



## *Texas Trauma Coordinators Forum*

### **Listserver Migration to Google Groups**

TTCF has begun operating its listserver on the Google Groups platform and is transitioning from the Yahoo platform. Please refer to the quick reference guide below to assist with operating on the new listserver. Additional information can be found by searching "Google Groups" on the internet.

#### **Subscribe to a Group**

1. Go directly to the group's webpage or access it through the Groups Directory, search using the acronym TTCF or the words "TexasTraumaCoordinatorsForum" without spaces.
  2. Select "Subscribe to this group" and enter the email address to subscribe. A subscribe confirmation will be sent to the email address you entered.
- After email confirmation and approval from one of the group owners, you will be able to access the listserver.

#### **Manage Your E-mail Delivery Options**

Google Groups allows you to receive messages sent to your groups in many different ways. You can choose to receive each message sent to the group separately, or a summary of the messages sent to your groups once a day. You can change your e-mail delivery preferences by doing the following:

1. From your Google Groups homepage, click on the **My groups** button.
2. Click on the **Edit memberships** button.
3. In the drop-down menu for a group, select from one the following e-mail delivery options:  
No E-mail: You will not receive messages sent to the group in your inbox. You can visit the group's webpage to read messages.  
Abridged E-mail: Once a day, you will receive a summary of new messages.  
Digest E-mail: Once a day, you will receive full messages bundled into a single message.  
E-mail: You will receive each message sent to the group separately.

#### **Create a New Topic**

1. From the group's webpage, click on the **New Topic**.
2. Type in the post's Subject.
3. Select the type of post:

**Start a Discussion**: General posts where members of the group can read and response.

**Ask a Question**: Q&A posts where questions can be assigned to other members to answer.

**Make an Announcement**: Posts containing an announcement.

3. Click on the **Attach a file** link if you wish to add an attachment.
4. Type in the content of your topic. Add formatting as needed using the tools in the formatting toolbar.
5. Click on the **Post** button to post the topic. The topic appears in the topic list for the group.

#### **Leave a Group**

You can unsubscribe from a group through the manage membership page.

1. From your Google Groups homepage, click on the **My groups** button.
2. Click on the **Edit memberships** button.
3. To the right of the group you wish to leave, click on the **Manage membership** link.
4. From the pop-up window, click on the **Leave group** button.