

## TEXDRA Connects Google Group How-To

TEXDRA Connects is very easy to use. Simply compose an email like you always do, putting [texdra-connects@googlegroups.com](mailto:texdra-connects@googlegroups.com) in the “To” field. When you receive an email from the group, you will have the option to hit Reply or Reply All. If you hit Reply, it goes to just the person/firm who posted the message. If you hit Reply All, your response goes to not only the sender but also the rest of the group. The group does reside in the Cloud, and you can access prior posts and conversations there.

There are several ways you can receive messages from the group:

- No email: web-only participation
- Abridged Email: one summary email of new activity per day
- Digest Email: up to 25 full new messages in a single email
- All Email: send each message as it arrives

When you first opt in, your options will be set to All Email. We suggest you leave it that way for a while so you can decide if it's cumbersome or not.