



LEEDS ASTRO – USER GUIDE

This document describes various features of the Leeds Astronomical Society group.io page. Members on the email list don't necessarily need to use the online page and can just interact with the group by email only if they wish, but the additional features on the online page, are worth looking at. The page itself can be found here:-

<https://groups.io/g/AstroLeeds>

Although the groups.io site is pretty intuitive and easy to use, hopefully this document will help users if any problems are encountered.

Anyone needing any additional help, is welcome to email me at [<ivor@clinchmountainecho.co.uk>](mailto:ivor@clinchmountainecho.co.uk)

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Once Members have subscribed to the Email group, either by replying to the Invitation email or clicking on the link within it, they will still not have full access to the online AstroLeeds page until they have signed in and created a password.

When first visiting the <https://groups.io/> page, members will see an option to “Log in” on the top right hand corner:-



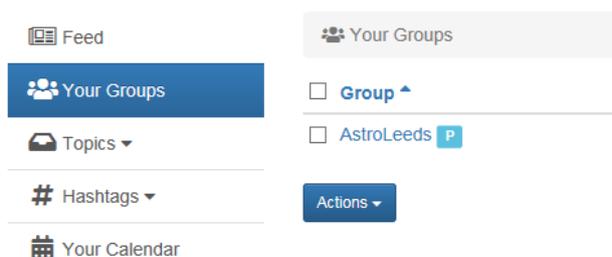
Clicking on the “Log in” option will open the main login page, where you need to enter your email address and, if using the site for the first time, create a password by clicking on the ‘*Forgot your password, or don’t have one yet?*’ link:-

 A login form titled 'Please Log In'. It has two input fields: 'Email Address' and 'Password'. Below the password field is a link that says 'Forgot your password, or don't have one yet?'. There is a green 'Log In' button. Below the button, it says 'Or You Can' and lists three options: 'Email me a link to log in', 'Log in with Facebook', and 'Log in with Google'.

After you have logged in you’ll probably be taken to your “feed” page, which has the following menu on the left hand side:-



To access the AstroLeeds group, click on “Your Groups” and then click on the “AstroLeeds” hyperlink:-

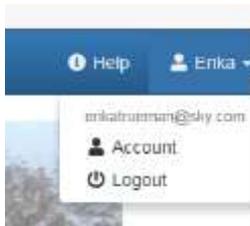


You should now be able to see the AstroLeeds group home page.

2. Set or change Email address

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Once signed in, if at any time you wish to change the Email address you use to send & get messages to the group, click on your Username shown at the top right hand side of the screen, and then click "Account":-



This will then open up your Account details, where you can change your Email address (and if you wish password and Social media single-click login preferences)....

A screenshot of the 'Account' settings page. The page is divided into sections: 'Account', 'Email', 'Password', and 'Social Logins'. Under 'Email', there is a text input field containing 'erikatrueman@sky.com' and a blue 'Change Email' button. Under 'Password', there is an empty text input field, a note 'Passwords must be at least 6 characters long.', and two buttons: 'Change Password' and 'Delete Password'. Under 'Social Logins', there are three checkboxes, all of which are unchecked: 'Allow Facebook Login', 'Allow Google Login', and 'Allow Single Sign On Login'. Each checkbox has a small explanatory text below it.

3. Home Page

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The main page of the group is: <https://groups.io/g/AstroLeeds>. Below the introductory text, you'll see statistics about the group:-

Group Information
www.astroinleeds.org.uk
14 Members
2 Topics, Last Post: Oct 24
Started on Oct 19
Feed

Plus information on the Group's settings:-

Group Settings

- 🔔 All subscribers can post to the group.
- ✓ Posts to this group do not require approval from the moderators.
- ✓ Posts from new users require approval from the moderators.
- 📧 Messages are set to reply to group.
- 🔒 Subscriptions to this group require approval from the moderators.
- 📁 Archives are visible to anyone.
- 📖 Wiki is visible to subscribers only.
- 👤 Members can edit their messages.
- 📧 Members can set their subscriptions to no email.

And a breakdown of the number of Messages by month (with hyperlinks), plus Group email addresses for sending posts / subscribing and unsubscribing to the group:-

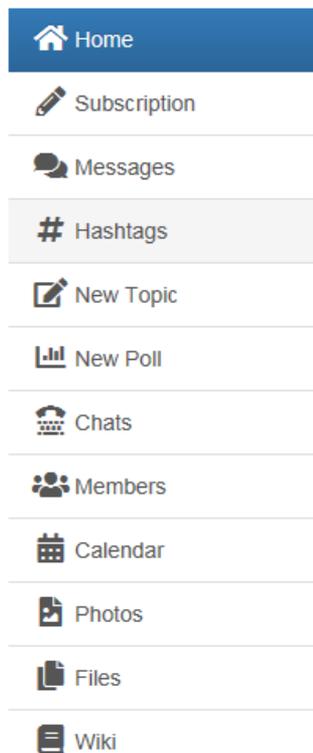
Group Email Addresses

Post: AstroLeeds@groups.io
Subscribe: AstroLeeds+subscribe@groups.io
Unsubscribe: AstroLeeds+unsubscribe@groups.io
Group Owner: AstroLeeds+owner@groups.io
Help: AstroLeeds+help@groups.io

Subscription

You are subscribed to this group.

