# ADVANCING WOMEN'S EMPOWERMENT VIRTUAL LEARNING SERIES

ASK THE EXPERT
GOOGLE GROUPS GUIDE

We will be using the Google Groups platform for the discussion (screenshot below). You **do not** need a Google email to use the platform, but it is easier to use with a Gmail account. If you would like to use a Gmail account but prefer not to an existing personal email address, you may want to set up a new one specifically for this activity. As can be seen from the screenshot, when logging on to the webpage, it
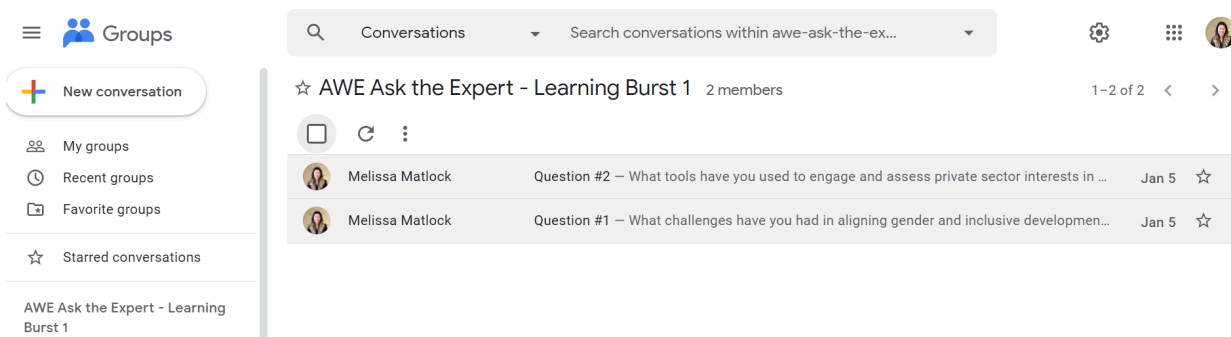

looks very similar to an email inbox.

Joining the group

If you participated in the AWE Virtual Learning Series kickoff webinar, you will automatically be added to the group. If you do not see the invitation, be sure to check your spam folder. If you would like to change the email address you are using for the Google Group, please fill out this form.

If you did not participate in the webinar and would like to join the forum, please sign-up here to be added to the group.

Setting Profile and Subscription Preferences

To manage your profile settings and your subscription preferences, click on 'My membership settings' in the lefthand column.
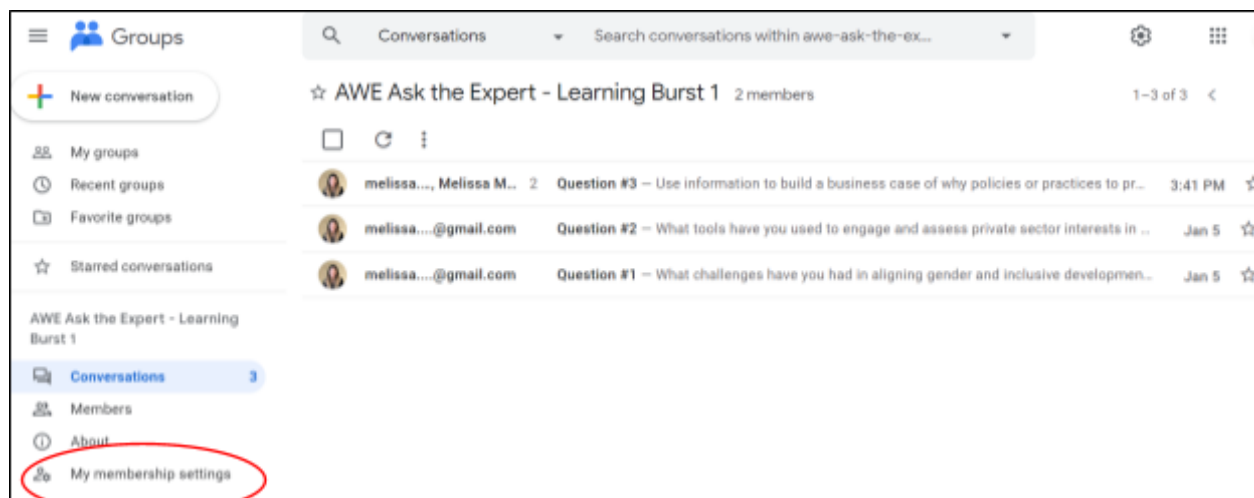
This will bring up a new page where you can enter your profile display name and subscription preferences.

