



## **Welcome to the Congregation Beth Shalom Montana Bulletin Board**

**This group is composed of members and non-members of Bozeman's Congregation Beth Shalom. Its purpose is to facilitate the sharing of resources, Jewish events and activities in Bozeman and beyond.**

**Comments and questions that you post directly to the Bulletin Board will be distributed to all members of the group. A post to this group does neither represent the congregation's nor the rabbi's official positions. We ask you to abstain from any kind of advertising. Members of the group who share advertisements will be excluded from the group.**

**QUESTIONS AND COMMENTS about the Bulletin Board can be sent to Rabbi Sonja Pilz at [rabbisonja@bethshalombozeman.org](mailto:rabbisonja@bethshalombozeman.org).**

**We're hoping that this Bulletin Board will serve our community. We value both your posts and your feedback.**

### **How to join the Beth Shalom Bulletin Board:**

- 1) Sign into your Google account (<http://accounts.google.com>)
    - If you are already a member of the Bulletin Board, make sure you sign into your Google account with the same email address that you used to sign up for the Bulletin Board
  - 2) Go to [Google Groups](#) (if you are already a member of the Bulletin Board, you will see it on this page)
    - If you are not a member:
      - a) Locate the search bar at the top of the page
      - b) Click the down arrow to the right of "my groups"
      - c) Select "All groups and messages"
      - d) Type "Beth Shalom Montana" into the search bar
      - e) Under "Groups," click on "Beth Shalom Montana Bulletin Board"
      - f) Click the "Ask to join group" button
      - g) Fill out the form
- (1) NOTE: here is where you can select your email subscription settings under the "subscription" dropdown menu. You can choose to receive every

new message, daily summaries, combined updates, or no email updates. If you choose not to receive email updates, you will still be a member of the Bulletin Board, but will have to check it manually to see posts rather than having them automatically sent to your email. You can change these subscriptions at any time (see instructions above)

- h) Click “Ask to join”
- i) Your request will be sent to the admin for approval and you will receive an email once approved

**How to join specialty groups** (Torah Study, Book Club, Film Festival – or create a new one!)

- ❖ Repeat steps 1 and 2 in the previous instructions, but search for “Bozeman Jewish Film Festival,” “Congregation Beth Shalom Torah Study Group,” or “Beth Shalom Book Group”

**How to post on the Beth Shalom Bulletin Board**

1. Sign into your Google account (<http://accounts.google.com>)
  - Make sure you sign into your Google account with the same email address that you used to sign up for the Bulletin Board
2. Go to <http://groups.google.com>
3. Click on “Beth Shalom Bulletin Board”
4. Click on the “New conversation” button in the top left corner of the page
5. Compose your message in the window that appears at the bottom right corner of your screen
6. Click “post message”
7. Your message will be posted on the Bulletin Board and emailed to those who have opted in to receive email updates

**How to reply to a post:**

1. Click on the title of the post
2. At the bottom of the post, click “reply to author”
  - Note: there is a “reply all” option as well; we ask that you use this only as necessary, and reply only to the author if your reply does not pertain to the whole group

Please feel free to reach out if you have any questions!

Click [here](#) watch a video tutorial on all of these steps.

**How to leave the Beth Shalom Bulletin Board:**

*We’d be sad to see you go! Please note that you can change your email subscription settings to receive fewer or zero email updates from the Bulletin Board without leaving – see instructions below.*

- 1) Sign into your Google account (<http://accounts.google.com>)
  - Make sure you sign into your Google account with the same email address that you used to sign up for the Bulletin Board
- 2) Go to <http://groups.google.com>
- 3) Click on "Beth Shalom Montana Bulletin Board"
- 4) On the left sidebar, click "My membership settings"
- 5) Click the "leave group" button near the top of the page, to the right of "Beth Shalom Montana Bulletin Board"

**How to change your email subscription settings for the Beth Shalom Bulletin Board:**

- 1) Sign into your Google account (<http://accounts.google.com>)
  - Make sure you sign into your Google account with the same email address that you used to sign up for the Bulletin Board
- 2) Go to <http://groups.google.com>
- 3) Click on "Beth Shalom Montana Bulletin Board"
- 4) On the left sidebar, click "My membership settings"
- 5) Under "subscription," you can select "each email," "digest," "abridged," or "no email" from the dropdown menu