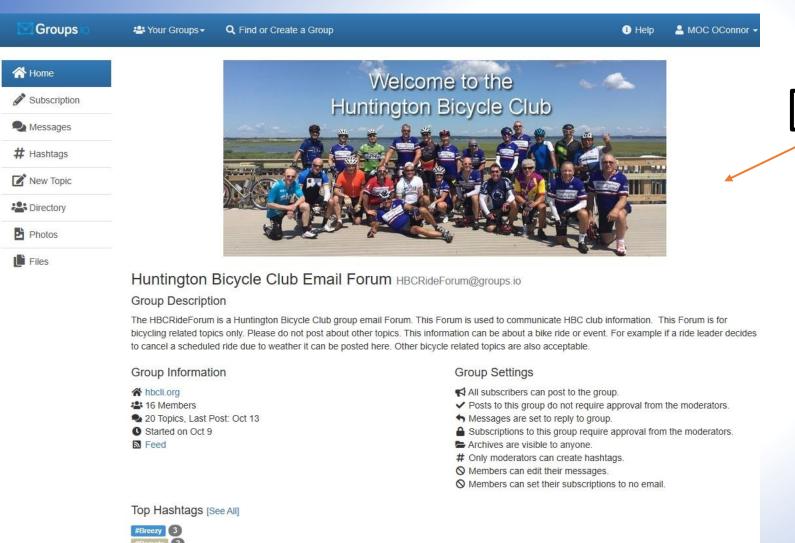


- This email group is for active HBC members only
- Use any type of email address to join the group, Gmail, Optonline etc.
- Group membership is by invite only, invites are sent by email
- Display Name(Full Name) is sent with Invite, is posted with each email
- An Email Signature is Optional (would be included at the bottom of all sent emails)
- User has the option to receive all emails, some emails or no email in your inbox
- The No email option requires the user to view/post emails on the group web interface on a cellphone or computer to view messages, no emails go to your Inbox
- Use of #Hashtags, are assigned by the Admin, but can be used by all members
- Muting of emails by Topic or #Hashtag, These options are at the bottom of the email
- Subgroups can be easily be created By Admin. Rideleader, BreezyRiders. Limits the number of emails sent to the Main Group
- FYI: .io stands for input/output

