



## Leeds Older Peoples Health and Wellbeing Network EMAIL GROUP

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- **What is an e-group is and how can it be used?**
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### **What is an e-group?**

An e-group is a way of communicating to a group of people through e-mail. Instead of emailing lots of people separately, an e-group is a list of people (for example a network of people working around older peoples health and wellbeing in Leeds) that you can e-mail by sending one email. It is also more than an email list, as it is interactive and can facilitate discussion and networking across the whole group. For it to be of best use it is important that the whole group has access to it via their email address. An e-group has been set up for people working around older peoples health and wellbeing in Leeds. Yahoo, an internet organisation, offer a free service of hosting e-groups. The Leeds Older Peoples Health and Wellbeing Network e-group has been registered with Yahoo. If you send one email to Yahoo, they will forward it on to everyone who has registered as members of the Leeds Older Peoples Health and Wellbeing Network e-group. You can use the e-group to share ideas, information, ask for suggestions or help, etc. There is no one person from our network responsible for the e-group which makes for a low maintenance, non hierarchical, self-sustaining network.

### **How can I subscribe to the e-group?**

Send an email to: [LeedsOPHWBNetwork-subscribe@yahoogroups.co.uk](mailto:LeedsOPHWBNetwork-subscribe@yahoogroups.co.uk) You will receive an email from Yahoo to say they have received a request to join the group. This may take a couple of hours. The email will instruct you to email them back to confirm you want to join the group. When Yahoo receives your second email, they then send you a confirmation email welcoming you to the Leeds Older Peoples Health and Wellbeing Network e-group.

### **How can I send a message to the group?**

To send a message to all members of the Leeds Older Peoples Health and Wellbeing Network who have registered with the e-group, send an email to: [LeedsOPHWBNetwork@yahoogroups.co.uk](mailto:LeedsOPHWBNetwork@yahoogroups.co.uk) . This is called "posting a message". Your email will then be sent to everyone from the Leeds Older Peoples Health and Wellbeing Network who has subscribed to the group. It is very important that you type in the correct email address.

### **Who can I contact for help?**

If you are having difficulties following these instructions, please feel free to contact Kathryn Ingold for help. Contact details: Leeds Primary Care Trust telephone 0113 305 7620, email: [kathryn.ingold@nhsleeds.nhs.uk](mailto:kathryn.ingold@nhsleeds.nhs.uk) If you do not have an email address but would like one, Kathryn would be happy to work with you to get one set up.

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