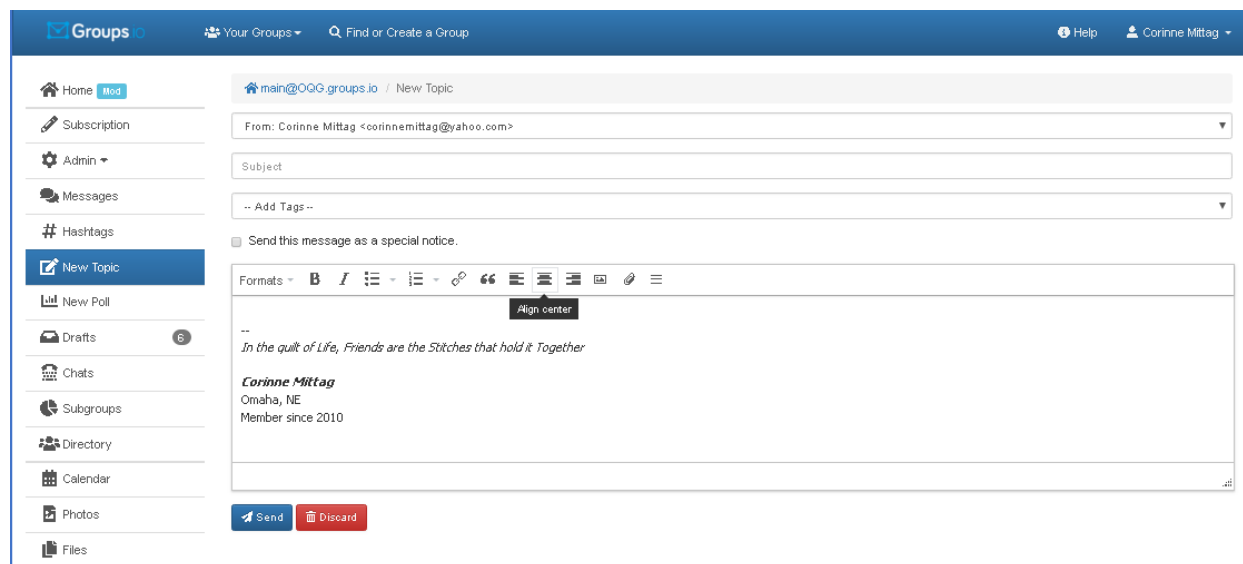
The screenshot shows the main message center for the 'OQG | main' group. The header includes the Groups.IO logo, 'Your Groups' dropdown, a search bar, and user information (Help, Corinne Mittag). The left sidebar has 'Home', 'Subscription', 'Admin', 'Messages', 'Hashtags', 'New Topic', 'New Poll', 'Drafts', 'Chats', 'Subgroups', 'Directory', 'Calendar', 'Photos', 'Files', 'Databases', and 'Wiki'. The main content area shows a list of messages:

- Welcome to the OQG Group**
Welcome! We are starting this group as a way for OQG members to chat and get to know each other. The more we use this group, the more we will be able to do with it. I will be adding members as I verify their OQG membership status. This is a...
By Amy Robertson · 09/14/17 ·
- Bernina 880E**
Hi Guys, Most of you probably know Ann Lage (Country Sampler Manager in Papillion). She has decided it's time to sell her Berrina 880E (purchased new in Omaha). (Never fear she ...
By Corinne Mittag · 8:13pm ·
- Bus trip**
Is there still space available?
By Ruth Henderson · Feb 14 ·
- Shears needed**
I will be heading to Pine Ridge next weekend. Seeing classes have started. We are in need of seeing shears. If you have a spare pair and would like to share, please bring them to th...
By Dee Ackle · Feb 11 ·
- Bus Trip**
This is to let everyone know that I have added the signup form for this year's bus trip in the file section of the group. It's a Word document so some people may not be able to open it. N...
By Amy Robertson · Feb 9 ·
- OQG Board Meeting - Tue, 02/05/2019 7:00pm-9:00pm**
Reminder: OQG Board Meeting When: Tuesday, 5 February 2019 7:00pm to 9:00pm (GMT-06:00) America/Chicago Where: Lutheran Church of the Master, 2617 S 114th St, Omaha, NE ...
By main@OQG.groups.io Calendar · Feb 6 ·
- OQG Board Meeting - Tue, 02/05/2019**
OQG Board Meeting When: Tuesday, 5 February 2019 7:00pm to 9:00pm (GMT-06:00) America/Chicago Where: Lutheran Church of the Master, 2617 S 114th St, Omaha, NE Descriptio...
By main@OQG.groups.io Calendar · Feb 5 ·

See how the Messages button is highlighted. on the left hand column?



Click on New Topic in the Left hand column. This will open up a new message window. This is how you create a new message to the group.



Type your message like you would an email and then click the blue send button.

Customized Signature – How to create your own

1. First you must be logged in.
2. Just choose "Subscription"
 1. from the menu on the left of this page when using a computer

2. By tapping More at the bottom, on a Smartphone, then "Subscription" in the Menu.
3. Scroll down past a **Email Delivery** and a number of radio buttons and check boxes and you will see 2 check boxes above an editable area that you can use to build your signature.
4. Check both Use Signature For Web Posting and Use Signature For Email Posting boxes.
5. Then type the signature information you want to use in the text box.
6. We suggest that you start simple and add more over time. Your signature provides moderators and mentors and others with a better basis for comments and suggestions for helpful message for you.

At minimum, enter, on separate lines, your First Name, Your City & State and, if not in the USA, your Country.

If you have a corneal specialist, please enter their name and the city and state (& country) where they practice (1 location only, please)

Possibly later you could fill in your eye's surgical history

7. Scroll to the bottom of the page and click "save".

Now when you create or respond to a post, the signature will automatically appear in the box with an indicator to type your message above it.

Email Delivery Preferences –

1. First you must be logged in.
2. Just choose "Subscription" from the menu on the left of this page when using a computer
3. Go to the section called Email Delivery and select your preference. You have several choices.
 1. Individual Messages - You will receive each message in an individual email.
 2. Full Featured Digest - Group up to 12 messages together as one email instead of being sent individually (rich formatting).
 3. Plain Digest - Group up to 12 messages together as one email instead of being sent individually (plain formatting).
 4. Daily Summary - A daily summary, delivered in the morning, of the group's messages from the previous day.
 5. Special Notices Only - You will only receive special notices from the moderators.
 6. No Email - You will receive no emails.
4. Scroll all the way to the bottom of the page and click the Save button to save your preferences.