

Arizona Woodturners Association's Google-Group FAQs

Welcome to the AWA Google Group. This is an email system for our members and officers, so we can all communicate to our entire email subscriber list using just one email -- sent to this mailing list.

This document contains a lot of information you need to know about our Group. Please take the time to read it and consider printing it to keep for reference.

This new email system is hosted as a free Google Group. It is operated by AWA volunteers.

You can view messages on our Group's web page

(<http://azwoodturners.org/pages/GoogleGroup.shtml>) if you have a Google Account or a Gmail Account (one and the same); but it will require you to sign in using your Google account information -- even if you are already logged in. Most subscribers will prefer to have all Group messages sent and received by email, without the bother of website access and without you needing a Google Account. That is, you can subscribe with an email address other than a Gmail address.

If you visit the Group's web page and it says:

*"You must be a member of this group to view and participate in it.
You cannot view this group's contents because you are not currently a member."*

It means our AWA Treasurer has not subscribed you to the AWA Google Group yet, or you accidentally unsubscribed yourself, or you failed to pay your dues. You will need to send an email asking the Treasurer to subscribe you. Send the email to treasurer@azwoodturners.org.

AWA Google Group FAQs (Frequently asked Questions)

Q1: What is the Group *for*?

A1: Primarily, it is used for (but not limited to) meeting announcements, minutes, official club announcements, tips about woodturning, interesting websites, non-commercial buy and sell posts, and announcement/reminder of our commercial supporters' sponsored events.

Q2: Is this a FORUM?

A2: Yes and No. It is primarily an email group. All correspondence is by simple email. Once you are a subscriber, you send one simple email to woodturning@googlegroups.com, and that email is distributed by Google to every subscriber.

We suggest you put the group's email address into your address book, so it will be easy to retrieve. In your address book, give it the name of "AWA Google Group" and the email address of woodturning@googlegroups.com, and then you can find it as quickly as any other email address you use frequently.

Now, as to it being a FORUM; that capability has been recently added to all Google Groups, and we intend to use this capability as soon as our members become fully familiar with the email capability. We feel that the email capability is the strongest part of Google Groups, and the part our Club needs the most.

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Q3: Can I remove an email post?

A3: No. Just like any other email, once you send it, it cannot be retrieved or deleted. You can send another email, however, to tell subscribers that you have sold the item you listed, or whatever else you need to tell them about your previous email.

Q4: How do I send a message to our Google Group's subscribers?

A4: Just start an email like you would start an email to a friend or family member, only in the "To:" box, put the email address woodturning@googlegroups.com. Compose your email, and send it. That one email will go to every subscriber (~200). *(If you want a copy for yourself, be sure to add your own email address in the "Cc:" box, because you will not get one automatically.)*

Q5: To whom do I send questions about using our Google Group?

A5: It is not considered good form to seek this type of help from all 200 (+/-) subscribers, so don't address your questions to woodturning@googlegroups.com -- because every subscriber will get your question. Instead, send your questions to webmaster@azwoodturners.org. This email will go to our Group volunteers, and they will answer you personally. If your question is one that our volunteers think everyone needs to know the answer to, the volunteers will then send your question and its answer to all subscribers.

When you need to send an email query to the Group Administrator, in all probability, you will have forgotten the email address to use, so we suggest you add it to your address book now. Just use the name AWA Webmaster, and the address webmaster@azwoodturners.org.

Q6: Can I get less emails from this group without unsubscribing?

A6: Absolutely. There are two ways: 1.) If you do not have a Google account, just drop an email note to webmaster@azwoodturners.org and say what setting you want for your subscription. 2.) If you do have a Google account, just go to <http://groups.google.com/group/woodturning?hl=en>, and log in using your google account information. Then, from the right hand "My Settings" menu, select "Membership and Email settings." Here, you can select from four options:

- Don't send email updates. You'll get no email -- you can still read this group on the web, if you happen to remember to look.
- Send daily summaries. You'll get abridged email summaries once per day at the most.
- Send combined updates. You'll get up to 25 full new messages bundled into a single email (we **do not** expect anywhere near 25 emails per day; an average of one or two or less seems far more likely).

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- Send me an email for every message. (You'll see the "for sale" items immediately, so you have a better chance of obtaining them.)

Q7: If I go on vacation and haven't yet learned how to change my delivery mode to No E-mails, whom do I contact?

A7: Send an email to webmaster@azwoodturners.org. We'll change your delivery mode for you.

Q8: How do I unsubscribe?

A8: At the bottom of every email sent by a group subscriber there are instructions for unsubscribing. They are:

"To unsubscribe from this group, send email to woodturning+unsubscribe@googlegroups.com." Your email needs no subject nor text; just the address is sufficient. This will automatically unsubscribe you. Your Group's Administrators won't even see it. It just happens. You don't need to add this address to your address book, because *it is at the bottom of every email message to subscribers*. Before you unsubscribe, consider just downgrading to "No Email," which means you remain a subscriber, and you won't get messages from other subscribers; but you can still post an email any time you need to.

Q9: How do I view old messages again?

A9: There are two good ways. The first, for subscribers who don't have a Google account, is to create a folder in your email program and drop all the AWA Group emails into it after you have read them, so you can see them any time you want. The second way, for Google accountholders, is to go to the website, <http://groups.google.com/group/woodturning?hl=en>, and log in. Then, you can browse through all the old emails. You can even search the old emails from the same page.

Q10: How do I invite another AWA member to join our Group?

A10: They should be automatically subscribed, but if they have unsubscribed, or we happened to miss them, have them send an email to treasurer@azwoodturners.org asking for an invitation to join the group. After verifying that they are an AWA member, a volunteer will subscribe them to the group and provide them with instructions. This group is open *only* to AWA members.

Q11: How do I invite a non-member to join our Group?

A11: Non-members may not join. But you can invite them to join AWA, so that they have member access to our Group.

Q12: What form should I follow in posting messages?

A12: This answer is in two parts.

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- (1) Be sure to put a summary of your message in the subject line. That way, whoever is not interested in that subject can immediately delete it and not waste their time.
- (2) Be sure to **sign your email with your full name**, not just your first name and/or email address. Physical address is optional. Readers are entitled to know who is "talking" to them.

Q13: What if I just want to reply privately to the sender of an email on the Group?

A13: Just click on the reply feature (*not the reply all*) of your email program. Your response will go only to the sender of the email and not to the entire Group.

Q14: What are the rules and guidelines for this group?

A14: They are just common-sense things. But everyone should know them. They include things you should not post. You can download them at <http://www.azwoodturners.org/pages/AWAGoogleGroupRules.pdf>.

Q15: Is the list moderated? (meaning censored)

A15: At this time, the list is fully moderated. We do this primarily to prevent spam, but also to prevent improper postings, so that the Group is used only for its intended purpose.

Q16: Who operates the Group?

A16: The Group is provided by AWA volunteers for the benefit of all AWA members who have email capability and who wish to participate.

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