

Listserv Instructions

www.Groups.Google.com

Upon membership registration, your work email address will be registered with the NAAPA google group, and you will begin receiving the listserv messages directly to your email. If you have not received any messages, contact NaapaTech@gmail.com.

Ways to Access the Group

To initiate a listserv discussion, send an email to national-association-of-academic-psychiatry-administrators@googlegroups.com. Responses will come directly to your email.

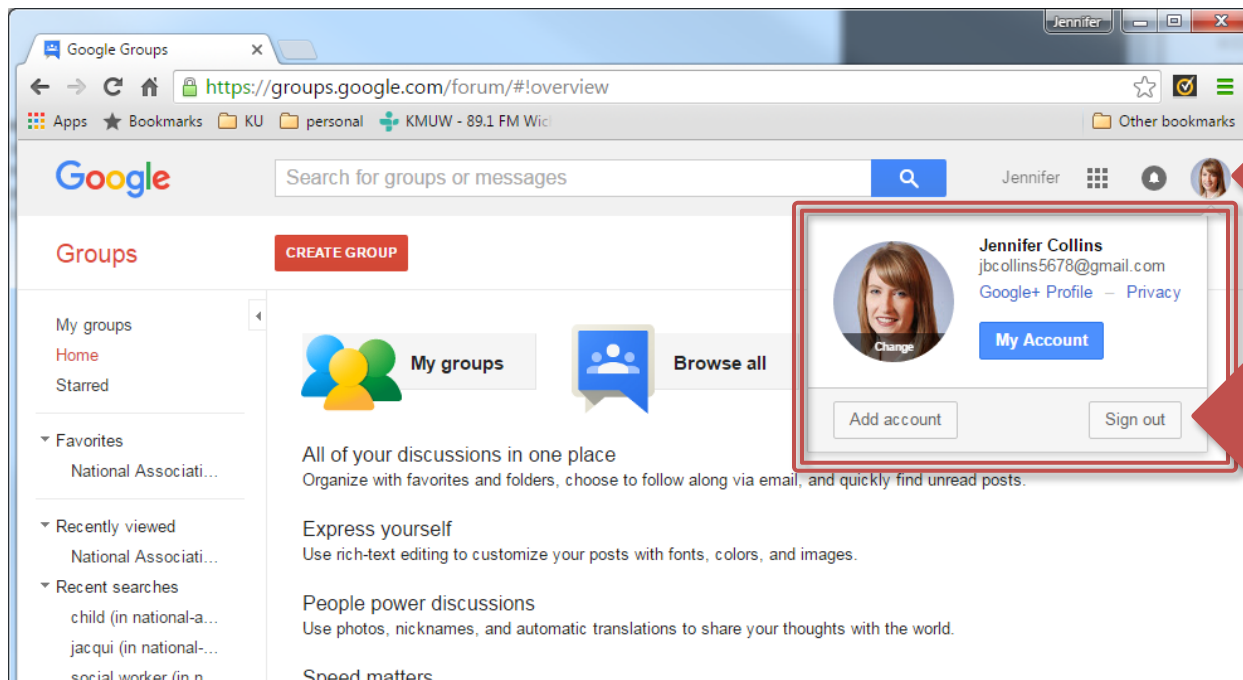
Note: you must originate the email to the group using the email from which you registered for NAAPA membership, otherwise the system will not recognize you as a user. IE you cannot initiate an email to the group using your personal account.

To *access past discussions*, or change your notification settings, you will want to login directly to www.groups.google.com, using the login instructions below.

