



Welcome to the NAASE ExecNet

As of June 3, 2019, the ExecNet has moved to <https://NAASE.groups.io/g/ExecNet> with messages sent to and from ExecNet@NAASE.groups.io

You have already been subscribed as a NAASE member or as a NATA Opt-in colleague. Since this new platform is new for all, we hope this booklet will help you with the most significant actions. Questions may be directed to ExecNet moderator Ken Krivitzky at ExecNetModerator@NAASE.org.

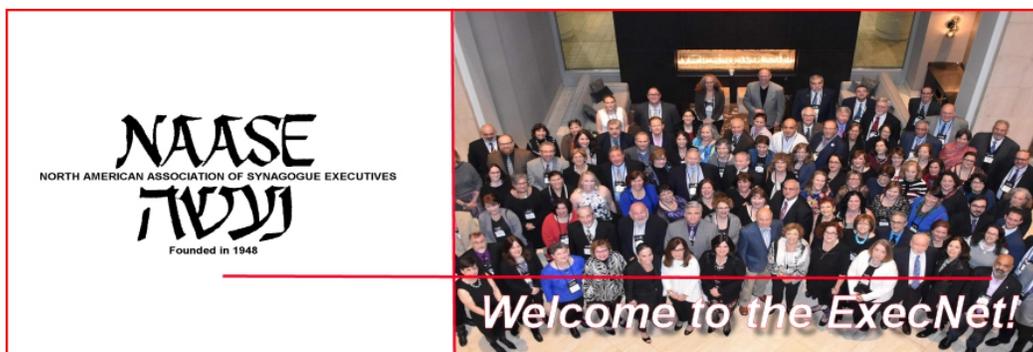


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Receiving ExecNet Messages . . .

Once you've been subscribed, you will receive all messaging that comes through the ExecNet. *(By default, they will each come to you as received by the server. For other formats, see the Options section below.)*

Replying to an ExecNet Message . . .

Simply reply to the message you've received, using the **REPLY option in your e-mail software**, if you wish it to go to all ExecNet subscribers. Be aware that sometimes sending your reply to only the original sender, and NOT to the whole group, is the optimal choice! (You may need to copy-and-paste the email address of the sender from the original message, into the TO field of your reply.) While there will be several options shown in blue links below all messaging you receive, using them will not quote any of the original message to which you are replying, and as such, their use is discouraged for our purposes.

Sending New Messages / Starting a New Thread . . .

Send your message by e-mail to ExecNet@NAASE.groups.io from the same e-mail account (address) from which you are subscribed. As with all e-mail addresses, it is not case-sensitive.

Attachments . . .

Files (PDFs, graphics, photos) may be attached to your outgoing message and they will appear at the bottom of the respective messages. We do ask you please to be mindful of the size of attachments, and their necessity. A better option might be to supply a link where interested colleagues can obtain them if desired.

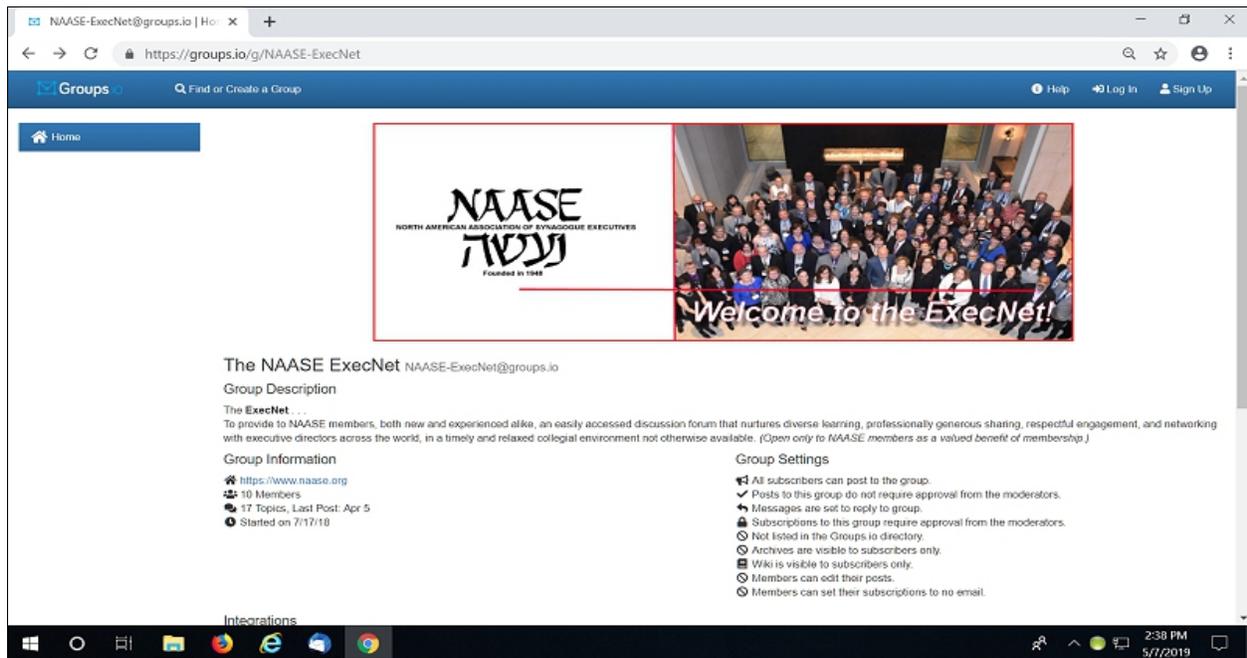
Digest Options and Temporary Suspension of Message Delivery . . .

