

User Guide

Nebraska High School Counselor Google Group

Follow these steps to get started:

1. **Request access to the group by emailing Lori Caffery (loric@educationquest.org).** She will send you an invitation to join.
 - The invitation expires after 7 days and can be re-sent.
 - If you do not have a Google account, you will need to create one.
2. **Accept your invitation to the group.**
 - Expect an email from nehscounselors@googlegroups.com with the subject line:
You have been added to Nebraska High School Counselor Google Group (subject line will start with [HS Group] to help you sort messages).
 - View the Google Group at: <https://groups.google.com/g/nehscounselors>
Hint: Bookmark this page.
3. **Manage your “My Membership Settings.”**
 - Click on “My membership settings” at the bottom of the left-hand column of the Google Group page.
 - Change your display name from your email address to your full name.
 - Click on the Subscription dropdown link to select how often you want to get emails. You will have the following options:
 - **Each email:** Each message is delivered as it’s posted
 - **Digest:** Messages sent in bundles of 25
 - **Abridged:** Abridged messages sent in bundles in up to 150, at least once daily
 - **No email:** No emails sent
4. **There are two ways to join the conversation:**
 - From the Google Group website:
 - Click on “Conversations” to view topics.
 - Reply All to respond.
 - Use the search bar to find topics (i.e., FAFSA, ACT, etc.)
 - Use the “New Conversation” button to start a new topic.
 - From email:
 - Subject line will start with [HS Group] to help you sort messages.
 - Reply All to respond to a current conversation.
 - Start a **new** conversation by sending an email to nehscounselors@googlegroups.com.

Besides Nebraska High School Counselors, this group includes:

- EducationQuest staff
- President - Nebraska Association of Student Financial Aid Administrators (NeASFAA)
- President - Nebraska Association of Collegiate Registrars and Admissions Officers (NACRAO)
- Ritchie Morrow - Nebraska’s Coordinating Commission for Postsecondary Education
- Doug Hauserman - Nebraska School Counselor Association
- Donna Hoffman - Nebraska Department of Education

Note: EducationQuest moderates all messages for this group.

Questions? Contact Lori Caffery at loric@educationquest.org or 402-391-4033.