Directions for using Google Groups

1. If you haven’t received an invitation to join the Faculty Senate Google Group AND your subcommittee Google Group, send an email to the Faculty Senate Administrative Assistant via facsen@nd.edu.
2. You will receive an invitation from both the ‘Faculty Senate Google Group’ AND your ‘Sub-committee Google Groups’. Please accept each invitation.
3. To accept the Google Group invitations, scroll down the email message and click the ‘Accept Invitation’ button.
4. To access your respective Google Group
   a. Go to Faculty Senate Website (facultysenate.nd.edu)
   b. In the left hand menu, open the ‘Members Only’ link
   c. Click on the Google Group that you wish to access
      i. You will only have access to your specific sub-committee group and the faculty senate group
      ii. You will see the Name of the Group (e.g. Faculty Senate). And the message telling you to sign in if you haven’t already. (See screen shot below)
      iii. Open the “Sign in to view this group” link.
      iv. Sign in to your Google Account.
         1. Note if someone else has opened a Google Account on your computer, it may default to that account. If so, do the following:
            a. Click “Add account”
b. Make sure that your ND email is in the logon window

c. Click “Next”

d. Double Check that your Name and netid are showing up in the window. If yes, insert your password and Login

e. If not, click “Login with a different NetID”

f. Then enter your NetID and password.

d. Alternatively you can access the various groups by their web address

i. Faculty Senate (https://groups.google.com/a/nd.edu/forum/#!forum/faculty-senate-group)

ii. Executive Committee
   (https://groups.google.com/a/nd.edu/forum/#!forum/executive-committee-fs-list)

iii. Student Affairs (https://groups.google.com/a/nd.edu/forum/#!forum/faculty-senate-student-affairs-committee-list)

iv. Benefits (https://groups.google.com/a/nd.edu/forum/#!forum/fs-benefits-committee-list)

v. Academic Affairs (https://groups.google.com/a/nd.edu/forum/#!forum/faculty-senate-academic-affairs-committee-list)
vi. Administrative Affairs
(https://groups.google.com/a/nd.edu/forum/#!forum/faculty-senate-administrative-affairs-committee-list)

5. Open the “My groups” link in the left-hand menu. Or Click the “My groups” button

   a. If no groups show up, click the “Switch organization view to: nd.edu” link.

   b. If you still do not see the groups, email facsen.nd.edu

6. Open the Group you wish to enter (e.g. Faculty Senate).

   a. You should be able to see all messages that have been sent through Google Groups.
7. If you would like to post a message to the group, click the red “New Topic” button.

a. Fill in the Subject Line
b. Type your message
c. Attach a file or Add a Cc if you wish.
d. Click the red “Post” box at the top
8. If you would like to reply to a post, first open the post.
   
a. Click the red “Post Reply” button at the top
   
b. At the bottom of the screen there will be a box to post your response
   
c. Click the green “Post” button.