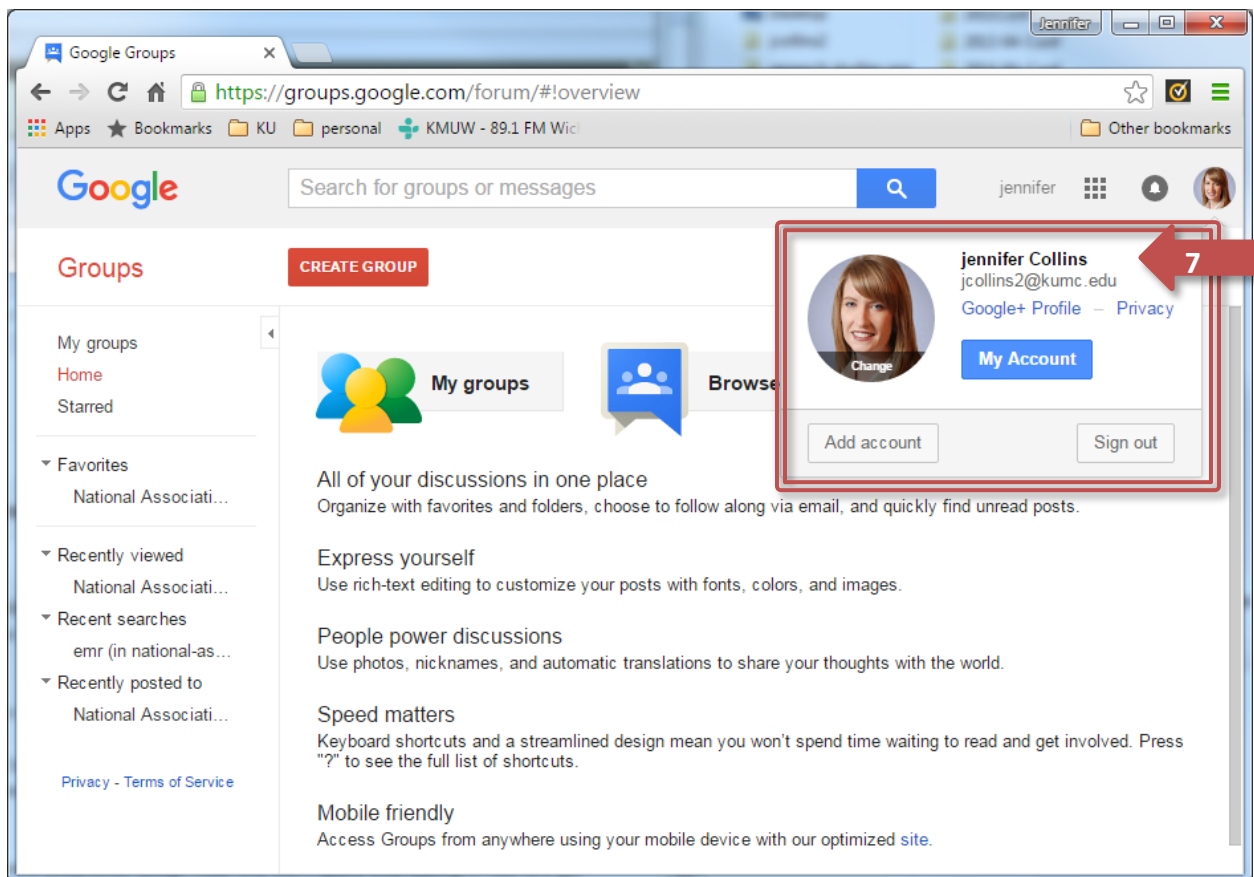
Google Account Login Instructions

Your user name will be the work email address you used to register for NAAPA membership.

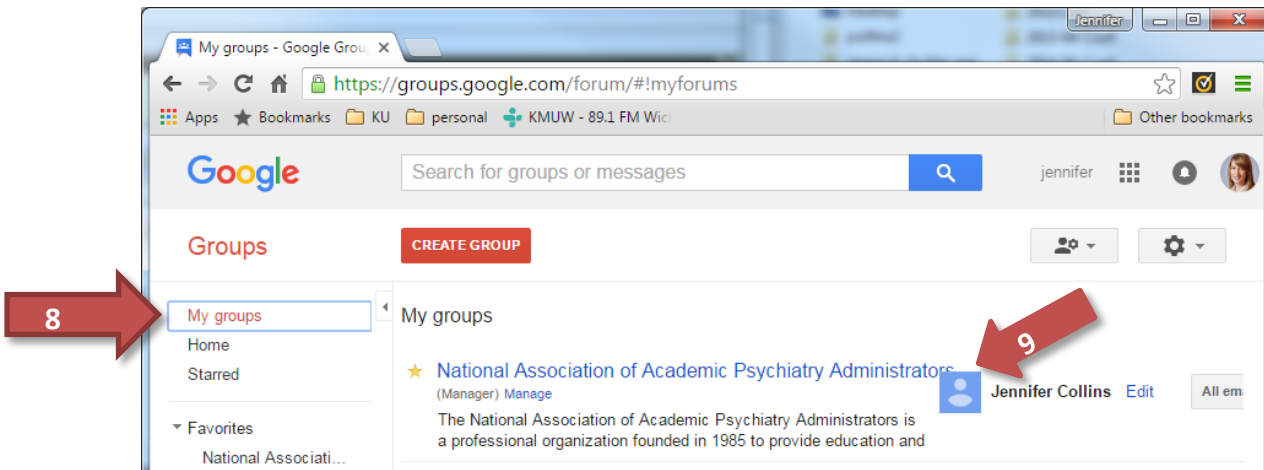
- 1) Go to groups.google.com, and hover over the avatar / user in the upper right
- 2) If signed in under a personal account, sign out. If not signed in, go to step 3.



- 3) Create a google account for WORK/NAAPA use at <https://accounts.google.com/signup> . Use your full work email address that you registered for NAAPA membership as the username (ie jcollins2@kumc.edu)
 - a. Work emails are used for the listserv so that the notifications are sent directly to your work email. If your email address has changed since the one you registered with, send your new email address to NaapaTech@gmail.com
- 4) If you already have an account registered with your work email address, but need to reset your password, go here: <https://support.google.com/accounts/answer/41078?hl=en>
- 5) If still unable to login, contact NaapaTech@gmail.com for assistance
- 6) Go to www.groups.google.com
- 7) Confirm you are logged in under your work username by hovering over the avatar in the upper right



8) Click "My groups" on the left toolbar



9) Select National Association of Academic Psychiatry Administrators

10) Enter your search term in "search for topics"

