



Haverford

Haverford College Parents Google Group

The Parents Google Group is easy to use once you've created your account. Here are step-by-step instructions designed to walk you through the sign-up process based upon the email address you want to use for sending and receiving messages.

In order to participate in the group, you will need a free Google Account. The purpose of this guide is to help you through the process of creating your Google Account, joining the Parents Group, and to provide a basic "how to" for using the Group. We've provided handy links throughout the document to get you where you need to be.

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*Last updated April 23, 2010 by the Office of Communications.
An up to date version of this document will be made available at:
<http://www.haverford.edu/google-group/guide.pdf>*

What Email Address Will You Use For the Parents Group?

An Existing non-Gmail account (e.g. Yahoo, Comcast, Hotmail, etc.)

These instructions are for those parents who already have an email account (that is not a Gmail account), be it one provided by your Cable / Internet Company, your place of employment, or a free email account from providers such as Yahoo or Hotmail.

1. **Create a Google Account:** Because you need a Google Account in order to be a member of the Group, your first step will be to Create an Account.
 1. Visit: <http://www.google.com/accounts/NewAccount>
 2. You will be asked to enter your current email address, provide a password and agree to Google's terms of service.
 3. After filling out the form, you will see an Account Creation Confirmation screen. In order to verify that the email address associated with your account is correct, Google will send an email to you at the address provided. Please make sure you click the link provided in the email before proceeding.
2. **Join the Parents Google Group:** Now that you have a Google Account, you're ready to join our group.
 1. Visit: <http://groups.google.com/group/haverford-college-parents/subscribe>
 2. You may be prompted to sign in to your Google Account -- use your new Google Account user name and password.
 3. Once signed in, Google will ask:
 1. How you would like to read the group. Pick the option that best suits you. Keep in mind, you can change this later on if you decide you'd like to receive more or less messages.
 2. What nickname you'd like displayed to members of the group.
 3. We also ask that you provide your full name, the name of your son or daughter, and his or her class year, so we can verify your account.
 4. When you're done, be sure to click **Apply to this Group**.
3. **Await Approval:** We will review and, if appropriate, approve your membership at which time you'll receive an email from us confirming your membership. Congratulations! You're a member of the group. You can now begin participating in the discussion.

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A Gmail address

These instructions are for those parents who already have an email account through Google, which is called a Gmail account.

1. **Join the Parents Google Group:** Congratulations - having a Gmail account means you already have a Google Account. You will use your Gmail user name and password to sign in and apply for membership.
 1. Visit: <http://groups.google.com/group/haverford-college-parents/subscribe>
 2. You may be prompted to sign in to your Google Account -- use your Gmail user name and password.
 3. Once signed in, Google will ask:
 1. How you would like to read the group. Pick the option that best suits you. Keep in mind, you can change this later on if you decide you'd like to receive more or less messages.
 2. What nickname you'd like displayed to members of the group.
 3. We also ask that you provide your full name, the name of your son or daughter, and his or her class year, so we can verify your account.
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2. **Await Approval:** We will review and, if appropriate, approve your membership at which time you'll receive an email from us confirming your membership. Congratulations! You're a member of the group. You can now begin participating in the discussion.

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I'd like to get a Gmail address in addition to joining the group

These instructions are for those parents who would like to create a Gmail account and then use this new account to access the group.

1. **Sign Up for Gmail:** Having a Gmail account means you will also have a Google Account. Once your Gmail account is successfully created, you can use the same user name and password to sign in and apply for membership with the Group.
 1. Visit: <https://www.google.com/accounts/NewAccount?service=mail&continue>
 2. After filling out the form, your account will be created and you should be taken to your new Gmail account, complete with friendly "Welcome to Gmail" messages from Google to help you get the most out of your new Gmail account.
2. **Join the Parents Google Group:** Now that you have a Google Account, you're ready to join our group.
 1. Visit: <http://groups.google.com/group/haverford-college-parents/subscribe>
 2. Google will ask:
 1. How you would like to read the group. Pick the option that best suits you. Keep in mind, you can change this later on if you decide you'd like to receive more or less messages.
 2. What nickname you'd like displayed to members of the group.
 3. We also ask that you provide your full name, the name of your son or daughter, and his or her class year, so we can verify your account.
 4. When you're done, be sure to click **Apply to this Group**.
3. **Await Approval:** We will review and, if appropriate, approve your membership at which time you'll receive an email from us confirming your membership. Congratulations! You're a member of the group. You can now begin participating in the discussion.

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Using the Parents Google Group

You are able to access the group by Email, the Web, or a combination of both.

Via Email

1. You can start a new conversation, or take a moment to introduce yourself to the group, by sending an email to: haverford-college-parents@googlegroups.com. You'll begin receiving emails once your account has been activated, according to how you asked to be notified of new content. (e.g. Digest, Abridged Email, Individual Emails)
2. When you receive new messages and find yourself wanting to join in, all you have to do is click on the "Reply" button in your email program and type your message into the body of the email. Make sure to keep the subject line intact so your reply is sent to the correct thread - this allows others to know you are discussing the topic they were following.

