

GOOGLE GROUPS LIST-SERVE GUIDE

Welcome to NASMHPD's discussion area for State Mental Health Directors/ Coordinators active in our Housing Task Force.

NASMHPD is using *Google Groups* (a web-based list-serve) to keep everyone fully cross-informed about the Housing Task Force. This Group is completely private---only registered users can receive, send or view messages. If you would like to make a contribution to the Group, but keep it anonymous, these messages can be sent to Justin Harding at Justin.Harding@nasmhpd.org who will post them to the group without the individual or the state being identified.

Google Groups can be accessed in two ways:

- Since you have been pre-registered by NASMHPD, you will receive ALL e-mail communications from this list-serve. Simply hit “reply” to any message on you which to comment. The method is virtually no different from a typical e-mail. If you want to initiate a new discussion, simply send an e-mail to nasmhpd-housing@googlegroups.com with a subject line that identifies the topic. This method will allow you to attach documents to your email, but to access all of the documents in one place (including resources posted to the site by NASMHPD staff) you will need to register on the *Google Groups* website.
- You can register on *Google Groups* on the *Google* website (<http://groups.google.com>). To register, you will need to use the e-mail address that was used to send this communication to you. Registration is speedy and straightforward, and allows users to view and send messages at any time from the website. From the website, click on “Sign into Google Groups” followed by “Create an Account Now.” The advantage of going through the Google website is that all e-mails belonging to the same subject line will be grouped in one place according to that subject, making it easier to follow the train of e-mail responses. In addition, all of the attachments and other resource documents will be in this one place (Go to “Files” on the right side of the page).

Within the *Google Groups* website, there is the option to change your preferences so that you only receive a daily compilation of the messages via e-mail.

If you would like assistance in changing your preferences or have any questions pertaining to this *Google Groups* list-serve, feel free to contact Justin Harding at Justin.Harding@nasmhpd.org or (703) 682-5182.