On the left hand side of the screen there is a menu with the different features:-



The “Subscription” option, can be used to determine how you want to get your messages, any ‘signature’ that you want to be automatically appended to your posts, plus advanced options and your group profile.

4.1 Group Profile

Click on the ‘Group Profile’ button to display your current profile, and if you wish click on the “Edit Group Profile” to make changes:-



The Edit page then allows you to:-

- Add an avatar profile photo/image
- Alter your Display Name (how your name is shown in posts)
- Change who can see your profile
- Add any biographical information you want to share
- Add a Location
- Add a Web address, if you have your own website.

MOST OF THE GROUP PROFILE FEATURES ARE NOT NEEDED & YOU ONLY REALLY NEED TO INCLUDE A DISPLAY NAME...

4.2 Email Delivery

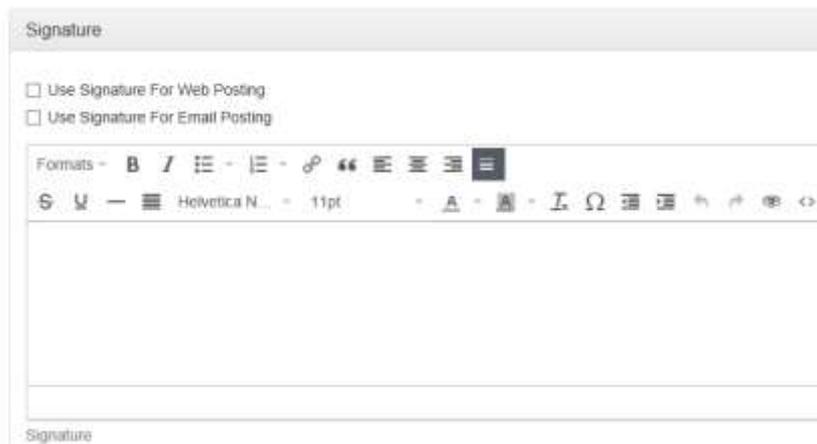
The Email Delivery options allow you to specify how you want to receive messages, so you can receive all messages individually, or grouped into Digests or Daily Summaries.

You can also opt to just to receive any special notices and a “No Email” option, which may be of use if you either just use the <https://groups.io/g/AstroLeeds> page to view messages, or if you’re away for a while & don’t want your email box being inundated with posts...



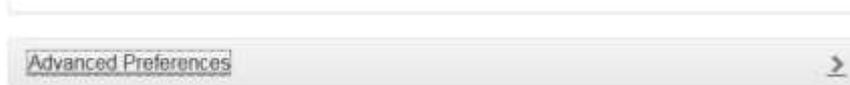
4.3 Signature

The 'Signature' option, allows you to create a custom message that will automatically be appended the bottom of your messages:



4.4 Advanced Preferences

To view the 'Advanced Preferences' options, click on the chevron/arrow icon arrow to the right of the "Advanced Preferences" header:-



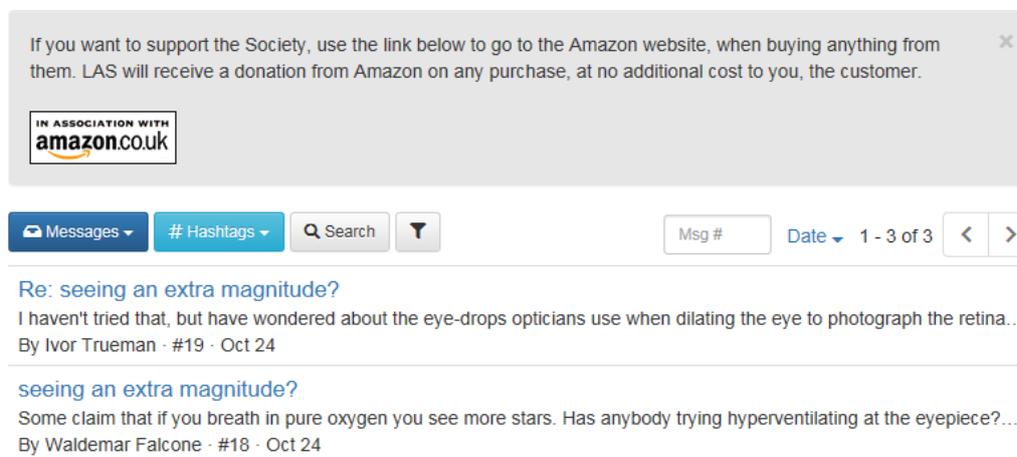
The options here allow you to:-

- i. Restrict the messages that are sent to you, based on topics that you have chosen to follow or hashtags, and whether to get only the initial message in each new thread.
- ii. Restrict the size of attachments that are received by email, replacing any which are above the threshold you specify by links to the files, so that messages can be retrieved quicker.

