

about the FAN Google Group

The Fibre Art Network Google Group is an easy to use, private email group. Its purpose is to provide a quick way to make announcements, ask questions, and share information of interest to the entire FAN membership. The group owner (Fibre Art Network: fibreartnetwork@gmail.com) and the group manager (currently Jenny Perry: jennyperry1@gmail.com) have the administrative roles, keeping the member list current and responding to questions about the group.

Only Fibre Art Network members can participate in our group. Email addresses provided to FAN are added to the Google Group membership when new members join FAN. Some FAN volunteer positions using gmail addresses are also members (FAN Newsletter, for example). **If at any time, for any reason, a FAN member would prefer not to receive group messages, an opt out option is at the bottom of every email sent by the Google Group.** Members can also ask an administrator to remove an email address from the Group and you can ask to be added back if you change your mind. If you would prefer to use a new or different email address with the Google Group, that change can also be made.

Here are a few pointers for using the Google Group to communicate with FAN members:

- Add the group address **FAN <fibreartnetwork@googlegroups.com>** to your contacts to help ensure that no messages sent through the group will go to your Spam folder. If you have added the address to your Contacts, it should autofill when you start to type FAN into the *TO* field of the email you are addressing. When you send an email to this address, it will reach the entire FAN membership.
- To communicate with the entire group, be sure to **send the email FROM the email address** you have associated with the group (usually the one you provided for the FAN Membership Directory).
- A Google Group simply allows **one email address** to be used by members of the Group to communicate with everyone else in the group. Your message will go out to all members of the Fibre Art Network if you send it to that address.
- When you choose **REPLY ALL** to respond to a message from any email to the group, your reply will go out to the whole membership. To **respond only to the individual sender of a message, choose REPLY**. Use REPLY if the message is best answered privately—it's not necessary for everyone to say "Thank you" or "Congratulations" except to the individual who posted originally.
- Messages sent by other members of the Group will come into your regular inbox. You can attach files and photographs to the emails you send, just as you would in any email you send. The messages you send to the group can be found in the SENT folder of the email application you use.
- The Google Group is designed to use with the entire FAN membership. If you wish to communicate with only one or a few FAN members, please send messages directly to their email addresses. FAN member email addresses are available in the FAN Membership Directory, located on the Member page of the Fibre Art Network website.
- If you have sent a message to the whole group that might require an individual response, it's a good idea to include your email address in your message as a courtesy. When sending a message to our Google Group, **include a clear and concise subject line**.

- A Google account is not required to participate in this email group. In addition to viewing messages in your usual Inbox, all our group's messages can be viewed online if you already have a Google account and sign in to it. If you use a Gmail address, you already have a Google account. A link that allows you to view messages from the FAN Google Group online at the <https://groups.google.com/my-groups> will be at the bottom of every email from the Google Group.
- The purpose of the group is to share or discuss items of interest to the entire FAN membership. That would include event announcements, asking and answering questions about FAN activities, etc. When sending a message to our Google Group, **include a clear and concise subject line.**
- **As with most email groups, be respectful to other members and avoid politics, religion, and personal attacks.**

If you have any questions about using the group or need to change the email address associated with the Google Group, please contact the Google Group manager at the email address below.

Jenny Perry
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