

# Florida Association of City Clerks



## Discussion Forum

February 2021

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# Welcome to the FACC Discussion Forum!

## INTRODUCTION & OVERVIEW

The discussion forum is FACC's online "bulletin board," where clerks can leave and expect to see responses to questions or concerns. Or you can just read the board. Please use the [FACC Discussion Forum](#) to share your questions and seek guidance from experienced Clerks who have faced similar challenges.

To access the FACC Discussion Forum, a Google account must be created first. If you have a Gmail account, you **still** need to create a Google account.

If you need additional assistance, please contact the following:

### Discussion Forum Committee Chair

#### **Rachel Embleton**

Executive Assistant – FACC/FLM  
Association Services, Florida League of Cities  
Post Office Box 1757  
Tallahassee, FL 32302-1757  
(850) 222-9684  
Fax (850) 222-3806  
[rembleton@flicities.com](mailto:rembleton@flicities.com)  
[www.flicities.com](http://www.flicities.com)

#### **Linda J. Bridges**

Director, Association Services, Florida League of Cities  
Executive Director, Florida Association of City Clerks  
Assistant Executive Director, Florida League of Mayors  
Post Office Box 1757  
Tallahassee, FL 32302-1757  
(850) 222-9684  
Fax (850) 222-3806  
[lbridges@flicities.com](mailto:lbridges@flicities.com)  
[www.flicities.com](http://www.flicities.com)

