

The Professional Commons Email Group

User Guide

Introduction

Professional Commons Email Group provides a platform for members to chat with each other and share their views.

Target

The Professional Commons Members

Objective

The objective of the email group is to provide a platform for member exchange. The enriched communication is expected to enhance the quality of the researches and projects to allow the Professional Commons serving the Hong Kong community better.

Confidentiality

Professional Commons Email Group is private on the sense that it cannot be searched and viewed by public. Only subscribers can read and post in the group. Subscribers should not disclose the communication of the email group to any third parties.

Governance

- The regulation of email group is approved by the Strategic Committee and enforced by the Administration office.
- The email postings are not moderated except when they violate the regulation.

Subscribing to the email group

Who can subscribe?

Any general member or full member of the Professional Commons is eligible to subscribe to the email group. There are two ways to subscribe to the Professional Commons Email Group:

- via Gmail account
- via other Email account

Differences between Gmail and Email subscriber

The Gmail account enables you to use the Email Group online function including:

- Browsing the email group message on web interface
- Sending email in web interface with attachment
- Changing subscription mode online

So you are encouraged to have a Gmail account for the service. If you do not use the Gmail account for personal email, you can configure Gmail to forward all messages to your primary personal account.

How to subscribe

1. The invitation letter will be distributed from administration office info@procommons.org.hk to members.
2. Members can subscribe by filling out the subscription form and return to the administration office info@procommons.org.hk
3. Upon receipt of application, the confirmation will be sent out from The Professional Commons Email Group then you can enjoy the service now.

Receiving Mode

Mail group emails are automatically sent to registered email addresses one by one. Subscriber can select their own mode when receiving the emails.

Changing the receiving mode

- **Subscriber using Gmail**

Subscriber using Gmail can access Google Group web interface to manage the receiving mode.

- **Subscriber using other email**

Subscriber using other email cannot use the Google Group web interface. He/she has to send a request to the Administration Office info@procommons.org.hk with information of registered email address and the receiving mode to be chosen.

Receiving Modes to be selected

- No Email
Read the email group on the web interface
- Abridged Email (No more than 1 email per day)
Get a summary of new activity each day
- Digest Email (Approximately 1 email per day)
Get up to 25 full new messages bundled into a single email
- Email
Send each message to me as it arrives

Posting

Only registered email account can post to the email group. Posting using other email addresses will be bounced back. It is important for subscriber to remember the registered email address of the email group.

Each post size must be no more than 3MB

- **Gmail Subscriber**

1. Can create new post or reply the existing post by sending email to procommons_members@googlegroups.com
2. Can post in email group web interface.

- **Other Email Subscriber**

Can only create new post or reply the existing post by sending email to procommons_members@googlegroups.com

Unsubscribing the group

1. To unsubscribe from this group, you can send an email to procommons_members+unsubscribe@googlegroups.com
2. Subscribers using Gmail can access the web interface to choose “leave the group” function through “edit my membership”

Post Preview (Email):

Email Subject: Procommons Members: [Post Title]

[Content]

:
:
:

[Footer]

Posting: send an email to procommons_members@googlegroups.com

Unsubscribing: send an email to procommons_members+unsubscribe@googlegroups.com

Group page: http://groups.google.com/group/procommons_members

Regulation and User Guide:

- ProCommons Mail Group User Guide
<http://www.procommons.org.hk/wp-content/uploads/2009/05/User-Guide.pdf>
- ProCommons Mail Group Policy and Regulations
<http://www.procommons.org.hk/wp-content/uploads/2009/05/PC-Management-Policy-and-Regulation.pdf>