- Display name: This is the name that will be displayed in the conversation threads and posts. Please share your **name** and **organization**.
- Link to my Google Account: If you have a Google account this will link to your 'About Me' page for additional information.
- Email used for membership: This is the email you are using for conversations and can't be changed once you've joined the group. The email you join with is the one that will be used. **Please note**: if you would like to change the email address you use for the AWE Virtual Learning Series Google Group, please use the sign-up link above and select the option "update current Google Group email." This will delete the existing member profile and start a new one under the new email address.
- Subscription: This gives you different options for subscriptions/notifications. Hover over each option for an explanation.

Once you've updated your information, be sure to click the 'Save changes' button.

General Posting Guidance

We _encourage participants to engage in the existing conversation threads_ and ask that you please review conversations before starting a new conversation thread to avoid duplication and repetitiveness.

We also _encourage participants to 'Reply All' in conversations_ so that everyone can learn and benefit. Please remember when expressing your thoughts or opinions that this is a public forum.

If you have a question that hasn't been discussed or have a specific question for the experts, then please use the 'New conversation' option.

When starting a new conversation thread, please indicate in the subject line to whom the question is directed and a brief indication of the question topic to make it easy for everyone to follow along. For example:
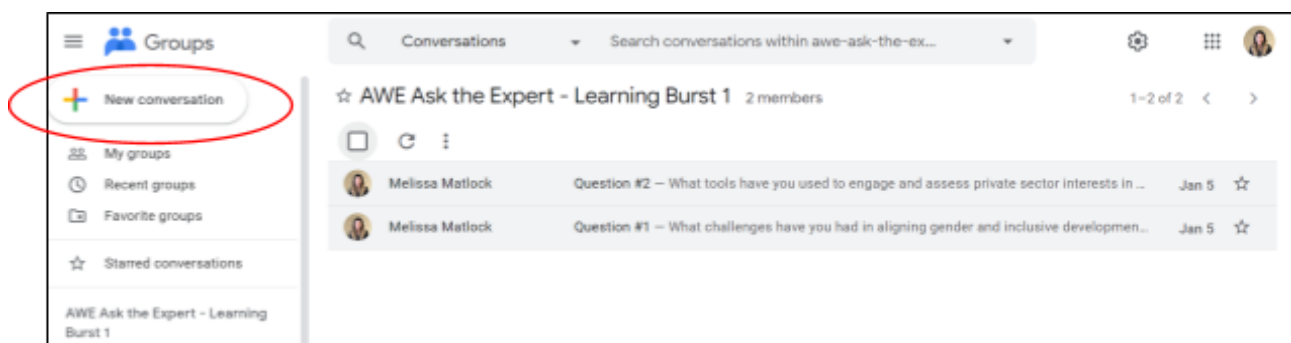
> *Question to Susan Bonney – Access to Finance*
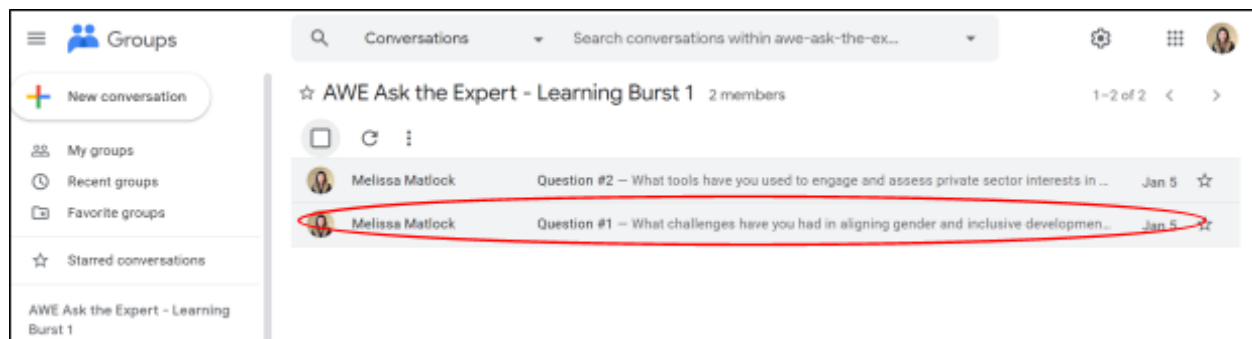> *Question to Panel – Building Relationships with Financial Institutions*
> *Question to Gary Linden – Building Relationships with Women Small Businesses*

Posting from Google Group Webpage

To create a new conversation thread, click on the 'New conversation' button at the top left.


