

Using the Montford Group Listserv

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Once you are a member of the Montford Group Listserv, these tips will make it easier to use:

HELPFUL HINT: If you are accessing Montford Group on your smart phone, turn your phone to landscape so that you can see the full menu options such as the **+** **New conversation** button and **Reply** options.

The web address of the group is <https://groups.google.com/g/montford>

Navigating the Google Group Menu

The **Menu Button** (☰) is located on the top left side of the screen. Clicking ☰ will show you options you may take including:

- Reading the **Conversations** (postings) within the Group
- Posting/Starting a new conversation topic using the **+** **New conversation** button
- Configuring your **Membership settings**

Posting/Starting a New Conversation Topic

- Emailing montford@googlegroups.com will start a new conversation. Conversations are moderated and have to be approved. As a result, lost/found pet and bear sighting notifications will not be timely. We apologize in advance for the delay you may experience.
- Start a new conversation by clicking the **+** **New conversation** button on the top left of your screen.
- Enter a short but descriptive Subject line. Attach photos and files as you would with any email.
- **DO NOT** start (author) a new topic by replying to a previous conversation topic.

Replying to Conversation Topic

Before replying to the conversation, consider if your reply is appropriate for everyone to receive or should just go to the author of the posting.

- Choose the **Reply to Author** option to answer author's requests for information or to personally acknowledge their post. This will start a direct email conversation within each of your personal emails.
- Choose the **Reply All** option only if your reply contains pertinent and/or interesting information for the rest of the Montford Group. Thanks in advance; this saves a lot of folks from getting overwhelmed.

Managing your Inbox

The default setting for Montford Group will send an individual email to your inbox for every posting made by members of the group. You can adjust this easily by changing your **Membership Settings**:

1. Sign in to Google Groups.
2. Click the name of our group (Montford)
3. On the left, click **My membership settings**.
4. **For Subscription**, choose an option:
 - **Each email**—Messages are sent individually as they're posted to the group.
 - **Digest**—Up to 25 complete messages are combined into single emails and sent daily.
 - **Abridged**—Summaries of up to 150 messages are combined into single emails and sent daily.
 - **No email**—Messages from the group are not sent.
5. Click **Save changes**.

You may review any and all postings at any time by logging into the group (even if you choose **No email**) or by clicking on a message within the summary email. The Conversation History is kept for the Montford Group