

# AMANB - Google Discussion Group User Guide

## The Invitation

**amanb (Google Groups)**

August 28, 2014 at 8:51 AM

To: [dgrant56@icloud.com](mailto:dgrant56@icloud.com)

[Details](#)

Google Groups Invitation: AMANB-AAMNB

1

You are invited to join the AMANB-AAMNB Google Group.

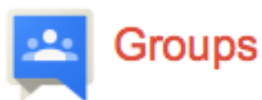
Danielle

Danielle Charron, Executive Director/Directrice générale  
| Association of Municipal Administrators of New Brunswick (AMANB) / Association  
des administrateurs municipaux du Nouveau-Brunswick (AAMNB) |  
20, rue Courtney Street | Douglas, NB E3G 8A1  
506-453-4229 | Fax/télécopieur: 506-444-5452 | [amanb@nb.aibn.com](mailto:amanb@nb.aibn.com) |  
[www.amanb-aamnb.ca](http://www.amanb-aamnb.ca)

Accept This Invitation

 [Start your own group](#), or [stop invitations like this](#), or [report spam](#).

You will receive an invitation by e-mail from AMANB to join the Google Discussion Group. It will look like the illustration above. Once you click on the “Accept This Invitation” button, you will be directed to the Google Groups website as illustrated below that confirms that you have successfully joined the group.



**AMANB-AAMNB**

You have successfully joined the group [AMANB-AAMNB](#)

Get started and join the conversation with your new group

- Visit this group's [homepage](#)
- Email this [group](#)
- [Learn more](#) about Google Groups

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## Sending and Receiving group e-mails

From this point, your e-mail address has been added to the AMANB Google discussion group and you are now able to send e-mail messages to the group. You will also automatically receive a copy of all e-mails sent to the group and you are able to reply to messages sent to the group.

**You do not need to create a Google account to send and receive group e-mails from your e-mail client (Outlook, MacMail, etc...).**

You can send e-mail to the group by sending your message to: amanb-aamnb@googlegroups.com

**Note:** When you reply to an e-mail received through the discussion group, you can reply only to the original sender by choosing the “Reply” option, or you can reply to everyone on the group by using the “Reply All” option in your e-mail client.

## Other options

- To unsubscribe from this group and stop receiving emails from it, send an email to amanb-aamnb+unsubscribe@googlegroups.com.
- Visit this group to see the e-mail archives at <http://groups.google.com/group/amanb-aamnb>. (You will need a Google account to access the group website - Please see instructions to create a Google account below)
- For more options, visit <https://groups.google.com/d/optout>.

## Create a Google account to access the archives

**Note:** If you already have a Google account associated to your work e-mail address, then you can skip this section. You simply need to log in to your Google account before you accept the e-mail invitation.

The following instructions will allow you to create a Google Account that will allow you to log into the AMANB discussion Group website to search the archives if necessary.

You can create a Google account with a gmail email address if you want but it is recommended that you create a Google account associated to your actual work e-mail.

To create a Google account, copy and paste the following link in your web browser:

<https://accounts.google.com/SignUp?service=groups2&continue=https%3A%2F%2Fgroups.google.com%2Fd%2Fforum%2Famanb-aamnb&hl=en>

Complete the form as illustrated on the following page.

**Name**

First  Last  ← Type in your first and last name

**Choose your username**

@gmail.com ← Click on the link "I prefer to use my current email address" and then type in your e-mail which will become your username

[I prefer to use my current email address](#) ←

**Create a password**

← Create your password and type it in this box

**Confirm your password**

← To confirm your password, re-type it in this box

**Birthday**

Month  Day  Year  ← Enter your date of birth

**Gender**

I am...  ← Click to select your gender

**Mobile phone**

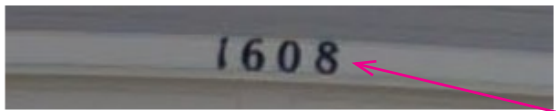
← Type in your phone number if you wish (not necessary)

**Your current email address**

← Type in your current e-mail address

**Prove you're not a robot**

Skip this verification (phone verification may be required)



Type the text:  ← In the text box, type in the number that you see above

**Location**

Canada  ← Click to select your location

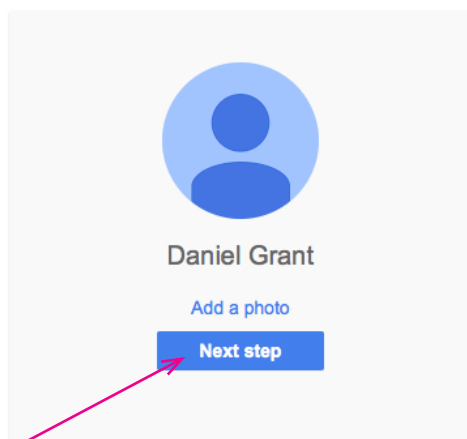
[I agree to the Google Terms of Service and Privacy Policy](#) ← Click the check box to agree

← Click on the "Next step" button

This will bring you to a Web page telling you that a verification message has been sent to your e-mail address. When you receive that e-mail, open it and click on the link to confirm that your e-mail is legitimate. That link will bring you to a web site that looks like the one illustrated below:

## How you'll appear

Choose how you appear across Google by creating a public Google+ profile. Include a photo - you can update it at any time.

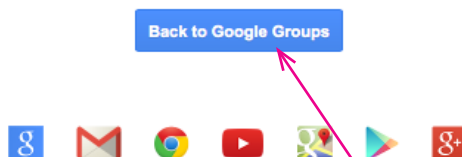


You can change your profile information at any time. [Learn more](#)

Click on the "Next step" button. (You can add your photo later if you wish). This will bring you to the welcome screen as illustrated below.

## Welcome, Daniel

Thanks for creating a Google Account. Use it to subscribe to channels on YouTube, video chat for free, save favorite places on Maps, and lots more.



Your Google account has now been created. Click on the "Back to Google Groups" button. This will bring you to the AMANB Google discussion Group Website.

To return to this AMANB Google Discussion Group website later, just follow the link:

<http://groups.google.com/group/amanb-aamnb>

and login with the e-mail address as the username and the password that you selected when creating the account. The group website will be similar to the one illustrated below.

You can search the archives by typing in a specific topic

You can change your personal settings by clicking the settings icon. This is where you can change the display language to English or French

You can sign out by clicking on your account icon

The screenshot shows the Google Groups interface for the AMANB-AAMNB group. At the top, there is a search bar with the text "Search for topics" and a magnifying glass icon. To the right of the search bar are the user's name "+Daniel", a notification bell with a red "3", and a "Share" button. Below the search bar are several buttons: "NEW TOPIC" (in red), a refresh icon, "Mark all as read", and "Filters". On the right side of this bar are icons for group settings and a user profile icon. Three red arrows point from text annotations to these icons: one to the search bar, one to the settings icon, and one to the user profile icon. The main content area shows the group name "AMANB-AAMNB" with "Shared privately" and "11 of 11 topics (11 unread) ☆". Below this is a message from the Executive Director Danielle Charron regarding a new system implementation. A list of recent posts follows, including "Council Meetings on Election Day (2)", "Test (1)", "(2)", "Testing (1)", "TEST (2)", "Arrêté municipal prescrivant la lutte contre les bruits de voisinage (1)", "User fees - frais d'usagers (1)", "(2)", "Snow Removal (1)", "test (2)", and "ICLEI - Building Adaptive & Resilient Communities Program (BARC) / Programme d'adaptation et de rési...".