



1. GOOGLE GROUP for current TVAUG members (our own private GG).
2. Members helping members, with Apple related questions.
3. Open Main Website [tvaug.org](http://tvaug.org). Select **Google Groups** from Menu Bar.
4. To join GG: Log on to your account at membership website [tvaug.net](http://tvaug.net). Enter your user name & password (if PW lost, select link, enter new PW).
5. Member's **Welcome Page**, select "**Google Group Request**" button (near photo).
6. **GG Request page**: Scroll down to prompts, **select GG Request**.
7. Email "New Message" appears. In subject line, **type "Join"**.
8. **Confirm your email address**, submit the form. (Check your Sent Mail.)
9. After you are notified that your request is approved by TVAUG, you will be allowed to post to the GG.
10. **Add GG address to your Contacts**; use GG address to send emails. (Use Add + icon in Mail icon bar to add to your Contacts.)
11. Name a subject, responses will follow your thread. New threads? New title.
12. If your Inbox has too many GG emails, delete what you don't want, or set up a separate Mailbox to receive GG. (Mail Preferences, Rules)

13. **Options to receiving All Email messages** as they are sent: (a) Abridged Email: One summary email of new activity per day; (b) Digest Email: Up to 25 full new messages in a single email. (Responses to your questions will arrive later.)

**IMPORTANT:**

1. Email address you submit to GG is the **ONLY** email recognized by Google. If you are not successful in sending emails, **double check your email address**.
2. Multiple email addresses will not be allowed, and will be rejected by Google.
3. If you **CHANGE** your preferred email address, follow the instructions shown on each GG email at the bottom.
4. First, you must “Unsubscribe” from our GG.
5. Next, you must submit a **NEW** request to join GG with your new email address.
6. Spouses with different email addresses must submit separate requests.

**Note:**

The club’s Google Group is **not for personal use**, such as advertising garage sales, your church activities, equipment for sale, or political jokes. If you abuse this privilege, you will be banned from the GG.