5. Messages

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The "Messages" option by default displays the recent message topics:-



The 'dark blue' button, can be used to toggle choose between:-

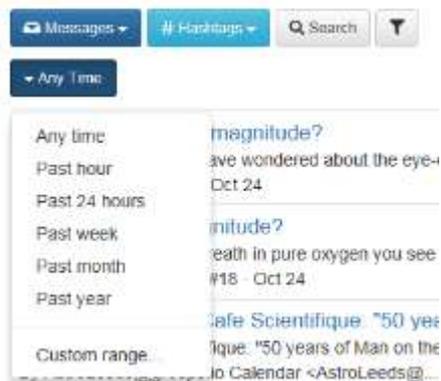
- Messages

- Topics
- Polls

The 'light blue' button can be used to display topics, where the selected 'hashtag' has been added to a word in the subject (See the [New Topic](#) section).

The 'Search' button, can be used to search for posts containing a particular word or phrase.

Clicking on the 'Filter' symbol will display an "Any Time" button which when clicked will show a drop down list to filter messages/topics by a date range:-



Clicking on the title of any of the previewed messages/topics, will display the full message/topic and give options to:

- Reply to the thread
- 'Like' the post
- And by clicking 'More' bring up the option to display all messages from the member / or report the post to the moderator.

The link to Amazon, is from the LAS website, and any purchases made after clicking on the link to go to the Amazon site, will result in LAS getting (I think) about 2% of the purchase price as part of Amazon's affiliate program. (It doesn't cost you any more – the money comes from Amazon's share of the sale)

6. Hashtags

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Hashtags are still somewhat of a mystery to me... I think this option allows you to 'Mute' particular tags, but to what effect I'm not too sure!

Hashtags can be created by including a "#" symbol in front of words in the subject line of new messages.

The 'New Poll' option can be used to conduct surveys of the group by specifying a question and then asking people to select from a custom set of answers:-

Question

Formats - **B** *I*

Answers

Answer

Answer

Answer

Additional Options

Allow multiple choices.

Only moderators and poll creators can view results and responders, regardless of whether the poll is open or closed.

Only display results when the poll has closed. Moderators and poll creators can always view results.

Do not show who responded to the poll.

In the 'Additional Options' section, check boxes are also available to make the poll single or Multiple choice, and to limit the display of results if so desired. Results can also be hidden until the poll is closed & can also be made anonymous.

Once a poll has been posted to the group, members will receive an email with the various Voting options:

AstroLeeds@groups.io Topic

[← Topics](#) [Edit Topic](#) [Search](#)

Dark Sky trip? #poll

Ivor Trueman

Anybody interested in a Dark Sky trip to North York Moors?

<https://www.northyorkmoors.org.uk/discover/dark-skies>

Vote

1. Yes

2. No

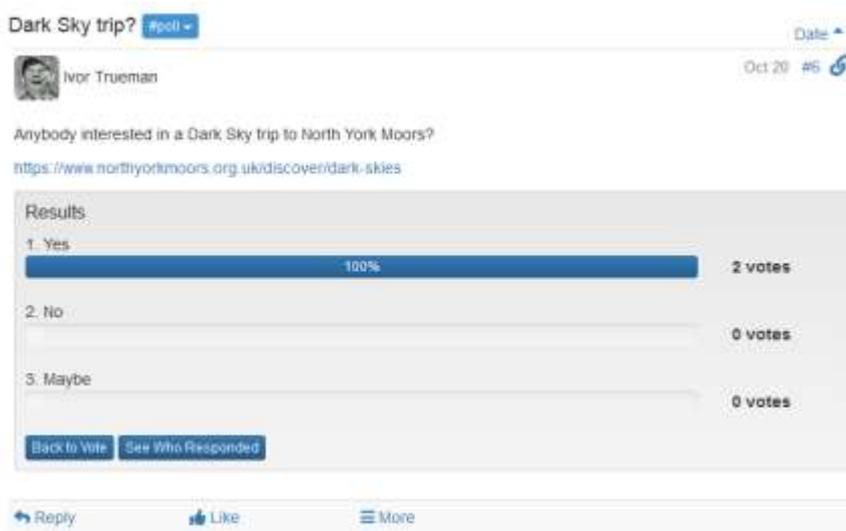
3. Maybe

[See Results](#)

[Reply](#) [Like](#) [More](#)

[← Previous Topic](#) [Next Topic →](#)

In this example, clicking on the “See Results” hyperlink will display a bar graph of the results:-



And then clicking on the “See Who Responded” button gives a breakdown:-



9. Chats

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I've disabled the Chats feature, as when I came to test it out, it doesn't appear to work properly, and from what I can tell on the groups.io admin forum, it hasn't been fully developed...

