



CNH Reflector Groups Guide

What are Google Group Reflectors?

Google Group Reflectors are a very resourceful tool! They are email threads where members of a group can efficiently communicate with one another. Once a member joins a Google Reflector Group, he gains access to receiving and sending emails with fellow members who are in the same group.

Frequently Asked Questions

Is it difficult to join?

What's the difference between sending out a regular email and using reflector groups?

How does CNH Key Club utilize these groups?

What kind of reflector groups are there?

Where can the links to the groups be found?

Why are they helpful?

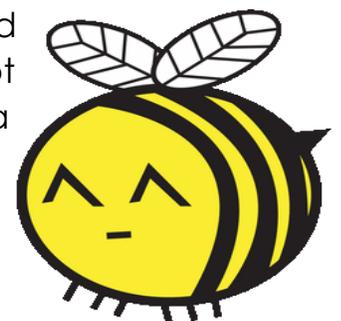
Reflectors aid the facilitation of effective and efficient communication. This is because emails are sent through one email address, as oppose to manually inputting multiple every time an email must be sent or received.

In addition, Google Group Reflectors allow members and officers to obtain information from fellow officers, advisors, district leaders and district administration.

CNH Key Club has utilized reflector groups in order to maintain communication with members and officers throughout the district. There are multiple reflector groups that you can join that will assist you throughout the year!

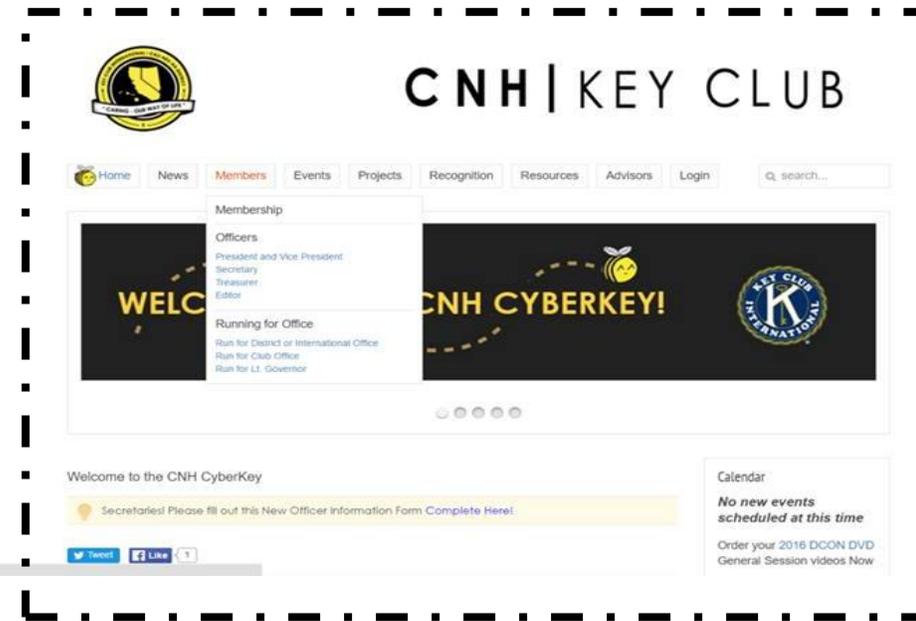
How can we access them?

You may be thinking that being able to utilize such a resourceful tool would be complicated! However, that's not the case - the process of joining a Google Group is relatively simple!





CNH Reflector Groups Guide

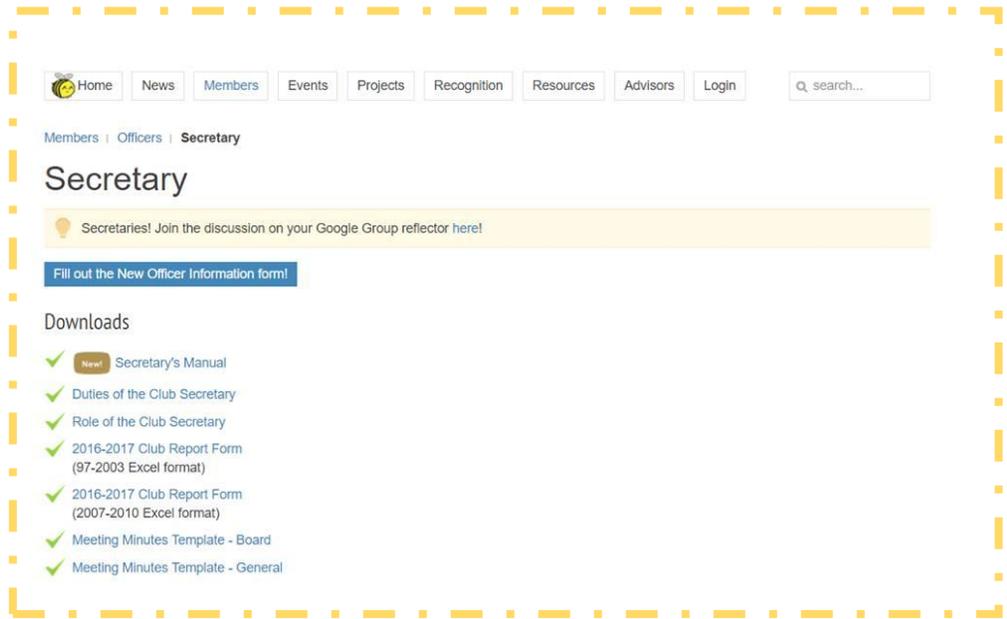


Step 1

Click on an officer's position. Choose your position! Positions you may select include: Presidents & Vice Presidents, Secretaries, Treasurers, and Editors.

