KWAA Listserv

Getting Started with Groups.io

IMPORTANT NOTES

- Add **kwaa@groups.io** as a safe sender in your email account to ensure you receive listserv messages.
- To join the conversation, use your email Reply All to send a message to the listserv; use your email Reply to send a private message to the sender.

Step-by-Step Directions to Sign Up for the New KWAA Listserv

- Find and open the email from **Groups.io Notification** with subject line: *Invitation to join the kwaa@groups.io group*
- If you cannot find the email, check your spam folder, if you still cannot locate the email double check that you have paid your membership dues
- The email invite expires in 14 days
- Accept the invitation by clicking on **"Accept the Invitation"** in the email
- If the invite was sent to an email address you do not want to use, email kwaa+owner@groups.io to request a new invite sent to a different address
- Choose your email delivery option (you can change this later in your Groups.io account):
  - Individual messages
  - Full featured digest with rich text formatting
  - Full featured digest with plain text formatting
  - Daily summary with a list of emails sent the previous day
- Scroll to the bottom of the page and click **+ Join This Group**
- You are now part of the group! You will receive a *Welcome to kwaa@groups.io* email. Please review it, as it contains helpful information

How to Send an Email to the Listserv

- Address your email to kwaa@groups.io and send as usual
- Or send a message online at: groups.io/g/kwaa/post
- Log in and select **Home** to see the email address to Post, Unsubscribe, and ask for Help

How to Log Into Your Groups.io Account

- Go to: https://groups.io/login
- You can log in with a password OR request an email link to log in
- To set your password: use the **"Email Me a Link to Log In"** option

> *Additional option to set or reset your password while in your account:*
> Click on your **name in the upper right corner** and click on **Settings** to set or reset your password.

How to Update Your Subscription Settings

(Change display name, add a photo, update email preferences, etc.)

- Log in and go to your Subscription page at: groups.io/g/kwaa/editsub
- OR click on **Subscription** in the left side menu
- Settings: update your email delivery choice and set up your email signature
- Group Profile: add a photo, Display Name, or privacy settings. You can also view messages you have sent to the group.
- Delivery History: review emails that were successfully delivered

How to Check Messages Online

- Log in and click **Messages** in the left side menu
- Review all past emails sent to the group in one place

Questions?
Contact the listserv administrator at *kwaa+owner@groups.io*