HBC Email Group – Group Web Home Page

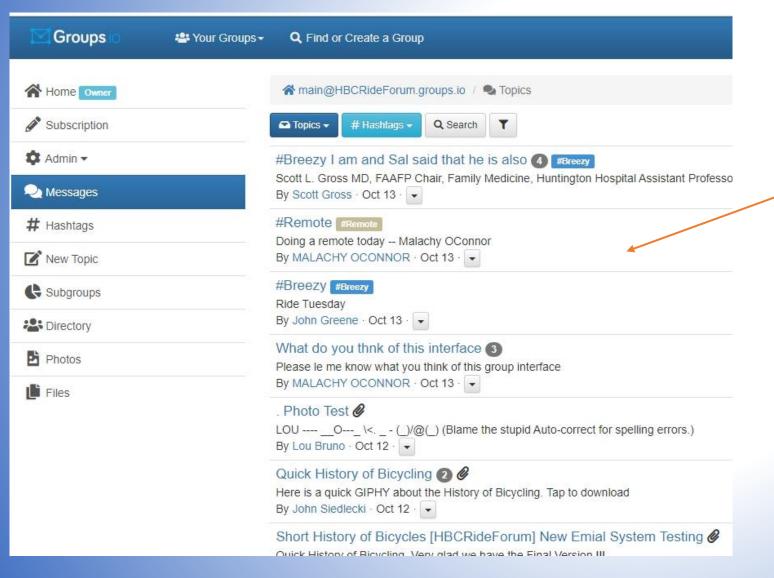




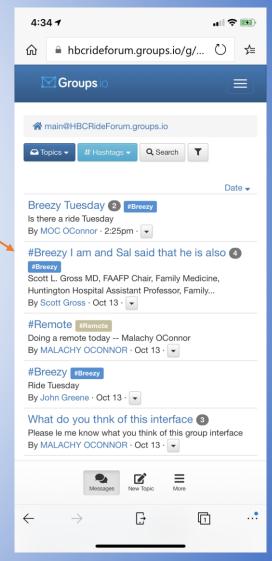
Computer

Cellphone

HBC Email Group – Website Message View

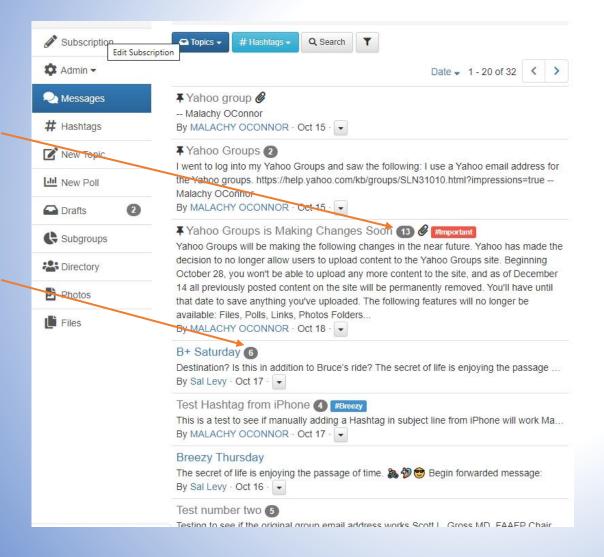


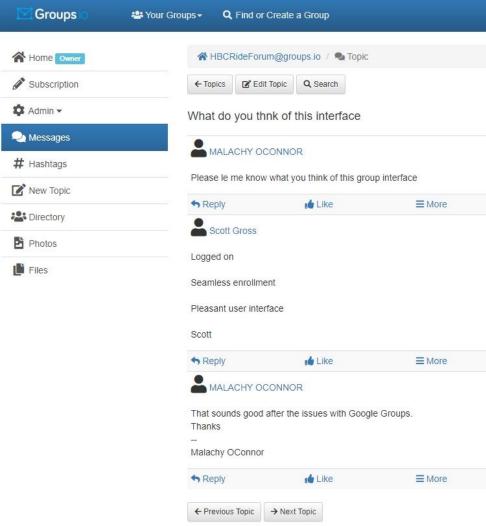
Note: These are only the HBC Group emails



HBC Email Group – Email Thread with replies

When you click on the email with a thread it opens up all the replies. The number indicates how many emails in thread



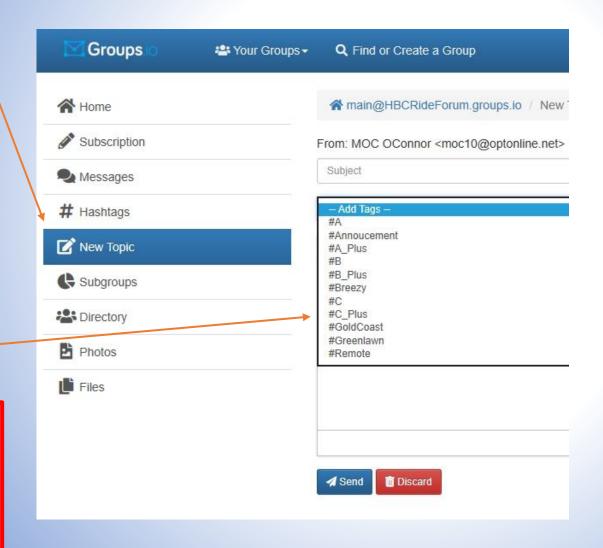


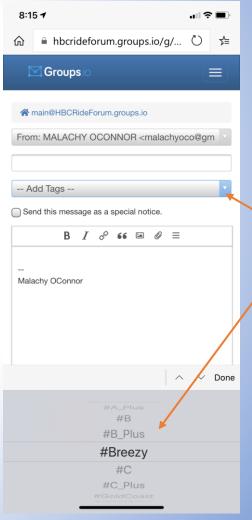
HBC Email Group – New Topic w/Hashtag

Click New Topic to send a new message

You can choose a Hashtag from the list. If a Hashtag you want is not in the list email your request and it can added.
Web View

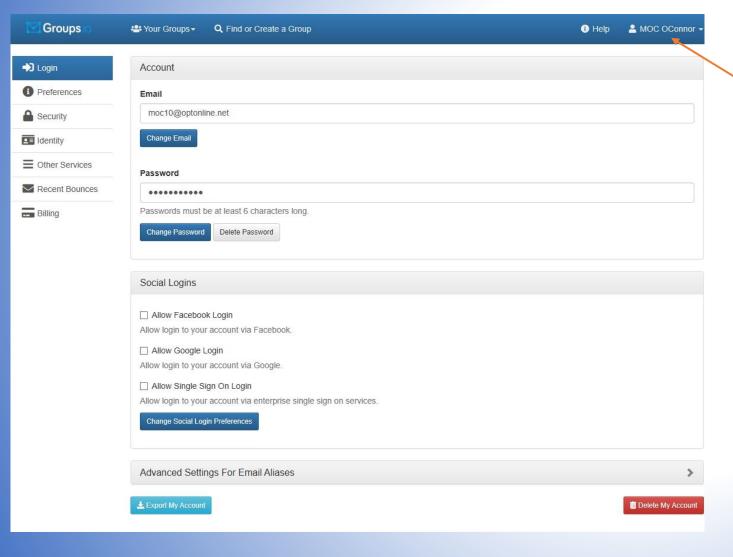
Note: You can add Hashtags manually to client emails if they exist in the system





