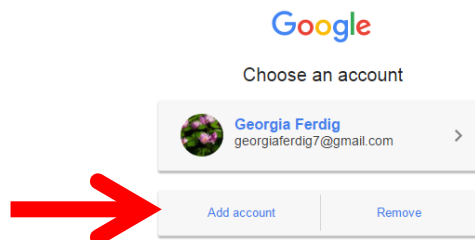


## Directions for using Google Groups

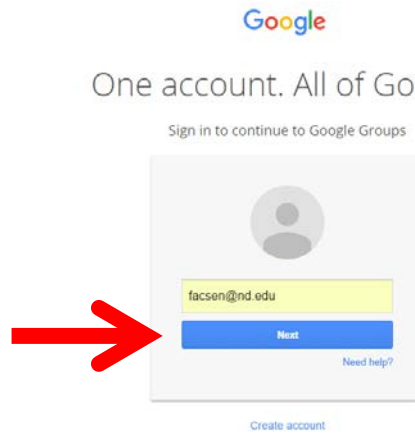
1. If you haven't received an invitation to join the Faculty Senate Google Group AND your subcommittee Google Group, send an email to the Faculty Senate Administrative Assistant via [facsen@nd.edu](mailto:facsen@nd.edu).
2. You will receive an invitation from both the 'Faculty Senate Google Group' AND your 'Subcommittee 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](http://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)



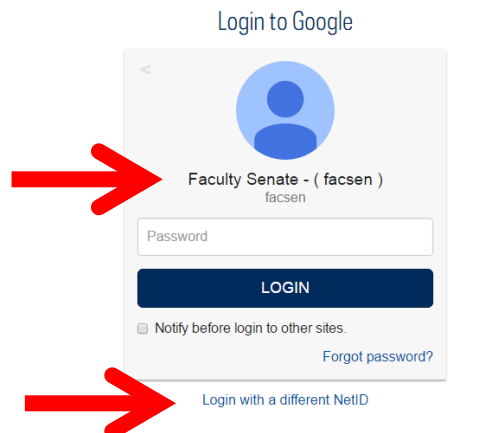
- iii. Open the "Sign in to view this group" link.
- iv. Sign in to your Google Account.
  1. Note if someone else has opened a Google Account on your computer, it may default to that account. If so, do the following:
    - a. Click "Add account"



- 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.

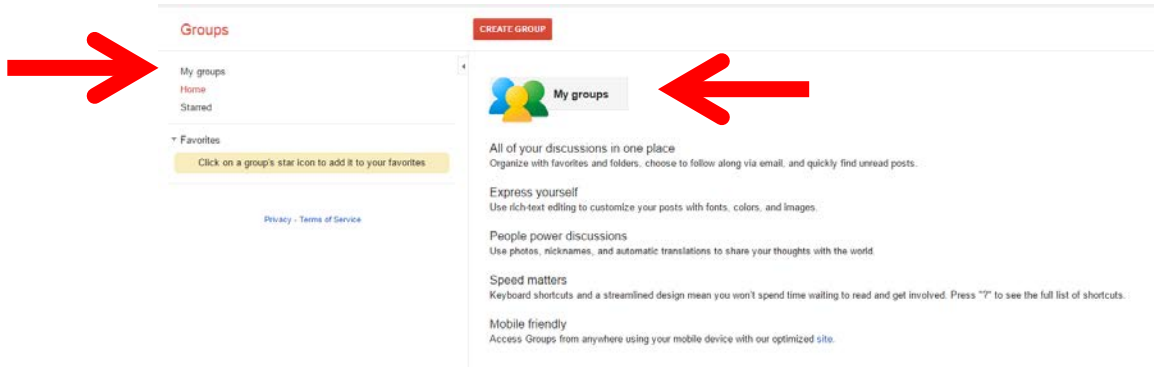


- d. Alternatively you can access the various groups by their web address
  - i. Faculty Senate (<https://groups.google.com/a/nd.edu/forum/#!forum/faculty-senate-group>)
  - ii. Executive Committee (<https://groups.google.com/a/nd.edu/forum/#!forum/executive-committee-fs-list>)
  - iii. Student Affairs (<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>)

