

How to use our Google Group

<http://groups.google.sg/group/the-celebration-chorus>

Introduction

Hello everyone! We're distributing this handy How-To because we recognize that not everyone is fluent in computerese. With this How-To, we hope that everyone can easily use Google Groups to socialize and have fellowship with one another, as well as participate in polite, civilised discussions as an Online Choir!

First, some Whys and Wherefores...

Why Google Groups?

It's biiiiig, it's well-used, and it was relatively easy for the BOD to set up for everyone else to use.

Besides, since it's powered by Google, searches within the group will be very easy. Looking a year or two down the road, we anticipate that there'll be too many discussion topics to browse within a normal human's time frame.

Who's In the Group?

Why, everyone is, by default! Of course, if you don't want to be a part of the Group for whatever reason, it's easy to opt out. See the sections that follow for relevant information.

Who Can See and Do Stuff in the Group?

Only Celebration Chorus members can see, read and participate. Membership into the Group is by invitation only, and only your Board of Directors can invite new members.

What Can We Do in the Group?

There are:

- Discussions - Start a new discussion or participate in an ongoing discussion! Topics are not moderated, so we respectfully ask that everyone be on their best online Christian behaviour. Topics are not regulated, so you can talk about anything you want to, whether it be how difficult your voice line is, or what Tom's latest Hawaiian shirt pattern is.
- Create Pages - Actually, we're still not sure why this feature is here! One free CD to the first one to come up with a meaningful answer!
- View Files - Every now and then, Tom or the BOD may post files for everyone to take a look at. It can be meaningful articles, fun pictures, schedules... usually anything that is meant for Christian choristers.
- Contact members - If your new friends in the chorus are comfortable with listing basic contact information like phone numbers, web pages, or e-mail addresses, you can just look them up! Use the Group as your personal Contact Directory!

What Does the Group Look Like?

Right now, a bit like:



The screenshot shows the Google Groups interface for 'The Celebration Chorus'. At the top, there's a navigation bar with 'Google Groups' on the left and user links like 'javanutster@gmail.com | My Groups | Favourites | Profile | Help | My Account | Sign out' on the right. Below this is a search bar and a group name 'The Celebration Chorus'. The main content area is divided into sections: 'Discussions' (2 of 5 messages), 'Members' (6 members), 'Pages' (1 page), and 'Files' (All 5 files). Each section has a 'view all' link and a '+ new post', '+ invite members', '+ add page!', or '+ upload file' button. The 'Members' section lists members: tomA, Tom Anderson, Nancy Yap, Grace Young, and Allan Harkness. The 'Files' section lists 'Tenebrae Poster 13Feb.pdf' and 'Presentation Program Booklet Advertisement Sales.pdf'. On the right side, there's a sidebar with 'Home', 'Discussions', 'Members', 'Pages', 'Files', and 'Group info' (Members: 6, Activity: Low activity, Group categories: Recreation, Region: Asia > Singapore).

How Do I Create or Edit My Profile?

Members of the Chorus are always invited, so you have a default, but empty profile available. You just have to edit it!

1. Firstly, accept the invitation that you should have received through your e-mail address that you gave us at registration. If you haven't received one, e-mail Colin for one. Accept the invitation by clicking the link provided in the invitation e-mail. Colin will accept your reply, and you will be a member. You may be asked to create a google or gmail account to log-in. We apologise, but sometimes this is necessary. Not everyone will have to.
2. In the Members section, click "view all" if you don't see yourself there.
3. Scroll down to look for yourself, and click your nickname or e-mail address. Tip: It says '(you)'.



4. Click the "edit" option.



- In the screen that follows, fill in as much detail as you feel comfortable with. You can add an e-mail address or phone number in the "About me" section (not shown). The e-mail address you entered earlier is for the Group owner (me) to identify unique members. Normal members like your friends in the chorus are **not** able to see this e-mail address unless you add it into the **About Me** section.

My Picture: [Select](#) a picture to use as your Groups Photo.



Name:
Location:
Title:
Industrv: Not specified

- When you're all done, click the "Save" button to save your profile, or "Cancel" to avoid completing your profile (tsk tsk).

Note: This is your public profile. You can edit o [Privacy Policy](#).

Remember that some people choose nicknames that can be a bit obtuse. A photo will help greatly! Don't worry, Google Groups allows you to choose a large photo that you can frame your face in.

How Do I Add a Photo?

Important **TIP:** Please choose a photo that actually shows your face! You're not that famous that everyone knows who you are! :-)

- Go to your profile, click "edit"
- Click "Change" to add your photo
- In the Upload a picture dialog box, click browse, and find my pictures, and then the picture that you want to use.
- Click Upload Picture.
- If the picture is too large, you'll get a chance to crop the photo before it's posted.
Drag the box until it frames your head well. Note that the box keeps its basic shape, you can't make it wider or taller without changing the overall size.
- If the pic is too small, choose another photo, or if you'd like, you can send the photo to me, and I'll do something with it.