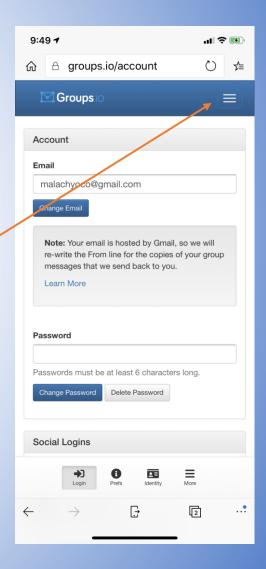
Select Hashtag Web Cellphone View

HBC Email Group – Account Settings



Click your Name ,then Account, on Desktop

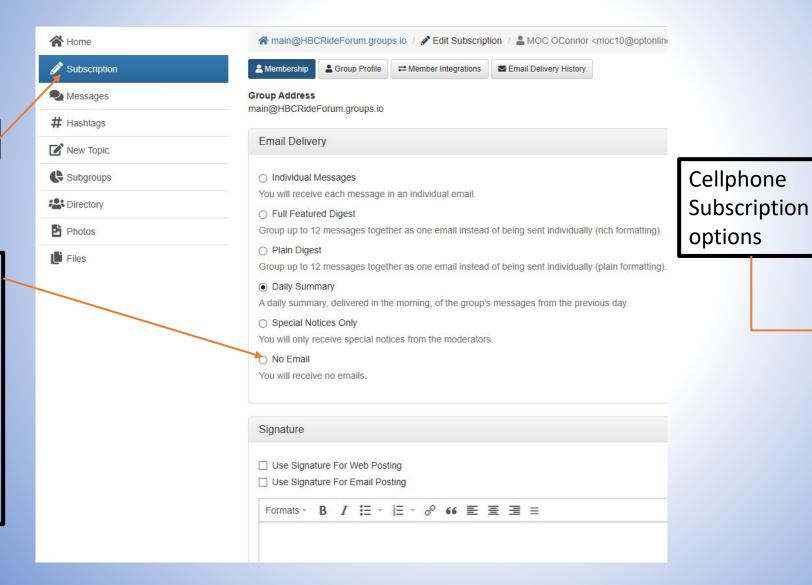
then, Account, on cellphone



HBC Email Group – Subscription Options

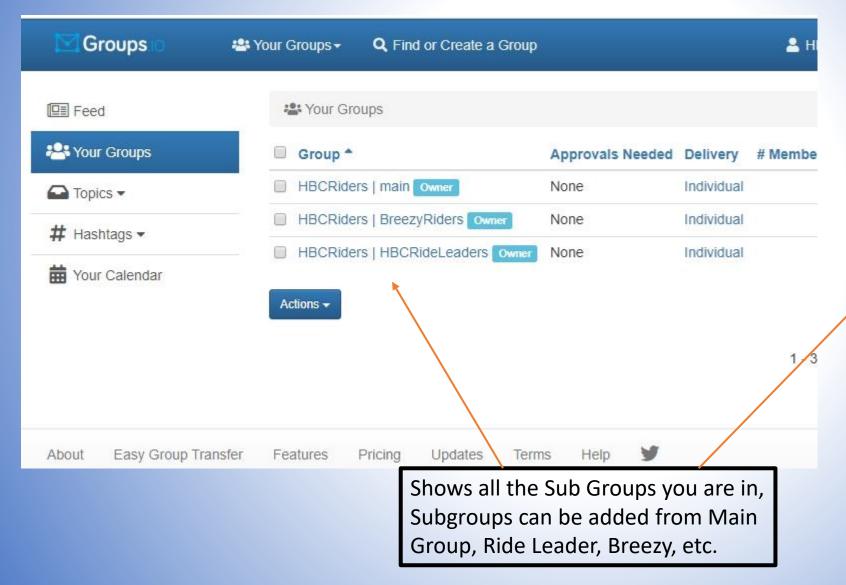
Subscription

No Email option means you will not receive any emails in your inbox. You will have to visit the website to view message