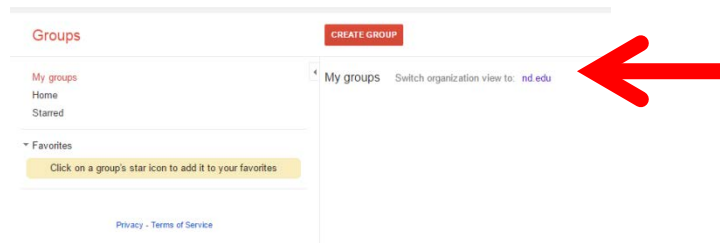
vi. Administrative Affairs

(<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

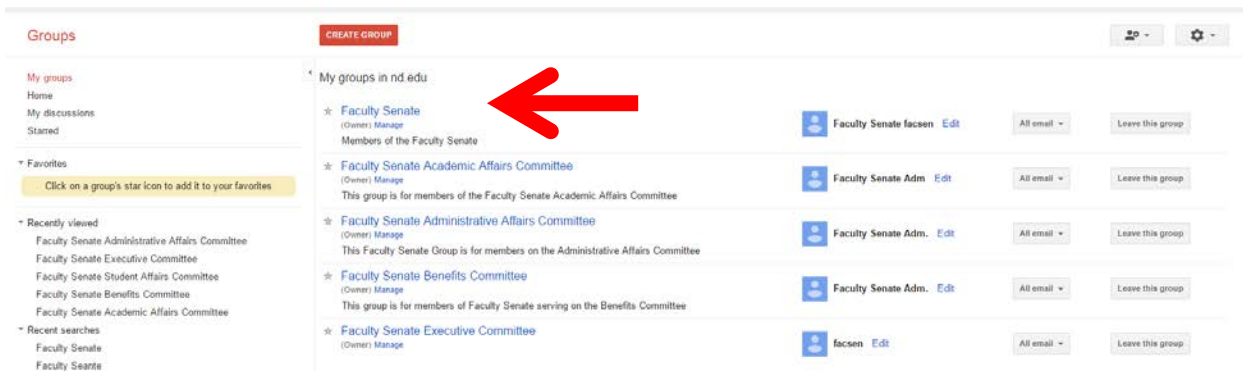


a. If no groups show up, click the “Switch organization view to: nd.edu” link.



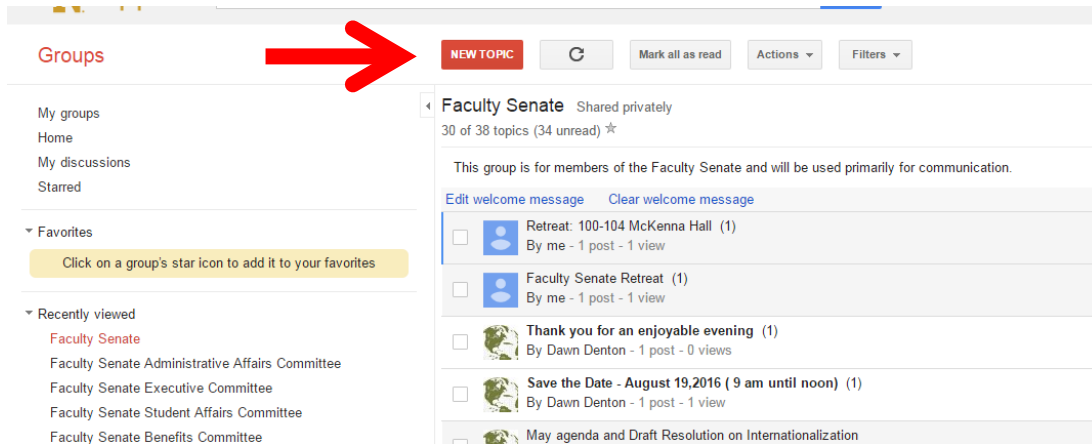
b. If you still do not see the groups, email [facsen.nd.edu](mailto:facsen.nd.edu)

