



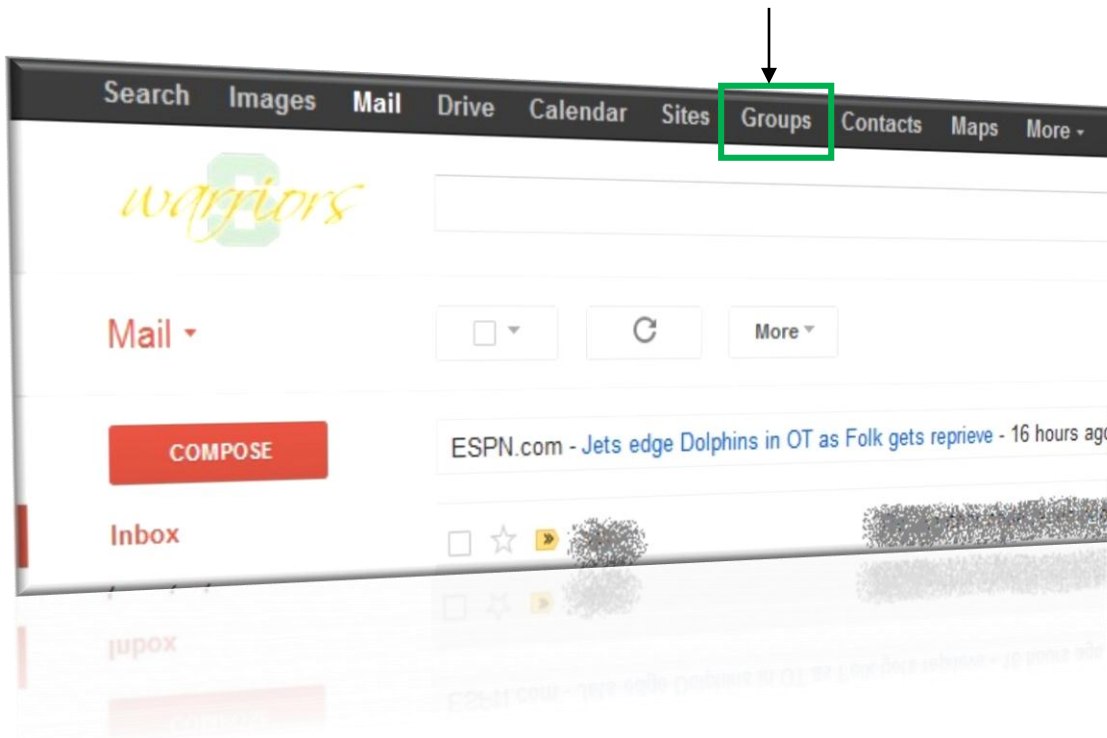
## Determining if you are a member of distribution group

Updated 9.24.12

This tutorial is going to guide you on how to determine which, if any, distribution group you are a member of. If you are needing to be on a distribution list that is listed, but you are not a member of, please contact the technology department and we will assist you.

Please note that if you have personally created any groups out of your own contact list, these are maintained by you, and the technology department has no control over groups created in this area. These are not Smithville distribution lists.

1. From the main screen of your email, begin by clicking on the 'Groups' tab along the top bar.





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2. There are various groups listed under the 'My Groups' tab on the left hand side of your screen. All of these distribution lists are ones that you are a member of. If you are not a member of a group that you should be, send in a work order to the technology department so we may be of assistance.

Search Images Mail Drive Calendar Sites **Groups** Contacts Maps More -

Google Search for groups or messages

Welcome to the new Google Groups! Learn about the new features you'll find.

Groups Take a tour

Edit memberships

★ Applications1  
Account for registration or purchase of applications

★ applications2frees

★ applications2vol

★ Central Office

★ District

My groups

Home

My discussions

Starred

Recently viewed

Middle School

Favorites

Click on a group's star icon to add it to your favorites

3. Click on a group and select 'Members' to verify you are in that group.

Search Images Mail Drive Calendar Sites **Groups** Contacts Maps More -

Google Search for topics

Welcome to the new Google Groups! Learn about the new features you'll find.

Groups NEW TOPIC Mark all as read Refresh Alert Lists Filters

Members Settings

My groups

Home

My discussions

Starred

Recently viewed

Middle School

Favorites

Click on a group's star icon to add it to your favorites

High\_School ★ My membership Showing 30 of 2293 topics (99+ unread)

★ [Redacted]	1 post - 0 views - updated 12:36 PM (31 minutes ago)
★ [Redacted]	1 post - 0 views - updated 11:13 AM (1 hour ago)
★ [Redacted]	1 post - 0 views - updated 11:02 AM (2 hours ago)
★ [Redacted]	1 post - 0 views - updated 9:41 AM (3 hours ago)
★ [Redacted]	1 post - 0 views - updated 9:38 AM (3 hours ago)



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4. Review members to verify you are listed (Note: If you have made it this far, you are a member of that distribution group). In this view, you can scroll through the members or you can click search to find a member.

Search Images Mail Drive Calendar Sites **Groups** Contacts Maps More -

Google Search for topics

Welcome to the new Google Groups! Learn about the [new features you'll find.](#)

Groups Topics Settings

My groups **High\_School** ☆ My membership

Home  
My discussions  
Starred

Recently viewed  
Middle School

Favorites  
Click on a group's star icon to add it to your favorites

Sorted by name Sort by join date Showing 96 of 96 members

Susan Medley joined Aug 15, 2011 (Member)	Michelle Dominiak joined Aug 23, 2010 (Member)	Diane Migletz joined Aug 23, 2010 (Member)	Alexis Small joined Jul 22, 2011 (Member)	Ambra Cummings joined Jul 3, 2012 (Member)
Andrew Haws joined Aug 23, 2010 (Member)	Angela Sanders joined Jul 22, 2011 (Member)	Anita McCullough joined Aug 23, 2010 (Member)	Anthony Grafton joined Jul 22, 2011 (Member)	Ashley Jones joined Aug 23, 2010 (Member)