

Muhlenberg Groups

Distributed Email Lists in GroupWise were migrated into the Groups app as mailing lists.

Contacting Groups

1. Launch the Groups App from the application launcher.



Click on My Groups
 You will see the list of system wide Groups of which you are a member.

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Groups	CREATE GROUP		•0 ·
My groups Home My discussions Starred	My groups in muhlenberg.edu	PhedraHenninger Ed	lit Every new message ╺
Favorites Click on a group's star icon to add it to your	* EVERYONE Manage	PhedraHenninger Ed	Every new message 👻
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EVERYONE INFORMATION T Call Report	* MANAGERS GROUP Manage	PhedraHenninger Ec	dit Every new message 💌
T4 Recent searches	 ★ ressupport Manage Residential Support 	PhedraHenninger Ed	Every new message 💌
Call Ca;;	★ T4 Manage	PhedraHenninger Ed	Every new message 💌
campus safety Privacy - Terms of Service	* webadmin Manage	PhedraHenninger Ed	Every new message 👻

Email one of My Groups

1. Click on the Group you wish to email and select "About".

Muhlenberg	Search for messages	- Q	III O 🜔
Groups	C Mark all as read Actions • Filters •		±° - ♦
My groups Home	 EVERYONE Shared privately 0 of 0 topics * 	Manage -	Members · <mark>About</mark> 🕤
My discussions	This group does not have a welcome message. Add welcome message		
Starred			
Favorites	No topics are available in this group		
Click on a group's star icon to add it to your favorites			

2. From the "About" screen, you may copy the email address you will be using. (Note: This address will be added to your Contacts, after you email the address or manually add it.)

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Click on a group's star icon to add it to your favorites	Group eman	Contact owner					
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 Recently viewed 		15 new topics at a time	RSS	Atom			
EVERYONE		50 new topics at a time	RSS	Atom			
INFORMATION T Call Report	Members	905					

Emailing a Group (non member) 1. Click on Home and Browse All

Muhlenberg College	Search for groups or messages		
Groups	CREATE GROUP		
My groups Home My discussions Starred	My groups Browse all		
Favorites	All of your discussions in one place Organize with favorites and folders, choose to follow along via email, and guickly find unread posts.		
Click on a group's star icon to add it to your favorites	Express yourself Use rich-text editing to customize your posts with fonts, colors, and images.		
Recently viewed EVERYONE INFORMATION T Call Report CAMPUS SAFETY T4 Recent searches contact	People power discussions Use photos, nicknames, and automatic translations to share your thoughts with the world. Speed matters Keyboard shortcuts and a streamlined design mean you won't spend time waiting to read and get involved. Press "?" Mobile friendly Access Groups from anywhere using your mobile device with our optimized site.		
Call			

2. Search for Group you wish to contact. Note: A full list will display below "Group search results for all groups". You may peruse that list as well, but a search is the most efficient way to find the Group you wish to contact.

M College	Search for groups or messages	٩
Groups		
My groups Home My discussions	If all groups	

3. Click on the Group you wish to email and select "About".

Muhlenberg	Search for messages	- <u> </u>		
Groups	C Mark all as read Actions - Filters -	20 × 🗘 ×		
My groups Home	EVERYONE Shared privately 0 of 0 topics *	Manage · Members · About · 🕤		
My discussions Starred	Add welcome message			
 Favorites Click on a group's star icon to add it to your favorites 	No topics are available in this group			

4. From the "About" screen, you may copy the email address you will be using. (Note: This address will be added to your Contacts, after you email the address or manually add it.)