

Quick Start Guide 1 **How to post and reply from email**

How do I post and reply to a post from my email?

You will receive an email from Google letting you know you have been added to your CoP's Google Group. From then on, any time your facilitator or another member of the group posts something, you will receive an email. This feature is similar to a list serv.

- To reply to the discussion, simply reply to the email as you normally would. The email will be sent to the members of the CoP and will also be logged into the Discussion section of the online Google Group.

If you are replying to a previous message and want to keep your new posting linked together with previous messages on the same subject, DO NOT change the subject line when you post.

If you are replying to a discussion thread and starting a new topic of conversations, please create a new subject line. Google will automatically separate your message into a new thread if the subject line has changed.

- To start a new thread of discussion, send an email to the group's email address. Be sure to create a topic-specific subject and include the text. You can also send attachments with the message.

The email address for the Admission CoP is

peje-admission@googlegroups.com

For more information or assistance getting started with Google Groups please contact Kirk Tallman, Administrative Assistant to the CoPs, at kirk@peje.org.