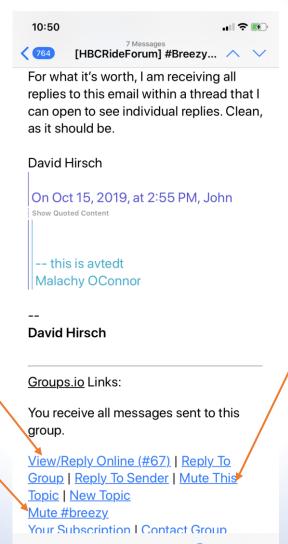
9:55 4 .ıl ≎ 🚮 ♠ A hbcrideforum.groups.io/... **™** Groups i main@HBCRideForum.groups.io **Group Address** main@HBCRideForum.groups.io Joined Oct 9 **Email Delivery** Individual Messages You will receive each message in an individual email. Full Featured Digest Group up to 12 messages together as one email instead of being sent individually (rich formatting). Plain Digest Group up to 12 messages together as one email instead of being sent individually (plain formatting). Daily Summary A daily summary, delivered in the morning, of the group's messages from the previous day

HBC Email Group –Your Groups





HBC Email Group – Cellphone Email Cleint



Mute This Topic

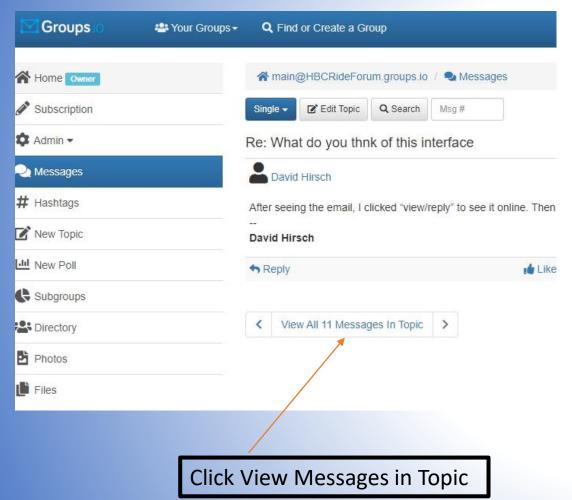
Muting a Topic means you will not receive anymore emails in a thread or other emails with the exact Topic

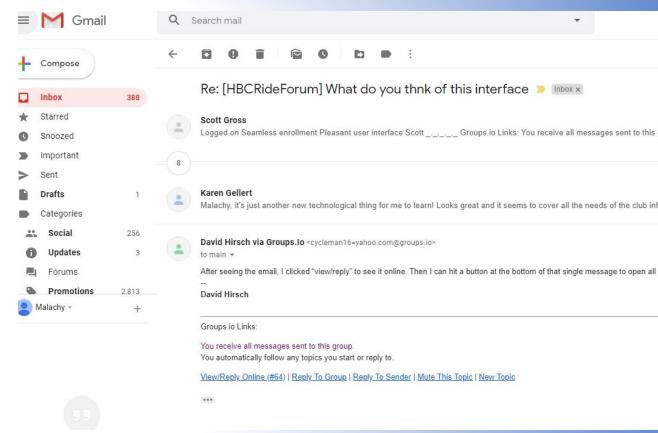
Muting a Hashtag means you will no longer receive emails with that Hashtag

View/Reply Online

Mute Hashtag #breezy

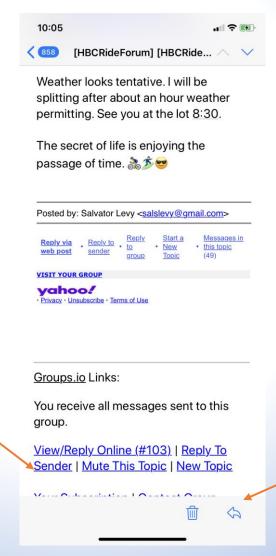
HBC Email Group - View/Reply Online





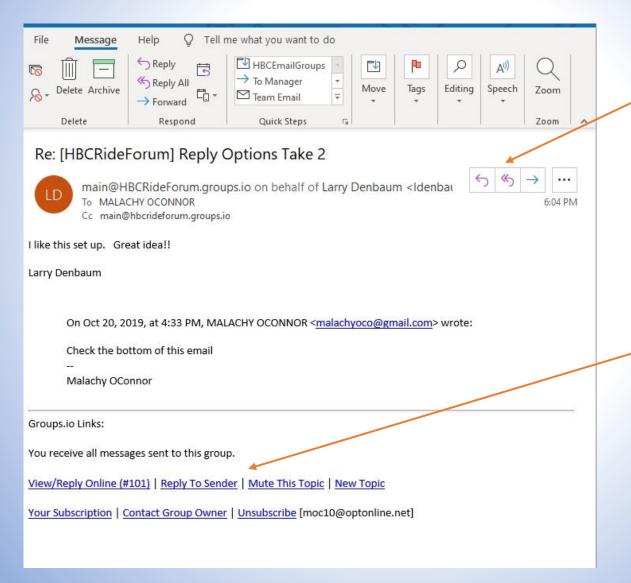
HBC Email Group – Reply to Options

Use this Link to Reply to Sender only



Use your email client to Reply to All All Replies in the Thread will be included in your Reply