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

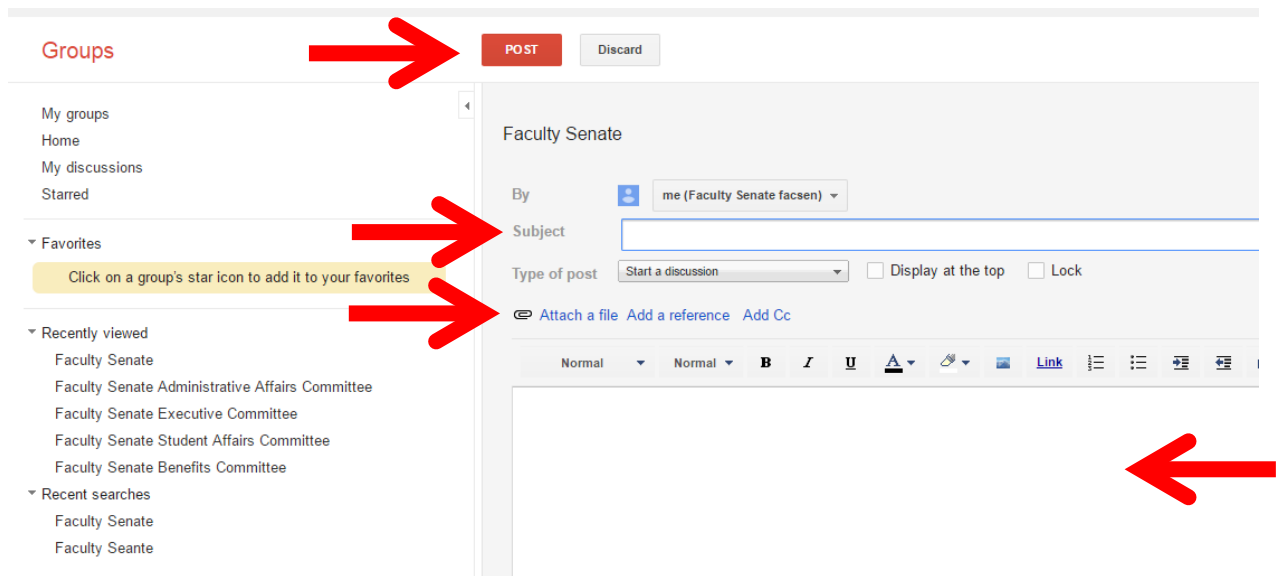


a. You should be able to see all messages that have been sent through Google Groups.

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.

The screenshot shows a web browser window displaying a Google Groups forum page. The browser's address bar shows the URL: <https://groups.google.com/a/nd.edu/forum/#!topic/faculty-senate-group/DF8FJQ5mmpg>. The page title is "Faculty Senate" and the topic is "Retreat: 100-104 McKenna Hall".

At the top of the forum post, there is a red button labeled "POST REPLY". A red arrow points to this button.

The main content of the post is a message from "me (Faculty Senate facsen change)" with the following text:

Hello Senators,  
REMINDER: Faculty Senate Retreat this Friday (August 19th) 9-1 pm.  
The retreat will be held in Rm 100-104 McKenna Hall. The topic this year will be UNIVERSITY BUDGETING (see agenda below).  
Please stop by even if you didn't RSVP!  
RETREAT AGENDA  
August 19<sup>th</sup>, 9:00-1:00  
100-104 McKenna Hall  
9:00 – 9:15 Introduction by Chair, Jeanne Romero-Severson  
Executive Committee  
Administrative Assistant  
Role of Senate  
Roles of Senators  
Senate Changes  
10:00 – 10:15 Break  
10:15 – 11:00 Chris Maziar, Vice President and Senior Associate Provost for Budget and Planning  
11:00 – 11:15 Break  
11:15 – 11:45 Subcommittee Breakout Meetings  
Elect Subcommittee Chairs  
Discuss subcommittee agenda for academic year  
11:45 – 12:00 Subcommittee Reports & Discussion  
12:00 – 1:00 Lunch

At the bottom of the post, there is a text input field for a reply. A red arrow points to this field. Below the input field is a green button labeled "Post" and a grey button labeled "Discard". A second red arrow points to the "Post" button.