

AHDI Google Groups / Email Listservs

What are the AHDI email listserv group addresses?

Credentialing Development Team: AHDI-CDT@googlegroups.com

Component Officers Alliance: AHDI-COA@googlegroups.com

Educators Alliance: AHDI-EA@googlegroups.com

House of Delegates: AHDI-HOD@googlegroups.com

Legislative Issues Group: AHDI-LIG@googlegroups.com

Managers/QA Supervisors Alliance: AHDI-MSA@googlegroups.com

New Professionals Alliance: AHDI-NPA@googlegroups.com

Visually Impaired Transcriptionist Alliance: AHDI-VITA@googlegroups.com

Do I have to be a member of the email listservs to participate?

Yes. If you attempt to use any of the above email addresses and are not a member of those designated groups, Google will send you an email notifying you that you have attempted to post to a Google Group for which you do not have posting privileges. To sign-up for a group, please visit our [website](#) or contact us by email: ahdi@ahdionline.org.

How do I communicate and post a message to my group?

You can begin posting a new discussion topic at any time simply by using the group email address. We recommend that you save this email address to your address book so that you don't forget it and have ready access to it. When you are ready to post, simply enter the email address for the group in the "To:" line of your email. When you finish drafting your message, hit <Send>, and your message will go out to the entire group. If you opt not to participate by email, you can post and view listserv messages online at Google Groups (you need to be registered at Google to do this; See below).

How do I respond to a message someone else has posted to the group?

If you are set up to participate by email, messages and responses posted by others will automatically be delivered to you by email. If you wish to respond or make a comment, you can hit either <Reply> or <Reply All> (Google treats them both the same), and your response will be sent to the entire group. If you are participating via the online bulletin board, you would need to log in to your Google account and post your response online.

How do I access the documents and files that are available to members of my listserv group?

To access documents for review and/or collaboration, you'll need to log in to Google, and instead of selecting "Groups" to access your listserv group area, navigate to the "Documents" area instead. In that area you will be able to view any folders you have been given review/edit access to. If you participate on more than one listserv group and those groups have a public folder for sharing and collaboration, all folders to which you have been granted access will show up for you in the "Documents" area. You can select, download, and/or view any of the documents and files housed in those folders. Check with your alliance/committee staff liaison or chairperson for more information/training on using Google documents for group collaboration.

What if I want to respond or reply to a specific member of the group?

To communicate privately with another member of the group, you will need to email that person directly. You can do this either by forwarding the group discussion to that individual or creating a new email message. You will note that all messages come with both the listserv and the person who posted identified in the "From:" line of the email. Example:

To: AHDI-LIG@googlegroups.com; on behalf of; Lea Sims [lsims@ahdionline.org]

This lets all group members know that (a) the email is a listserv email and not from an individual and (b) that the email was posted to the group by the person identified. This will make it easier for you to reply to the individual. Simply hit <Forward> and copy/paste the email address into the "To:" line of your new email.

*Please make sure to be very careful when replying to the group. To avoid personal, confidential, and potential controversial information being shared with the entire group, please be deliberate and careful to hit <Forward> and **not** <Reply> when choosing to respond to an individual.*

How do I change my email notification preferences?

Google Groups allows you to set preferences for email notification. You have the option of receiving:

- All new posts via email as they are posted by other members.
- A single summary email once a day or a digest email of the day's activities.
- Not participating by email and viewing/posting solely online at your convenience.

To change your preferences, you must register as a user with Google. You can do this simply by going to www.google.com and registering as a new user. Once you have registered, you can log in and click on the "More" menu option at the top to access the Google Groups you are a member of. Clicking on a specific group will take you to the group page where you can monitor the group discussion, post a response, or start a new discussion topic. If you do not wish to register at Google, you can still participate in the group via email; you just won't be able to change your preferences or view the discussion online.

Is the discussion I can view online the same one taking place by email?

Yes. These are not two separate discussion areas. Listservs operate uniquely in that every time a topic is started or a reply is made by email, this is posted to the online area (and vice versa).

What if I no longer want to be part of this group?

You can "unsubscribe" to your listserv group at any time. You can select that option from the bottom of any listserv email thread or you can log into your Google account and unsubscribe from any or all of your current groups.

I already have a Google account for blogging or another Google service. Do I need to register separately to participate in a listserv group?

No. Google manages all of your functions under a single username and password. If you are already a registered Google member, any AHDI listserv group to which you have been added will now show up under "Groups" on your Google account.

I am going to be out of town and need to turn my Out of Office autoreply feature on. How will this affect the listserv? Can I prevent this from negatively impacting the listserv group?

When you turn the Out of Office assistant on in Outlook, you will create a great headache for the members of your listserv, who will receive your autoreply to every message posted to the group. Therefore, when you know you are going to be out and need to use your autoreply feature, please log in to Google groups and change your subscription type preference to "No email" while you are out. This will suspend your email from inclusion in the email system. Upon your return, you can change your

subscription status back to receiving emails and catch up on what you missed by reading the online posts.

I want to receive all emails from my group, but I don't want them clogging up my Inbox. Is there a way to manage those emails in Outlook?

Yes! If you use Microsoft Outlook, you can use the "Rules" function to tell Outlook to automatically route emails from the listserv to a specified folder. To do this, you need to set up a subfolder in your Inbox for this group. Next, select the "Tools" menu at the top and then "Rules and Alerts." Click on the button at the top that says "New Rule." New rules automatically default to the first option – "Move messages from someone to a Folder" under Step 1. Go down to Step 2 and click on people or distribution list. This will take you to a window that asks you to select the sender's email address from your Contacts list. If you have not added the listserv email to your address book, you can manually type the address in at the bottom of this window and click <Okay>. This takes you back to the previous screen. You will see in the Step 2 box that the words people or distribution list have now been replaced by the listserv address. Next click on the word specified. This will take you to a window that asks you to select the subfolder of your Inbox you want these emails automatically routed to. Double-click open your Inbox folder and select the subfolder you created. This takes you back to the previous screen. You will see in the Step 2 box that the word specified has now been replaced by your designated folder name. Click <Finish>. You have set up a rule for routing your listserv emails to your subfolder.

What are the listserv rules and proper etiquette for participating?

The listserv rules and etiquette are posted on the [AHDI website](#). You may download the document anytime.