

JewishGen Discussion Group Using the Reply and Like Features

DAILY SUMMARY and DIGEST

There are two formats for receiving the Discussion Group messages — Daily Summary format and Digest format. Same messages but different formats, different delivery schedules, **and different ways of replying.**

If you are among the great majority of Discussion Group members, you receive your messages in the **Daily Summary** format. You receive one email each day from JewishGen with a list of the new topics (messages) at the top and below that a list of new replies. Under the green JewishGen banner at the top of your list of messages it says, "This is a daily summary for the JewishGen.org Discussion Group..."

If you are still subscribed to the **Digest** format, you receive several emails from JewishGen throughout the day with up to 12 messages in each Digest. Under the green JewishGen banner at the top of your list of messages it says, "This is a digest for the JewishGen.org Discussion Group..."

RESPONDING TO MESSAGES

There are three ways you can respond to a message on the Discussion Group:

1. Reply to the entire group
2. Reply privately only to the sender
3. Click the "Like" button

Instructions for Subscribers to the Daily Summary format:

To **"Like" a message**, which is a way of showing your agreement or appreciation to the sender, simply click the "Like" button at the bottom of the message.

To **reply to the group**, click the "Reply" button at the bottom left corner of the message, type your reply, and click "Reply to Group".

Please **reply privately to sender** when your reply to a message would be of interest only to the sender of the original message and would not be of interest to the entire membership of the Discussion Group.

To **reply to sender** — If the author of the message provided an email address, you may write to them directly. If not:

- Click the "reply" arrow in the lower left corner of the message
- Click the "private" button at the bottom right of your reply box
- Type your reply in the reply box

- Click the “reply to sender” button

Note: If you do NOT see a “Reply” link at the bottom of each new message, it means you are not logged in to the Discussion Group — and you must be logged in to respond. Although you can receive Discussion Group messages without being logged in, you must be logged in to reply to messages.

To log in, go to the Discussion Group Main Page at:

<https://groups.jewishgen.org/g/main>

Scroll down, and click the green “log in” button. (If you are already logged in, the “log in” button will not appear.) You may be asked for your password. Remember that the Discussion Group password is not currently the same as your JewishGen website password, although you can make them the same if you choose to do so. When you are logged in, you will see your name in the upper right corner of the Main Page.

Instructions for Subscribers to the Digest format:

To **reply to the group**, click the “Reply to Group” link underneath the message, type your reply, and send your email reply in the usual manner.

Please **reply privately to sender** when your reply to a message would be of interest only to the sender of the original message and would not be of interest to the entire membership of the Discussion Group.

To **reply to sender** — If the author of the message provided an email address, you may write to them directly. If not, click the “Reply to Sender” link underneath the message, type your reply, and send your email reply in the usual manner.

To **“Like” a message**, which is a way of showing your agreement or appreciation to the sender, click **“View/Reply Online”** at the bottom of the message. Then click the “Like” button at the bottom of the online version of the message. *If you **do not** see a “Reply” link or a “Like” button at the bottom of the online version of the message, it means you are not logged in to the Discussion Group and you must be logged in to Like a message. See the **Note** above for instructions.*

ANY QUESTIONS?

For assistance, please contact the JewishGen Support Desk:

support@jewishgen.org

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