

## RI-Children's Services Google Group

Membership in RI-Children's Services Google Group is open to all RI library staff with an interest in children's or teen services, and community partners who work directly with a RI public library or the Office of Library and Information Services.

Group Web Address: <http://groups.google.com/group/ri-children>

Email Address: [ri-children@googlegroups.com](mailto:ri-children@googlegroups.com)

All email exchanges in the listserv are archived and open to the public. You may view or search the archive at <http://groups.google.com/group/ri-children/topics> (figure 1)



Figure 1

### Posting and Receiving Messages from RI-Children's Services

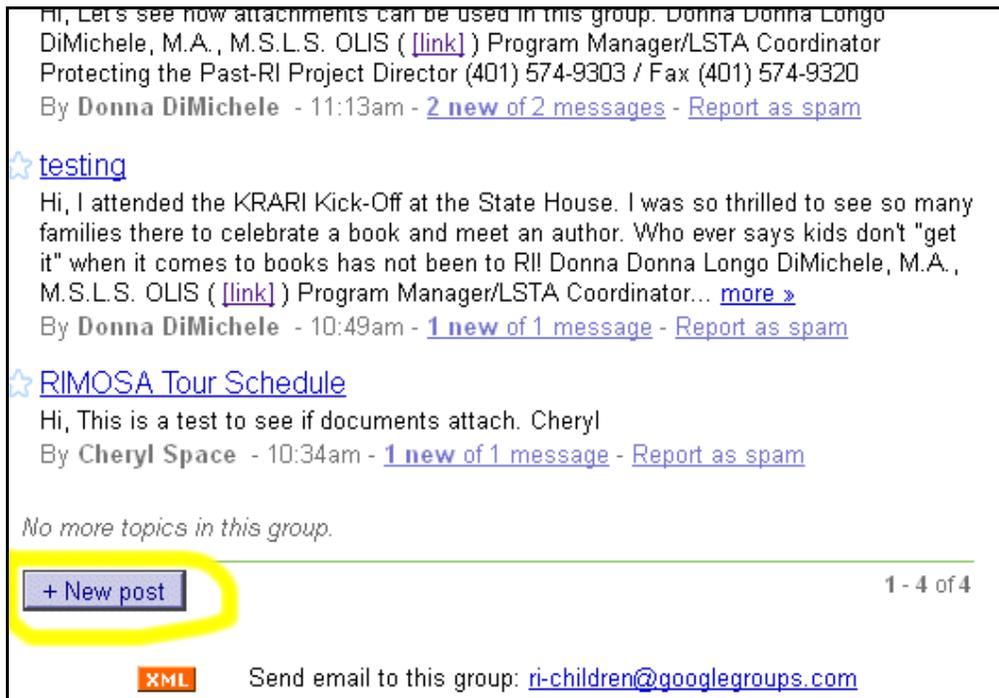
A Google account is not required to access or post messages **via email** on the RI-Children's Services listserv. You can email the group from your email address (send to: [ri-children@googlegroups.com](mailto:ri-children@googlegroups.com)), or respond to a message you've received, and it will go to everyone. If you have multiple email accounts, make sure you use the account you used to subscribe to the group or where you received the invitation to join the group.

If you wish to post from the web interface (Figure 2) or share a private GoogleDoc, you will be asked to login with a Google account. The Google account login requires an email address and a password, but the email DOES NOT have to be a Google Email (gmail) account.

If you wish to receive email from RI-Children's Services at a different email account (other than the one where you received the invitation to join), please visit the RI-Children's Services home page and click "apply for group membership." Log in using the Google account you'd prefer before you send your invitation request.

## Attaching Documents

If you wish to attach a Word document, library flyer, or photo, you must email the group. You can not attach documents from the web interface. The documents can be accessed via the web interface.



Hi, Let's see how attachments can be used in this group. Donna Donna Longo DiMichele, M.A., M.S.L.S. OLIS ( [\[link\]](#) ) Program Manager/LSTA Coordinator Protecting the Past-RI Project Director (401) 574-9303 / Fax (401) 574-9320  
By Donna DiMichele - 11:13am - [2 new of 2 messages](#) - [Report as spam](#)

[☆ testing](#)

Hi, I attended the KRARI Kick-Off at the State House. I was so thrilled to see so many families there to celebrate a book and meet an author. Who ever says kids don't "get it" when it comes to books has not been to RI! Donna Donna Longo DiMichele, M.A., M.S.L.S. OLIS ( [\[link\]](#) ) Program Manager/LSTA Coordinator... [more »](#)  
By Donna DiMichele - 10:49am - [1 new of 1 message](#) - [Report as spam](#)

[☆ RIMOSA Tour Schedule](#)

Hi, This is a test to see if documents attach. Cheryl  
By Cheryl Space - 10:34am - [1 new of 1 message](#) - [Report as spam](#)

*No more topics in this group.*

[+ New post](#) 1 - 4 of 4

 Send email to this group: [ri-children@googlegroups.com](mailto:ri-children@googlegroups.com)

Figure 2

## Requesting an Invitation to Join RI-Children's Services:

If you wish to join the group, you may email Cheryl Space, Youth Services Coordinator, directly and request to be included ([cheryl.space@olis.ri.gov](mailto:cheryl.space@olis.ri.gov)). Alternatively, you may go to the home page of the group and click "apply for group membership." You will be prompted to create or log into your Google account to have a message sent to Cheryl requesting to join. If you do not wish to create a Google account, email Cheryl Space directly.

## Creating a Google Account

1. Point your browser to <https://www.google.com/accounts/Login>. Click the “Create an account now” link.

**Google accounts**

**Sign in to personalize your Google experience.**

Google has more to offer when you sign in to your Google Account. You can customize pages, view recommendations, and get more relevant search results.

Sign in on the right or [create one for free](#) using just an email address and password you choose.

[Gmail](#)  
Get a fresh start with email that has less spam

[Web History](#)  
Access and manage your web activity from any computer

[iGoogle](#)  
Add news, games and more to the Google homepage

Sign in with your **Google Account**

Email:   
ex: pat@example.com

Password:

Stay signed in

[Can't access your account?](#)

**Don't have a Google Account?**  
[Create an account now](#)

Figure 3

2. Create a Google account with your current work email (Figure 4). Complete the form and submit.

**Google accounts**

**Create an Account**

If you already have a Google Account, you can [sign in here](#).

**Required information for Google account**

Your current email address   
e.g. myname@example.com. This will be used to sign-in to your account.

Choose a password:  [Password strength:](#) **Fa**  
Minimum of 8 characters in length.

Re-enter password:

Stay signed in

Figure 4

3. When you log into your Google account, you will see your groups. One of them will be RI-Children's Services. When you visit the group's page, you will be able to see all of the archived messages or post a new message from the web. You will be able to see every message, whether it was emailed or posted from the web interface, including documents.