Google+ Communities

1. Communities are discussion groups where you can share posts with members of the group. Some communities are public and open to anyone. OUR COMMUNITY IS PRIVATE! This is why you needed an invitation to join.

2. First thing … you want to make sure that notification are ON. Check the box on the upper left. If it says OFF just click the words “Notifications off” and it will turn to ON.

You’ll also see how many members are in the community and the status. OUR COMMUNITY IS PRIVATE!
3. The key to using communities is TOPICS! You'll see all of the topics we have for our community on the left side of the page. The number in the square shows the number of NEW POSTS since your last visit.

You can click on one of the topics to see just the posts under that topic. This will help you to sort through all of the posts and find what you want more quickly.

4. To start a new post in the community, or anywhere in Google+, just use the box found on the top of the page labeled “Share what's new...”

You’ll notice you can post a text message, or post a photo, video, link, or a new event.

- To begin any post just click in the text field and start typing.
- Then select WHERE YOU WANT THE POST TO BEEN SEEN. If you want to post within our community you'll need to select a topic area.

When you view your post on the community page you'll see the topic to which it was posted under your name. You can edit your post, or delete it completely. Just use the arrow on the upper right area of the post (you’ll have to hover up there to find the arrow!)
5. When someone posts a message in the community you'll see a number appear on the notification icon in the upper right.

If you click on the icon you'll see a list of all recent posts from others that you can read. Click on the item to view the entire post or to comment on it.

6. If you want to reply to a post just use the “Add a comment...” field found under any post.  

   *NOTE: You can’t post photos or videos within a comment. To post a photo or video you’ll need to start a new post.*