To respond to a post or conversation, click on the thread you'd like to engage with.


It will bring up the post, and you will have the option to 'Reply All', 'Reply to Author', or 'Forward'.
- **'Reply All'** will reply to everyone in the group and be shared as a public message,
- '**Reply to Author'** will be a private message to the author of the post and will not show up in the conversation thread for everyone to see.
- '**Forward'** option is an email forward option if you want to share something outside of the group.
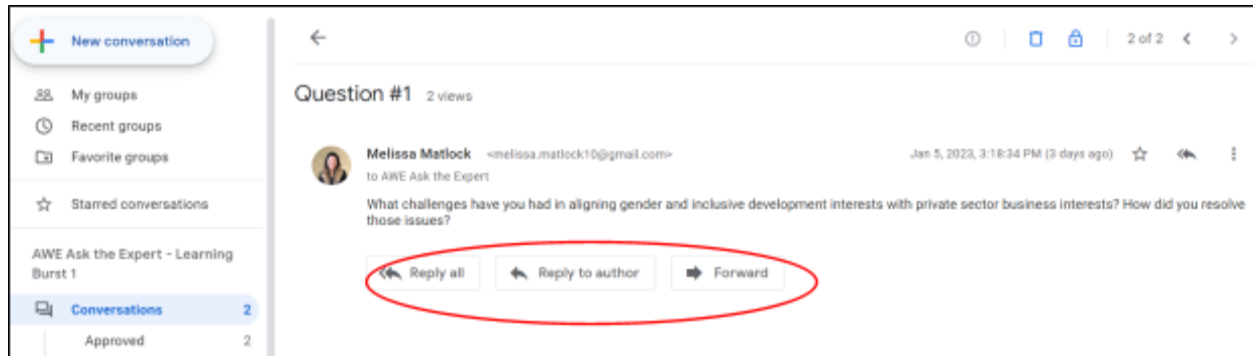
When you enter the webpage version, any conversation threads that have new posts you haven't read through will be in **bold**. If there are conversations you want to start to keep track of or as a reminder to respond to, you can click the **star** button on the righthand side. You can't filter conversations like an email inbox, rather the conversation thread with the most recent post will appear at the top.
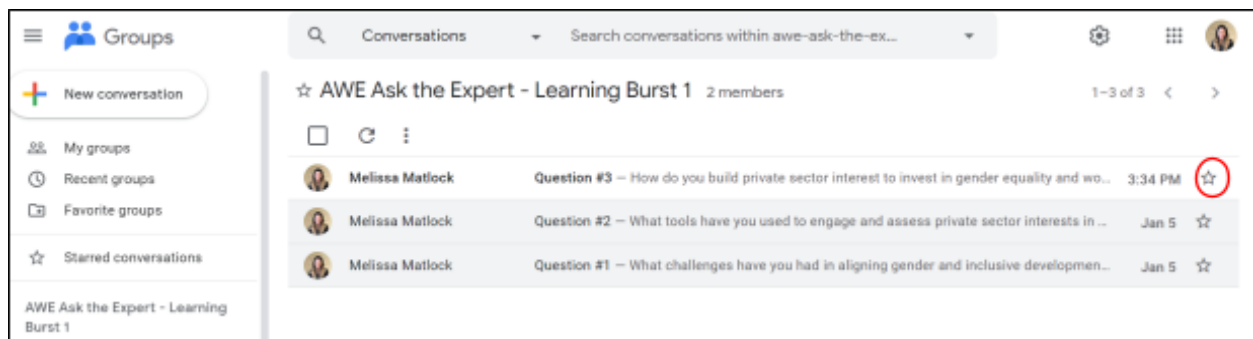
Whenever you select 'Reply all' as a response to a conversation thread, it will always appear at the bottom of the thread as the most recent post.
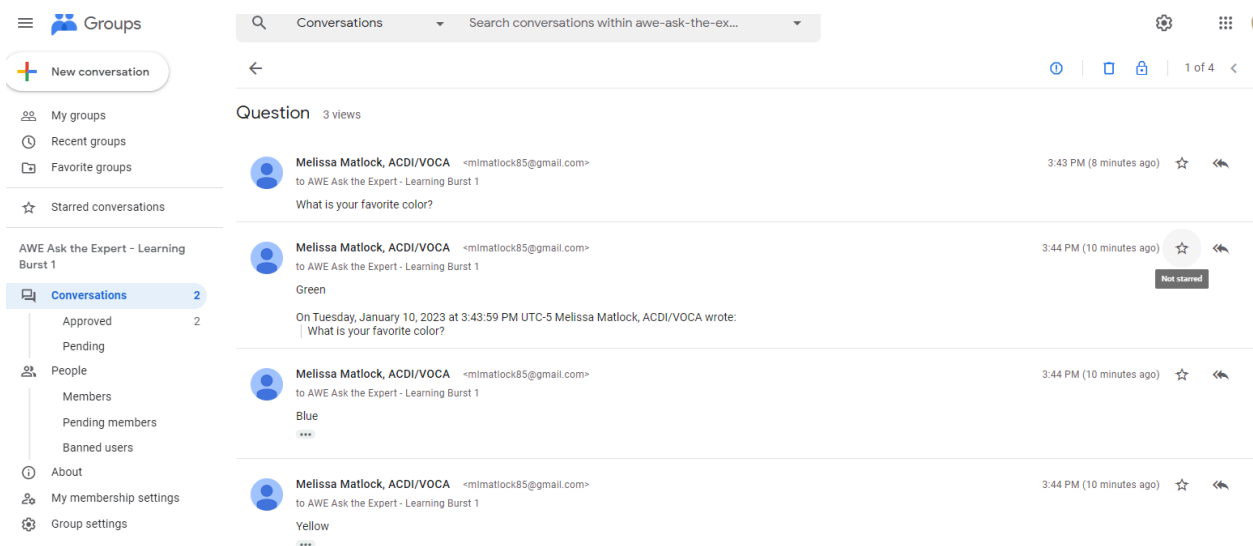
If you 'Reply all' to an earlier comment in the conversation, the new post will still appear at the bottom of the thread. However, if you click on the three dots, it will show the full conversation thread and you can see the specific post that the comment is responding to. As you can see below, the answer 'Purple' is a direct response to 'Green', not the last comment posted.