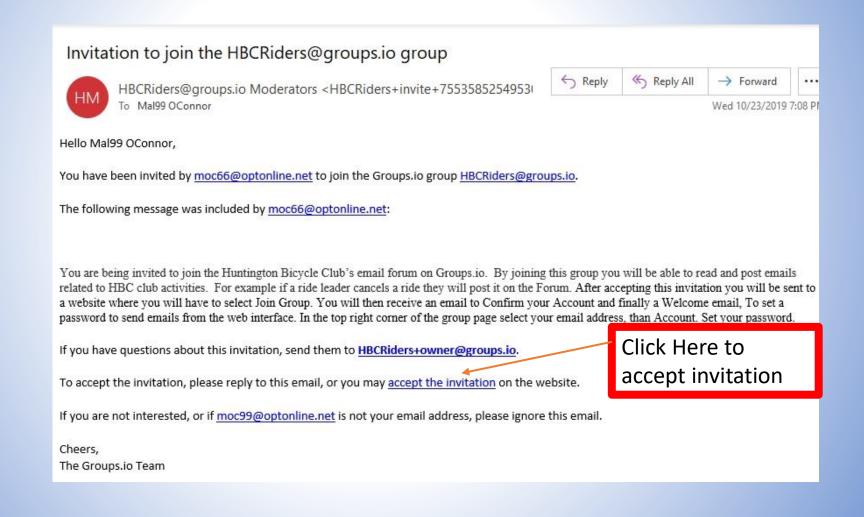
HBC Email Group – Outlook Message View



Outlook Reply to All

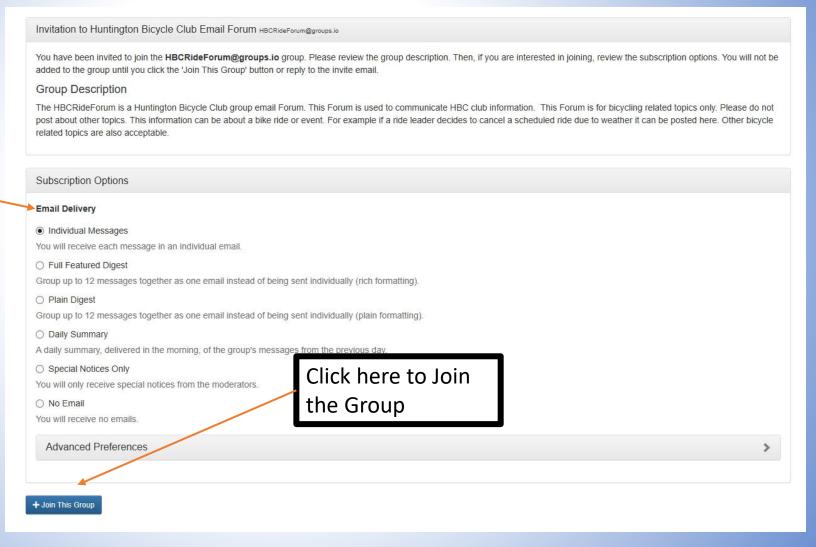
Groups.io Options: View/Reply Online, Reply to Sender, Mute Topic, Mute Hashtag if available

HBC Email Group – Invitation Email



HBC Email Group — Join the Group Webpage

Select your Email
Delivery Option at
this time



HBC Email Group – Confirm your Account

Confirm your malachyo@optonline.net email address



Groups.io <noreply@groups.io>
To malachyo@optonline.net



Hello,

Thank you for your interest in Groups.io. If you did not request or do not want to join Groups.io, please ignore this message.

If you only want to send and receive messages, reply to this email to confirm your email address and activate your membership.

Messages will be sent to you at <u>malachyo@optonline.net</u>

If you want to use the resources and read messages on the website, please click on the link below to confirm your email address, set up a password, and choose other subscription settings:

Confirm account

Cheers,

The Groups.io Team

Click Confirm account for emails and web access

Just reply to this email if you only want to receive emails without web access

HBC Email Group – Welcome Email

