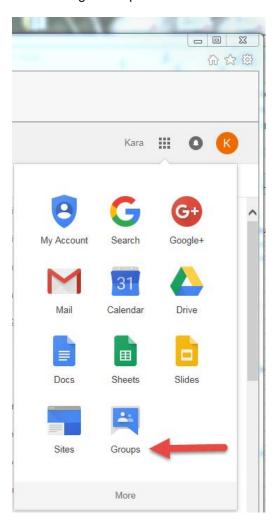
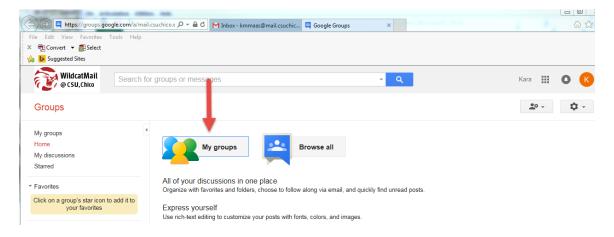
Instructions for CIAC Archives (Beginning 4/1/16)

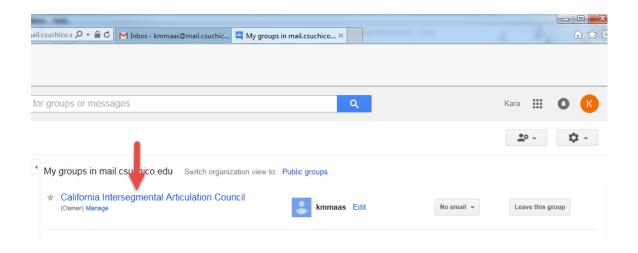
- To access the CIAC list-serve archives, you must have a Gmail account. If you have a Gmail account and have not sent your email address to Kara Maas, email her this information at kmmaas@csuchico.edu. This Gmail account can be set up to view archives only (no emails will appear in the inbox). Go to this URL: https://gmail.com and log into your Gmail account.
- 2. Select Google Groups:



3. Click on "My Groups."

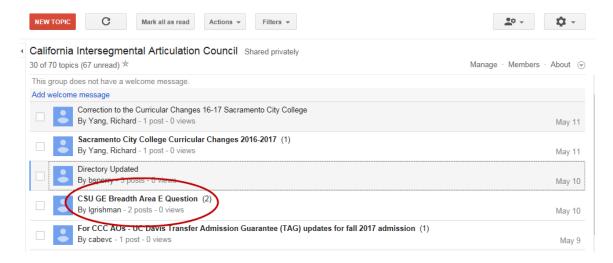


4. Click on "California Intersegmental Articulation Council."

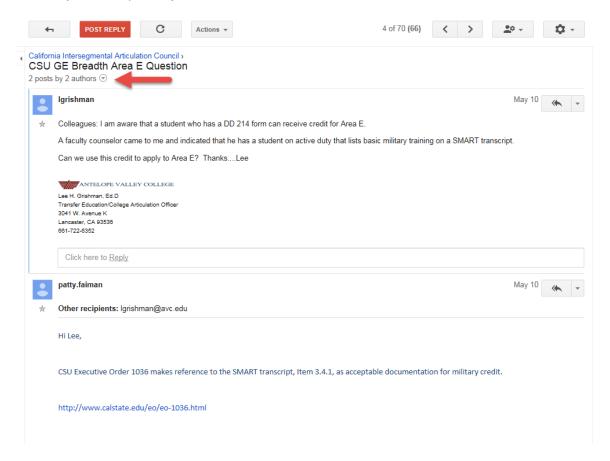


5. A list of topics will appear. You may search for a topic using the search field. Some titled topics are followed by a number in parenthesis. This number indicates the number of emails within this topic.

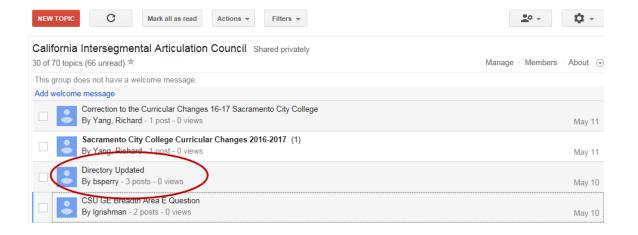
Example 1: An email was sent to the list-serve with a subject title: "CSU GE Breadth Area E Question" followed by "(2)." If you click on this subject, the emails related to this subject will appear.



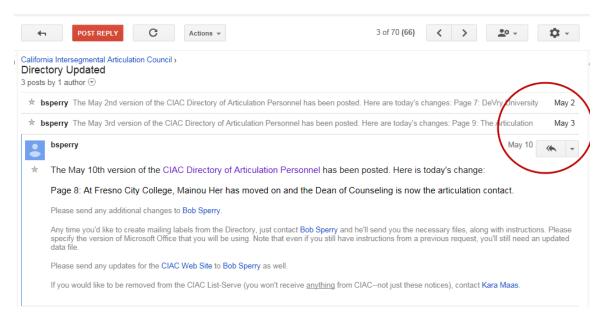
This subject has 2 posts by 2 different authors.



Example 2: When the directory updates are emailed to the list-serve, the same subject is used "Directory Updated."



This subject has 3 posts by 1 author. As seen below, the directory updates emailed on May 2nd, May 3rd and May 10th are all included under the same subject.



- END OF INSTRUCTION SHEET -