NHRPA Chat – Google Group

You can start or join conversations in Google Groups by posting a new topic or responding to posts in your groups.

Start a new topic

Start a group discussion about a topic you're interested in.

1. Sign in to [Google Groups](#).

2. Click **My Groups**.

3. Choose a group. (NHRPA Chat)

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 web forum or email, depending on whether the group is set up as a list of topics online or sends emails to your address.

Respond via the online forum

1. Sign in to [Google Groups](#).

2. Click **My Groups**.

3. Choose a group. (NHRPA Chat)

4. Click the topic you want to read.

5. You can reply to the group or individually:

   - To reply to the group, next to the date of the post, 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 Down arrow ▾ . Click **Forward**.

6. Click **Post, Reply,** or **Forward**.

Respond 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**.

More posting options:

Choose who will receive your posts

You can decide whether an email is automatically sent to the entire group or to certain members of the group.

1. Sign in to [Google Groups](#).

2. Click **My Groups**.

3. Choose a group.

4. Near the top right, click **Manage**.

5. On the left, click **Settings** › **Email options.**

6. To make changes, next to "Post replies," use the Down arrow ▾ .

7. Click **Save**.

Post a discussion, announcement, or question

Depending on the settings of your group, you can select different types of posts.

- Discussion 💬: A general thread. A discussion is the default post type for most groups.

- Announcement 📢: A topic containing important information from the administrators for all members.

- Question ❓: A discussion that can have a workflow or be assigned to specific members. This post type is available in Q&A or web forum group types.

Attach files or photos

- To attach a file to your post, click **Attach a file**. On the "Select a file" box that appears, click **Select files from your computer**, find your file, and click **Open** or **Choose**.

- To include a photo, on the formatting bar, click Insert image 🖼.

Delete a post

If you posted something, you can remove it. If you're a moderator, you 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**.