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#### Welcome

Derby People's Assembly will support every genuine movement and action taken against any and all of the cuts.

We want to bring all those fighting the cuts together into a broad democratic alliance in Derby.

This discussion group is open to all those who are interested, but not to the general public. Members are asked, wherever possible, to try be positive, when making postings. The discussions are not moderated except by ourselves.

#### Introduction to the email discussion list

After you have been added to the mailing list, with an email discussion list members of the list can send a message to all of the group using just one email address:

## derbypeoplesassembly@googlegroups.com

and all the members of the list will receive it.

As with ordinary emails make a point of adding a Subject Heading.

# Replying

When you receive an email from the mailing list, if you would like to reply to the author privately, in your email program click Reply.

If you would like the author and all list members receive your reply, in your email program click Reply to All.

DPA\_ mailing\_list\_guide\_draft\_v3

All replies will be stored under the existing Subject Heading.

## Starting a new subject

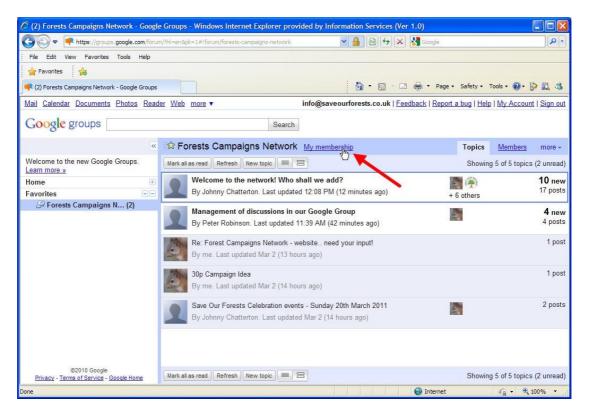
To send a post to this group on a NEW TOPIC, send a new email to derbypeoplesassembly@googlegroups.com.

Do not reply to an old email and change the subject heading because you will break the thread. This may not seem to be important at the time, but the *Subject Heading* is used to store the emails, and it can be very irritating if you muck around with the label. This is the equivalent of interrupting a conversation. Or, if you like, changing the label on a wallet in the filing cabinet but keeping the old contents there.

## Your Mail settings and controlling email volume

When you are invited to join the mailing list you will have options to control the amount and volume of e- mails to receive. If you want to participate fully it is suggested you choose to receive an email every time a message is sent to the discussion list.

To alter your mailing list settings, such as the frequency of emails you receive, click on the My Membership link



Choose the email settings you are most comfortable with:



#### In moderation

Our group is to do with the Derby People's Assembly matters. Could people respect this, as the group is read by a lot of people and many of you receive a great many emails. Furthermore people are asked to, wherever possible, try to be positive, when making postings.

It is possible, if things become too bad, to moderate this and any Google Discussion Group. This is not being done in this case. It may be that some users will be moderated, and you are a bit nervous about using the technology we can set this up for you.

## Be careful with the subject headings

If you reply by email and change the subject heading it will take the existing topic heading and change it for all. The problem with that is that when looking at the discussions you won't be able to see those under the old heading. So if you want to start a new topic don't reply but just write a new email addressed to <a href="mailto:derbypeoplesassembly@googlegroups.com">derbypeoplesassembly@googlegroups.com</a>

# **Pithy posts**

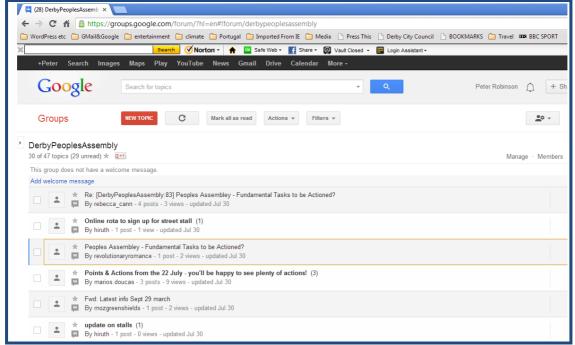
Short posts are great. Items which say things like 'I agree with you', only in order to keep the traffic down. The best thing to do is send an email directly to the originator.

#### The web view

The Google discussion group stores all posts and you can look at the history, and indeed mange posts, by going into the web-view. Visit

https://groups.google.com/d/forum/derbypeoplesassembly

You should see something like this:



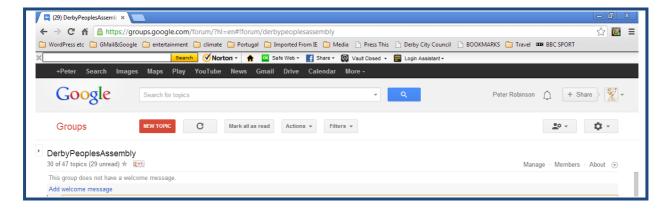
Whether people use the traditional email mailing list, or the web front, all members will receive and can take part in the discussion, and will receive the updates via their preferred medium.