Via the Web

The Google Group is located at: <http://groups.google.com/group/haverford-college-parents/>

Google groups



You must be signed in and a member of this group to view its content.

• [Sign in to Google Groups](#)

A snapshot of the Group's home page. Please click the link pictured.

A) If you are already logged into your Google Account, following the link above will take you directly to the Group.

B) If you are not logged in, you will click "Sign in to Google Groups," which is the first link on the Group page (pictured left). On the next screen, log in using your Google Account user name and password.

Discussions

Another word for Topics, Discussions is where you can find all the latest activity of the Group. You can respond to ongoing Discussions or start a new Discussion using the + **new post** button (pictured right). Messages will appear both in members' email inboxes and online for any registered member to see. [Learn more about Posting >](#)

+ new post

Pages

Our Parents are a dedicated and informative group. Many answers to common questions facing new Parents Group Members may have been answered previously in the form of Pages. As a member, you have the ability to read, contribute to, or create a topical page containing evergreen information about restaurants, hotels, etc.

If you'd like to edit a page, use the "**Edit this page**" button to make changes. Please enter your name and the date next to any edits you make. [Learn more about Pages >](#)



As a member of the Group, you are able to upload files to be shared with the rest of the Group, such as photos from an event or PDFs. Follow the Files link to check previously uploaded files or upload your own. [Learn more about uploading files or photos >](#)



Following the Members link will allow you to see who else is a member of the group, when they joined, and some of the information provided in their Profile. It's a good way to learn a little more about the people in your group.

Changing your settings

Your Profile

We hope you'll take a moment to add information to your profile, which allows fellow parents to have a better idea of who you are. You can change your profile at any time while logged in by following the Profile link in the top right of your screen (pictured right).

[My Groups](#) ▾ | [Favorites](#) | [Profile](#) | [Help](#) | [My Account](#) | [Sign out](#)



1. Follow the **Profile** link.
2. Your current profile, if you have one, will be displayed. If you do not have a profile, you will see a message stating "You have not created a profile."
3. Follow the **edit** link, which is located right next to the words My profile (pictured right). **My profile - edit**
4. You will be able to upload a Picture (follow the Select a picture link) for Group Members to see, share your name, location, title, industry, website or blog, a quote and a bit of About me information. Enter what you are comfortable sharing with the Group, but please follow the spirit of Haverford's Honor Code when doing so - in other words, please do not enter false information.
5. Save your changes.

You can edit your profile at any time, if you'd like to change your photo or the information shared.

Your "Delivery" Options

Edit my membership

Delivery options are simply a way for you to decide how you'd like to receive messages from the Group. If you find you're suddenly receiving more messages than you expected and want to switch to Digest, would rather use the web to view the group, or receive more messages, you can always change your preferences by editing your membership. While logged in to the group, look for the Edit my membership link (pictured right) or go directly to: <http://groups.google.com/group/haverford-college-parents/subscribe>

What is "Netiquette" and Why Should I Care?

Never forget that the person on the other side is human.

Because your interaction is through a computer it is easy to forget that there are people "out there." Situations arise in which emotions erupt into a verbal free-for-all that can lead to hurt feelings. Please remember that parents from all walks of life are reading your words. Don't attack people if you can't persuade them with your presentation of the facts. If you're upset at something or someone, wait until you've had a chance to calm down and think about it. Try not to say anything to others you would not say to them in person in a room full of people.

Write well.

Most people in the Parents Group will know you only by what you say and how well you say it. Take the time to make sure your posting won't embarrass you later. Minimize spelling errors and make sure your message is easy to read and understand. Avoid the temptation to WRITE IN ALL CAPS when you want to make a point.

Use descriptive subject lines.

The subject line helps a person with limited time decide whether or not to read your message. A title like "Restaurants" doesn't convey as much as "Looking for good vegetarian restaurant in Haverford area." Keep your subjects short and to the point.

Be careful with humor and sarcasm.

Without the voice inflections and body language of personal communications, it's easy for a remark meant to be funny to be misinterpreted. Subtle humor tends to get lost, so take steps to make sure that people realize you are trying to be funny. The net has developed symbols called emoticons to help convey emotions. A common one is :-) for a smiley face (look at it sideways) which generally means "this is meant to be funny."

Take advantage of Pages.

Our Parents are a dedicated and informative group. Many answers to common questions facing new Parents Group Members may have been answered previously in the form of Pages. It is polite to take a moment to visit the web site of the Group and see if your answers are already waiting for you.

1. You can find a listing of the current Pages available by visiting:
<http://groups.google.com/group/haverford-college-parents/web> - You may be prompted to log in using your Google Account user name and password before being able to view the Pages. Click the first link "Sign in to Google Groups" and proceed to log in.
2. You should see a list of Pages (e.g. Local Restaurants, Transportation Options, Whom to Call at HC). Click the link of the Page that applies to you.