How Do I Start a Discussion?

 **Discussions** 2 of 5 messages [view all »](#)

[Discussion on a-link-to-our-website-and-some-thoughts](#)
 By tomA - 2 Mar - 2 authors - 1 reply
[Hello BOD world!](#)
 By tomA - 2 Mar - 2 authors - 2 replies



You can start a discussion by clicking the "+new post" button.

1. You'll see text areas where you can type the Subject of a new topic, and the content of the topic (Message).
Everyone can see the topic when they log in, but if you want to let someone know that you've posted something, you can also include their e-mail address in the "Cc:" field.

Start a new discussion

From: Colin <javanutster@gmail.com> - [change nickname](#)

To: The Celebration Chorus

Cc:

Subject:

Message:

2. After you've typed in the entire message, click the "Post message" button.
If, after some consideration, you don't want to post the topic after all, click the "Cancel" button.
You can also click the "Send me a copy of this message" checkbox, to send yourself a copy. You'd actually only do this if you really really like what you wrote, and want to have your own copy.

Whoa Nelly! How many of you really enjoyed last night's presentation huh? There was someone who didn't though! I so totally saw this bearded guy in a "I got lost in [Timbucktoo](#)" t-shirt and gnarly hair nod off a few times during How Great Thou Art. I was so engrossed in watching him that I almost missed Tom's cues!

Send me a copy of this message

The Group has archives, and messages/topics will not be lost. Unless Google totally goes under or belly up, which is highly unlikely.

How Do I Join a Discussion?

 **Discussions** 2 of 5 messages [view all »](#)

[Discussion on a-link-to-our-website-and-some-thoughts](#)
By tomA - 2 Mar - 2 authors - 1 reply

[Hello BOD world!](#) ← 
By tomA - 2 Mar - 2 authors - 2 replies

1. In the Discussions section, click the discussion you want to join.
2. Read the replies that people have posted, and scroll down and read and scroll down and read..
3. When you find something you want to comment on, click the "Reply" option:


toma [View profile](#) ★★★★★ (1 user) [More options](#) Mar 2, 4:23 pm

Hi Colin - replying to your test message.

On Mar 1, 9:27 pm, Colin <javanuts...@gmail.com> wrote:

- Show quoted text -

[Reply](#) [Reply to author](#) [Forward](#) Rate this post: ★★★★★

←  End of messages

4. Type in your reply, then click "Send" to send the reply, or 'Discard', to go back to where you were before.

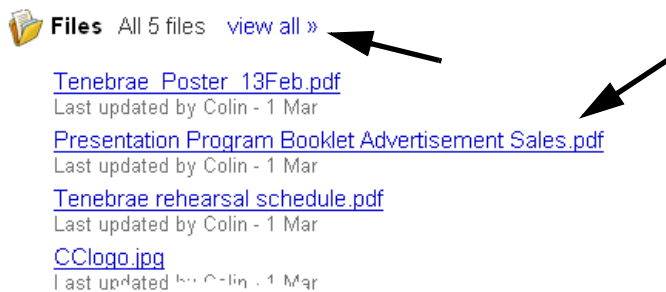


5. When you're all done, click the "Back to Discussions" option to go back to the Discussions page.

[« Back to Discussions](#)

How Do I Retrieve Files?

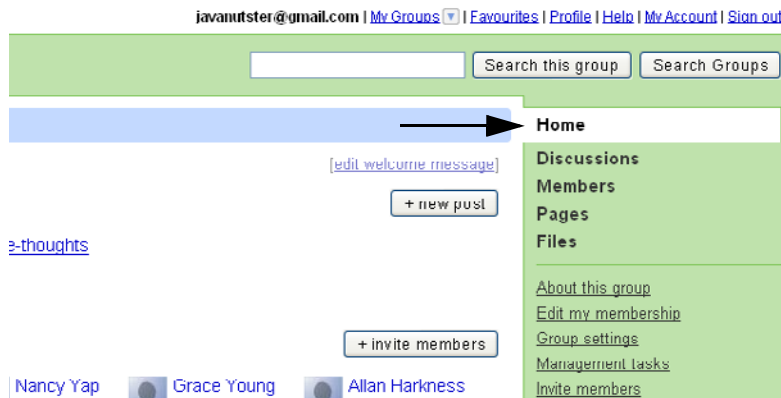
1. Scroll down to the Files area.



2. If you don't see the file you want, click 'view all'. Otherwise, click the filename, for example "Presentation Program Booklet Advertisement Sales.pdf". Your Internet browser will handle the rest. Depending on what kind of file it is you are looking at, it could display a graphic, open up a PDF reader or even start up Microsoft Word.

Help! I'm lost!

Wherever you are in our Google Group, you always have the bar in the right. Click "Home":



I still have questions!

Email Colin. He'll compile common questions (if any) and release more How-Tos, as needed.