Note If you have not gone in through a Gmail account you may need to set one up. Have a look at Logging into Google Groups website, which is next but one section.

## Searching for things already said.

To do searches on previous posting visit the web view https://groups.google.com/d/forum/derbypeoplesassembly

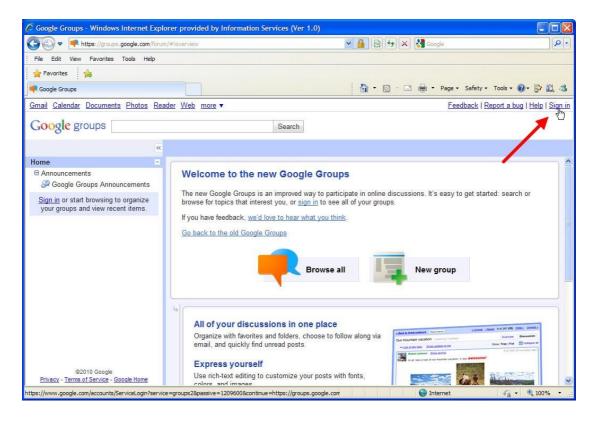
At the top you will see the search bar and you can put in fairly sophisticated searches if you know the parameters.



## **Logging into Google Groups website**

The Google Groups web address for the discussion list is: <a href="https://groups.google.com/d/forum/derbypeoplesassembly">https://groups.google.com/d/forum/derbypeoplesassembly</a>

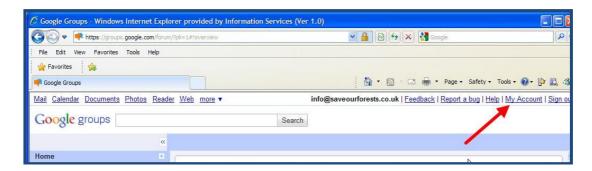
Click on the Sign In button:



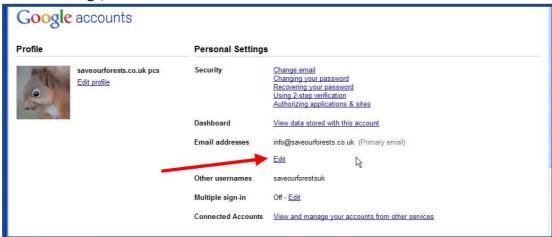
Sign in with your Google Account. So the next step shows you how to create the Google account But if you don't want to do this go to next section called using a different email address.

# Adding an alternate email address to an existing Google account

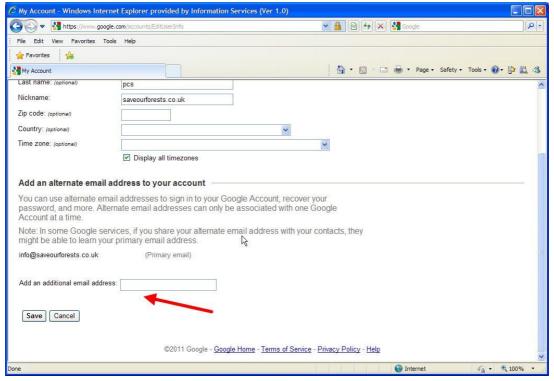
Once logged in to your Google Account, click on My Account:



In account settings, click Edit:

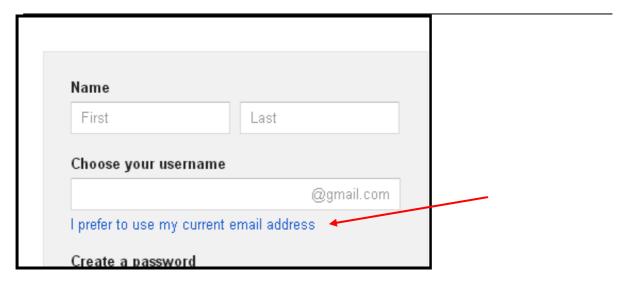


Add an alternative email address, using the one you had signed up to the mailing list with:



# Creating a Google account without a gmail.com email address

Google Accounts normally have an @gmail.com email address. If you want to access the mailing list with a different email address, for example <a href="me@someother.com">me@someother.com</a>, then you will need to tell Google this. This can be done by going to <a href="https://accounts.google.com/SignUp">https://accounts.google.com/SignUp</a> and then selecting "I prefer to use my current email address". Completing this will then create a Google account without having a gmail address.



## **Further Help**

The discussion group is being managed by Peter Robinson. If you have any questions do not hesitate to contact him on 07876595993 or email <a href="mailto:peterfrobinson@ntlworld.com">peterfrobinson@ntlworld.com</a>.

But if they if you feel your questions are of interest to others don't hesitate to use the group.

## The Derby People's Assembly web-site

The Derby People's Assembly web-site is another place to access common information. Do go and have a look.

#### Social media

Finally can we remind people that the Derby People's Assembly face book is another place to have share information and have discussions.