# HOW TO

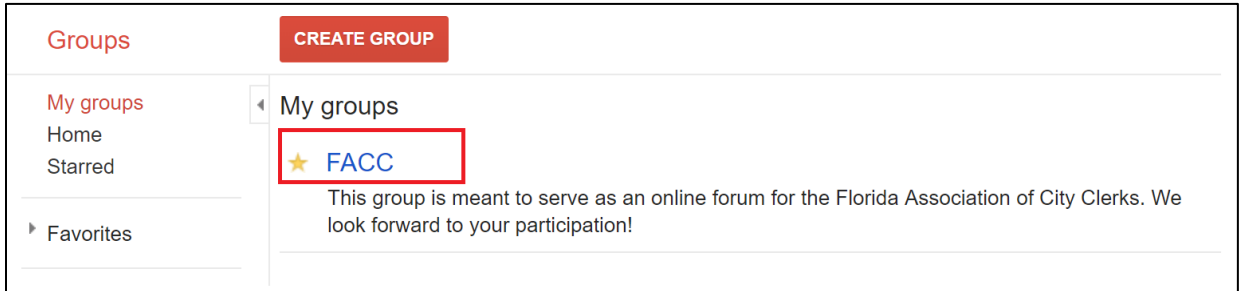
## Create & Respond to Posts

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

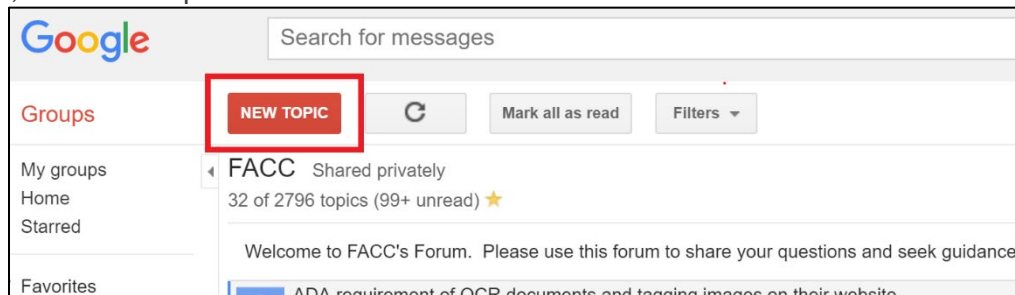
### Start a new topic

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

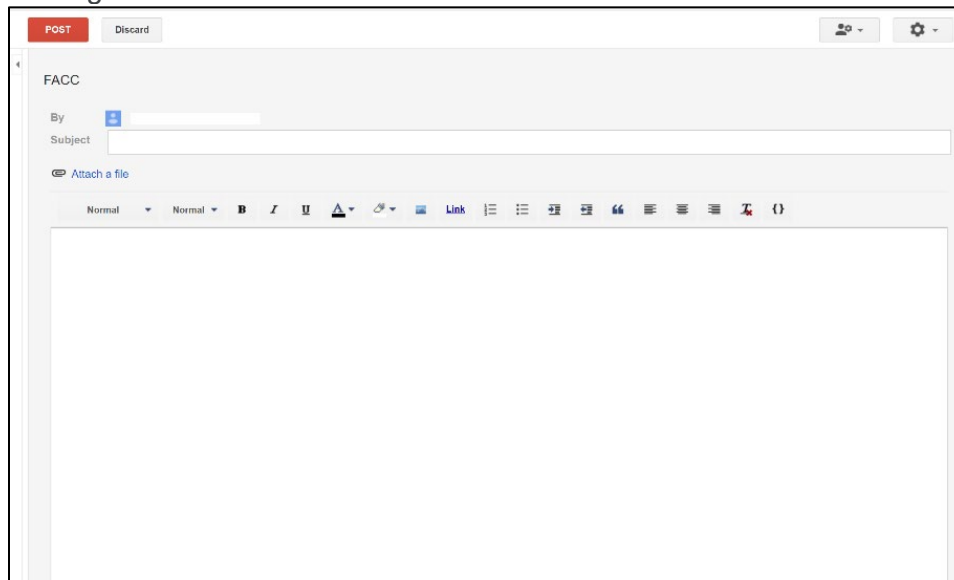
1. Sign in to [FACC Groups](#).
2. Click My Groups.
3. Choose a group.



4. At the top, click New topic.



5. Enter your message.





6. Click Post.

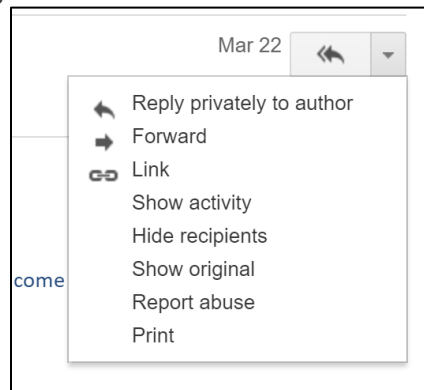
To get all updates on a post, including your responses, check Email updates to me. You'll only see this option under the topic options if you're not a member of that group or you have your email delivery preference to "Don't send email updates."


## Read and respond to posts

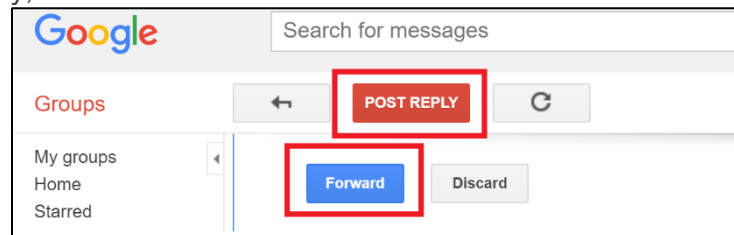
You can read and respond to posts using the web forum or email, depending on whether the group is set up as a list of topics online or sends emails to your address.

## Respond via the online forum

1. Sign in to [FACC Groups](#).
2. Click My Groups.
3. Choose a group.
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.
2. 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.

## 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.

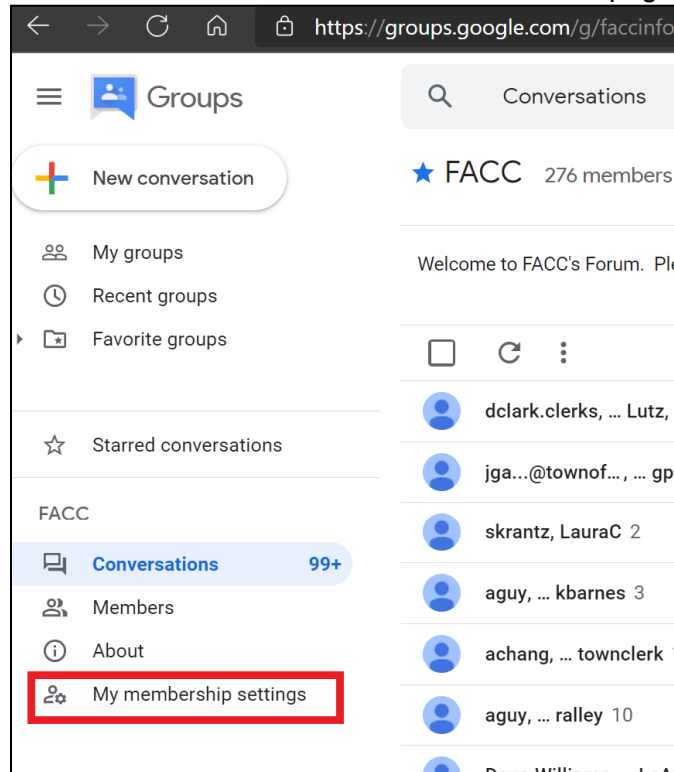
# MANAGING EMAILS

In Google Groups, your subscription settings determine whether and how you receive email from groups

