

Usage Tips for the PHOC's Google Groups Outings Email List

1. To broadcast a message to other club members, send an email to phoc@googlegroups.com. "[PHOC]" will automatically be added to the beginning of the broadcast "Subject" line to alert members they have received a broadcast. If you have multiple email addresses, you must send the message from the email address with which you are registered or it will be rejected. You can include an attachment with your broadcast, but it must be less than about 3MB in size.
2. To reply directly to the author of a received broadcast, hit "Reply" in your email client. Do not hit "Reply to All" or "Reply to List" since your personal message to the author will be sent to all members and is strongly discouraged. To insure compliance with this policy, you should always make sure that phoc@googlegroups.com does not appear in the "To", "CC", or "BCC" field of any reply that you make to a Google Groups broadcast email.
3. If you delete a broadcast email and it can't be recovered, you can go to the group homepage <http://groups.google.com/group/phoc> and read recent messages. Access to the group homepage requires you to have a Google Account membership. The email address of this Google Account must be the same one that is registered in this Outings Email List database.
4. If you have a Google Account and you manually modify your delivery method to "Digest" or "Abridged" rather than receiving individual emails, any direct reply that you make to a received Google Groups email will be sent to the entire membership list. Therefore do not reply directly to a received Google Groups email. You should instead reply to the address of the email author. To prevent inadvertent replies going to the entire membership, your account will be moderated and each email that you send to the entire list will be delayed until approved by a moderator.
5. For guidelines on what is appropriate material for broadcast, see the Announcements page of the PHOC website.
6. When you originate a broadcast, you will normally receive a copy of your own broadcast. However if your registered address is a Gmail address, any broadcast that you originate will go to your "All Mail" folder rather than to your "Inbox".

If you have questions about how this broadcast email list operates, please email one of the kind folks below:

Membership Committee memberDB@piedmonthikingandoutingclub.org

Webmaster web@piedmonthikingandoutingclub.org