Step 2

Click "here!" for the reflectors link at the top of the page. Doing so will redirect you to another tab. (The reflector can also be accessed through the google groups application.)

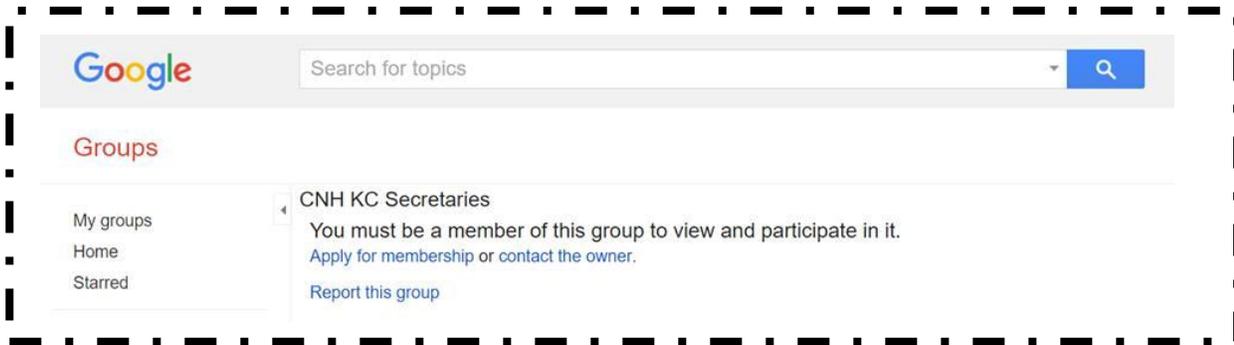




CNH Reflector Groups Guide

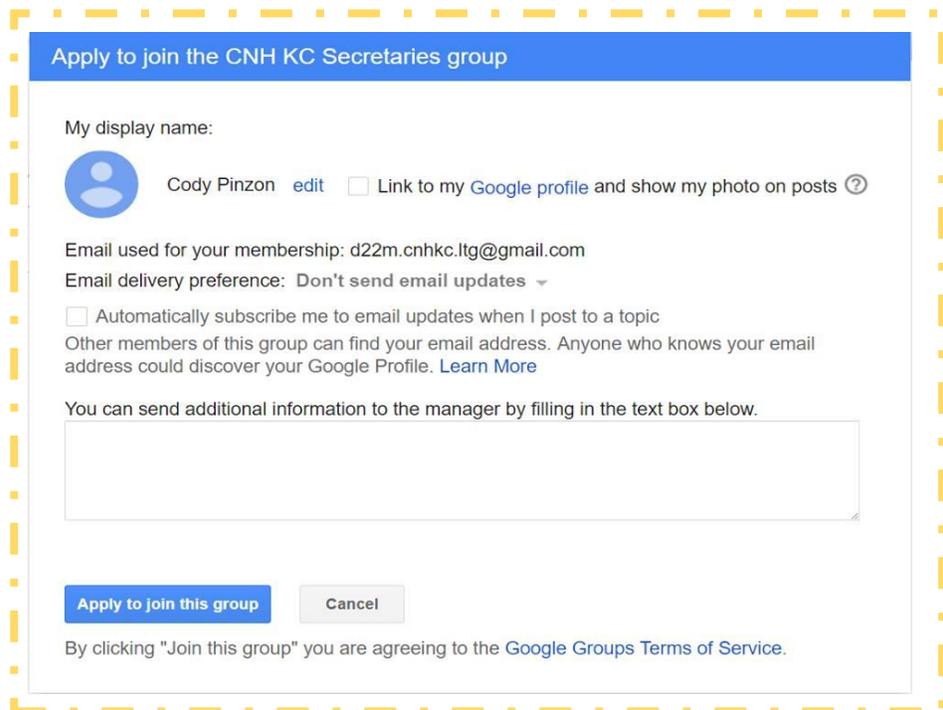
Step 3

If you have not yet applied to be a part of the reflector, you will see this message.



Step 4

Click **“Apply for membership”** and wait until a district owner approves your request.





CNH Reflector Groups Guide

But wait! How do I create my own Google Group Reflector?

Creating your own Google Group Reflector is easy as well! Just follow these steps:

To create a reflector,

Go to Google Groups. Near the top left corner, click "Create group".

A screenshot of the Google Groups 'Create group' form. At the top, there are buttons for '←', 'CREATE' (in red), and 'Cancel'. To the right are icons for user management and settings. Below these are two input fields: 'Group name' and 'Group email address'. The email address field has a placeholder '@ googlegroups.com'.

Step 1

Describe the group. In here, include a concise description of what the reflector is about and what it will be used for.

A screenshot of the Google Groups 'Create group' form, showing the 'Group description' section. Below the description field, there are sections for 'Group's primary language' (set to 'English (United States)') and 'Group type' (set to 'Email list'). A blue box provides a description of the 'Email list' type: 'An email list allows users to post from the web or through email. This is a mailing list group.'



CNH Reflector Groups Guide

Step 2

Choose the type of group you want to create and who can join, post, and see the topics in your group.

Basic permissions

View topics
Select groups of users ✓ All members of the group
These users can view topics in this group.

Post
Select groups of users ✓ All members of the group
These users can post messages to this group.

Join the group
Select who can join ✓ Anyone can ask



Step 3

Near the top left corner. Click the "Create group" button.

That's it! When you are a member of the group you will receive emails with updates and reminders. Remember to maintain **professional etiquette** when sending and receiving emails and in any communication with administration, advisors, officers, and members.