Posting from email

Depending on your subscription preferences, you can also respond to a post directly from your email. If you click 'Reply' it will go directly to the author of the email. If you select 'Reply All' the response will go to the group and be included in the conversation thread.
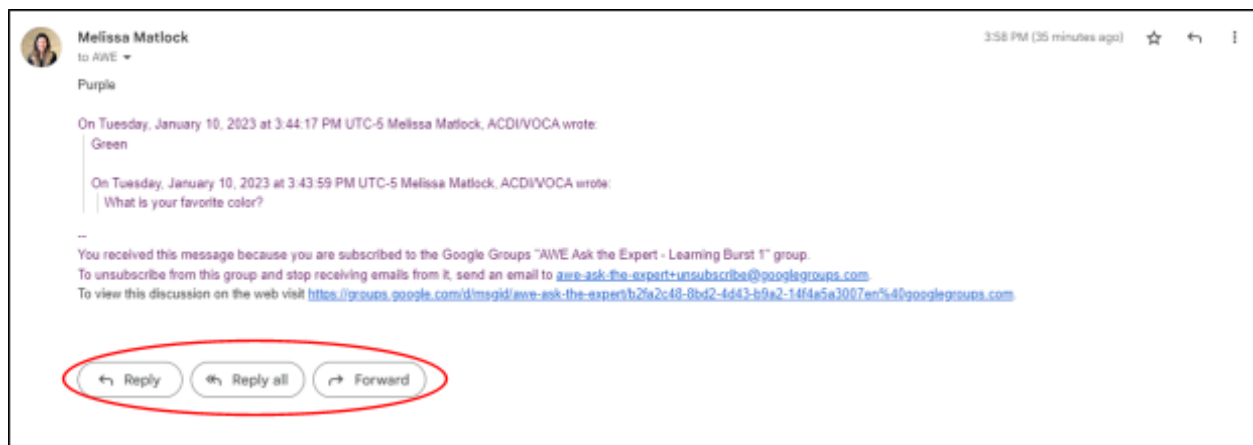
To Unsubscribe from the Group

To unsubscribe from the group, please contact Jamie Holbrook (JHolbrook@encompassworld.com).

Point of Contact for Google Group Help

Jamie Holbrook, Communications Specialist at EnCompass will be the main point of contact for Google Group questions and issues. Please contact her at JHolbrook@encompassworld.com.