

User Guide

Nebraska High School Counselor Google Group

Follow these steps to get started:

1. Accept your invitation to the group.

- EducationQuest will add Nebraska high school counselors to the group.
- Expect an email from nehscounselors@googlegroups.com with the subject line: *You have been added to Nebraska High School Counselor*
 - All future Google Group subject lines will start with [HS Group] to help you sort messages.
- Accept the invitation to join the group. **This expires after 7 days and can be re-sent.**
- If you don't have a Google account, you will need to [create one](#).
- View the Google Group at: <https://groups.google.com/g/nehscounselors>
 - *Hint:* Bookmark this page.

2. 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 choice of these 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

3. 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:
 - 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

EducationQuest will moderate all messages for this group.

Questions? Contact Nancy Price at nancyp@educationquest.org or 800-303-3745, ext. 6913.