Using the BONUS+ Libraries Communication Group

The BONUS+ Libraries Communication Group, using Google Groups, replaces the ListServ as a collaboration tool for the group.

Membership of the BONUS+ Libraries Communication Group is open to individuals from BONUS+ member libraries. All existing ListServ users will be able to use the new platform.

Subscribing

New users who want to subscribe can email: bonuslibraries+subscribe@googlegroups.com Please use an institutional email address so we can identify which member library you’re from.

To unsubscribe, send a blank email to: bonuslibraries+unsubscribe@googlegroups.com

Start a discussion

Members can continue to communicate within the new Group as they have always done, via their email client, by using this address bonuslibraries@googlegroups.com

Alternatively you can sign in to Google Groups to use the online interface:

1. Sign in to Google Groups.
2. Click My Groups.
4. At the top, click New topic.
5. Enter your message.
6. Click Post.

Read and respond to posts

You can read and respond to posts using the online web forum or email.

Via email:

1. Click the post in your inbox. You can select any email in the topic thread to reply to.
2. To respond only to the person who posted, select Reply. To respond to the whole group, select Reply to all.
Online:

1. Sign in to Google Groups.
2. Click My Groups.
4. Click the topic you want to read.
5. You can reply to the group or individually:
   - To reply to the group, click Post Reply. Your reply will be the last post in the thread.
   - To reply only to the person who posted, at the top right of the post, click the down arrow. Click Reply privately to author. This option is only available if you’re using a Google Account.
   - To forward a message, at the top right of the post, click the own arrow. Click Forward.
   - Click Post, Reply, or Forward.

Delete a post

If you posted something, you can remove it (group moderators can remove any post):

1. Open the post you’d like to delete.
2. At the top right of the message, click the down arrow.
3. Select Delete post.
4. In the confirmation box, click OK.

Receiving messages

You can decide how to receive notification of new messages by editing your account options in Google Groups. The options are:

- Don’t send email updates
- Send daily summaries
- Combined updated (25 messages per email)
- Every new message