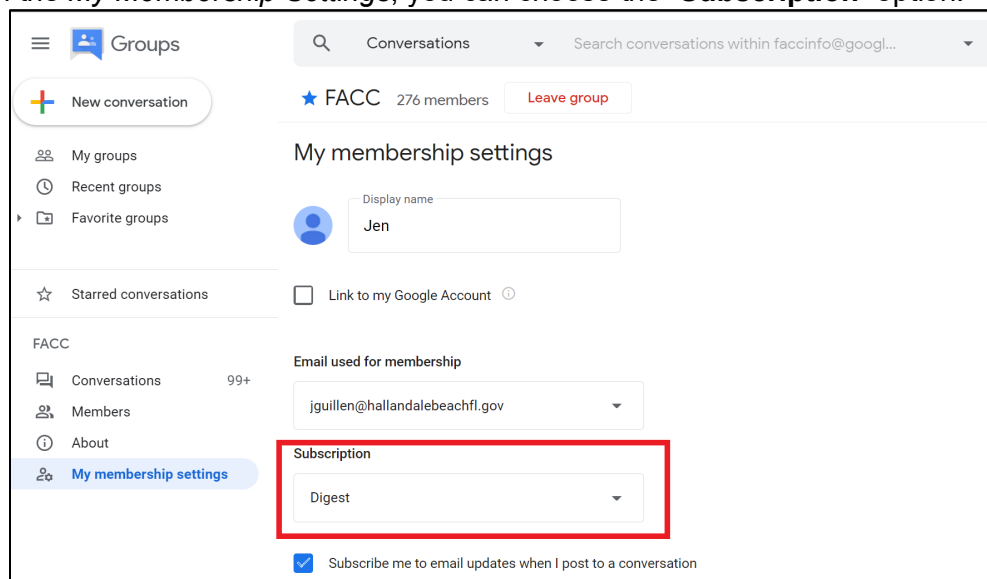
To control the volume of email notifications provided through the FACC Discussion Forum, please follow the following steps:

## My Membership Settings

1. This option found within the FACC Discussion Forum's main page (once logged in):

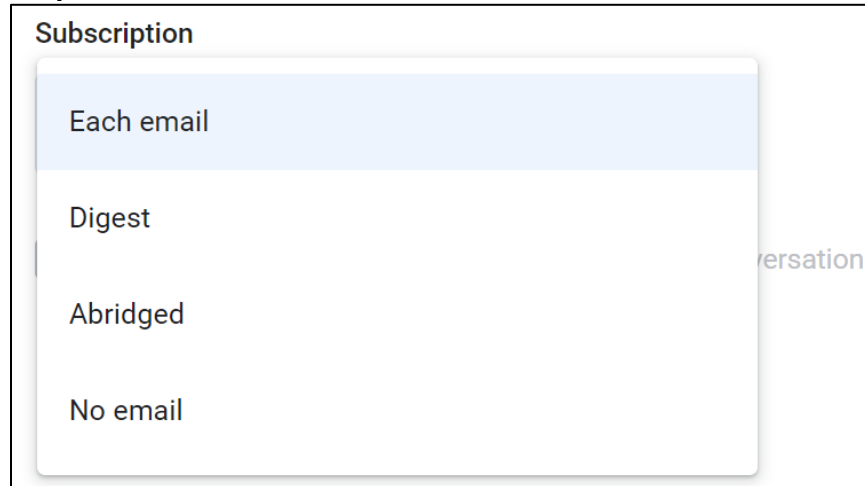


2. Within the *My Membership Settings*, you can choose the “**Subscription**” option:



## Subscription Options:

3. In the **Subscription** column, click the Down arrow:



4. Select from the following:

- a) **Each Email** – *Each message delivered as it's posted.* Messages sent individually as they're posted to the group.
- b) **Digest** – *Messages sent in bundles of 25.* Up to 25 complete messages combined into single emails and sent daily.
- c) **Abridged** – *Abridged messages sent in bundles of up to 150, at least once daily.* Summaries of up to 150 messages combined into single emails and sent daily
- d) **No email** – No emails sent. Messages from the group are not sent.

## HOUSE RULES

The FACC Discussion Forum has been created with the purpose to provide answers to your questions and seek guidance from experienced Clerks who have faced a similar challenge. Please keep in mind, the forum currently assists 300+ active members in the forum.

To avoid the volume of emails, please **do not** reply with the following:

- “My City does not do that” ...
- “Thanks for the information” ...
- “Thank You.”
- All comments not assisting the subject question.



**THANK YOU!**