If it did work, it would have provided a kind of instant messaging, live 'chat' environment, which probably wouldn't have been that much use to us anyway...

10. Members

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The “Members” option will display a list of the groups members, including email addresses. Clicking on any of the header rows will sort the list....

Email addresses are only visible to subscribers to the group, but I can disable this feature if anybody has any concern about it. (I figured that seeing as email addresses are included in posts to the group, it shouldn't be a problem. As with the Yahoo group, messages are visible publically, but without the email address)

The “Calendar” option can be used to create diary events.

- Hovering the mouse over any event will display a brief summary
- Clicking on an event will bring up the relevant details with an option to download an iCal file, which I believe can then be added to your own calendar on systems like MS Outlook.

To create a new diary event, double-click on the required day and enter any relevant details...

- Event Name – brief details which will appear in the calendar & preview
- Date & Time
- Repeats – probably not much use to LAS, but this can be set to create a series of events at regular intervals
- Event Location – at minimum the “Location” field should be completed. If possible this will automatically create a link to google maps, if you include postcode...
NOTE: The Calendar is set to be publically visible, so I wouldn't recommend including email addresses or phone number...
- Event description – message details that will be included in the event.
- Reminders – ability to create reminders about the event, and whether to send the reminder to the group...
- “Add Event” & “Add Event & Invite Group” buttons, which are used to save the event with/without sending a message to members with the event details...

NOTE: I have set the Calendar to that any member can create and edit events, but this can be limited to moderators only, if required.

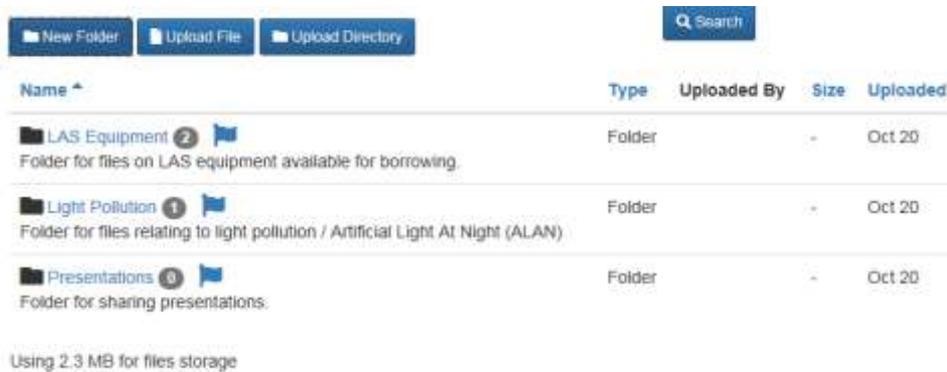
The “Photos” section, includes an album of Emailed photos, and members can create additional albums, eg for LAS group events, or perhaps LAS logo's / artwork?



Photo's & Files are limited to a total storage space of 1GB and will be overwritten once that limit is exceeded.

I have however created an AstroLeeds google account (See [Wiki](#) section) which will give us an additional 15GB free storage to archive older material.

The “Files” section can be used to store and share material with the group (as long as it doesn’t break copyright).



The screenshot shows a file management interface with a search bar and three buttons: 'New Folder', 'Upload File', and 'Upload Directory'. Below is a table of folders:

Name ^	Type	Uploaded By	Size	Uploaded
 LAS Equipment 2  Folder for files on LAS equipment available for borrowing.	Folder	-	-	Oct 20
 Light Pollution 1  Folder for files relating to light pollution / Artificial Light At Night (ALAN)	Folder	-	-	Oct 20
 Presentations 0  Folder for sharing presentations.	Folder	-	-	Oct 20

Using 2.3 MB for files storage

I’ve added a folder for the LAS Equipment & borrowing list/instructions and one for any Presentations, which could be used if there are any general LAS presentations used at out-reach events, or regular meeting materials...

The “Wiki” section provides us with a mini-website type thing... any ideas on what would be useful to include here would be welcome!

At the moment I’ve just added a few links to:

- Some useful resources
- The AstroLeeds google drive via a ‘shared’ link (with a couple of test files)
- The Old Yahoo Email group archive