The default setting sends you each message as it comes in to the server. This format is the easiest to save individual e-mails and to reply to the author(s). Should you wish to receive the messages concatenated into daily digests (lists) or header summaries, select the options using the blue box on the left column, marked SUBSCRIPTION. While away, you may wish to avoid the accumulation of messaging by selecting NO MAIL, being sure upon your return, to deselect that option. Be sure to read more about each option in the Appendix to this document.

In case of difficulty with these settings, contact the ExecNet Moderator Ken Krivitzky at ExecNetModerator@NAASE.org

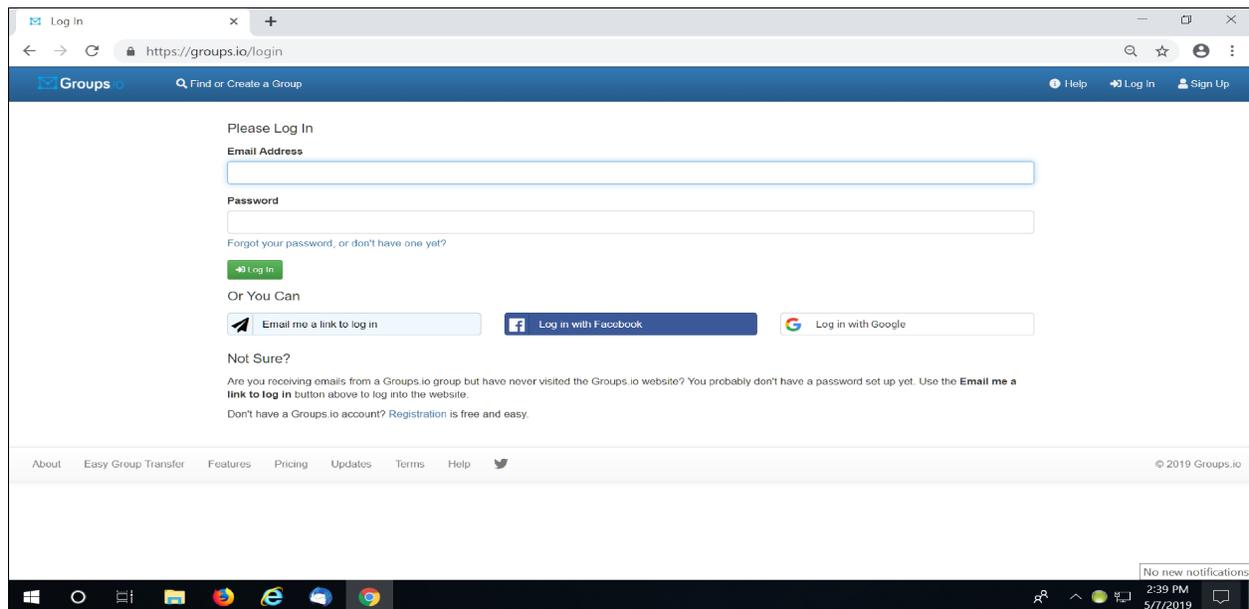
Logging In to the ExecNet Group Page (first time and subsequently) . . .

Visit <https://naase.groups.io/g/ExecNet> (see the image below) . . .



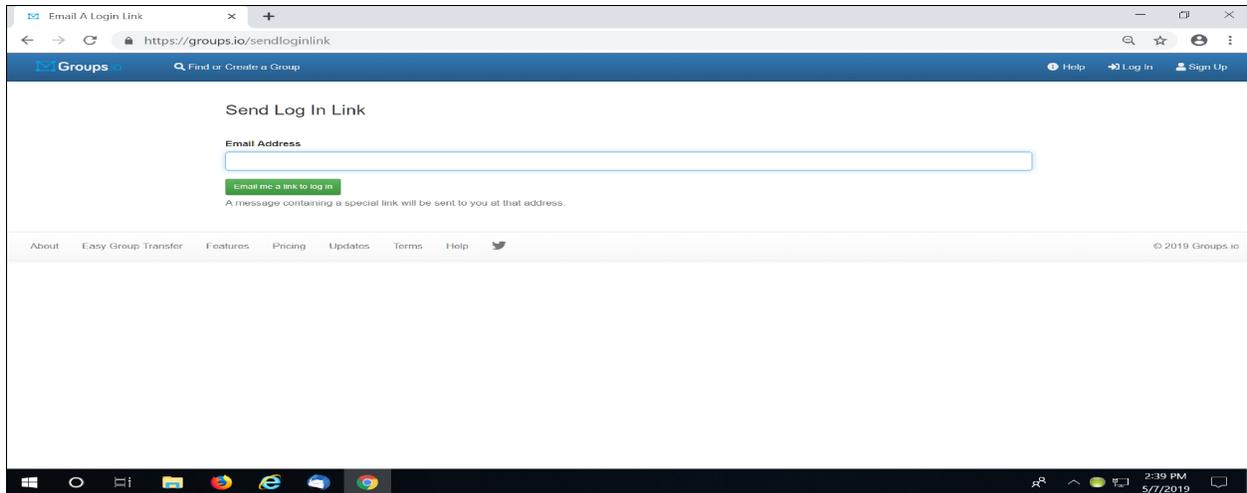
~ This is the Home Page before you log in ~

If you've been there before, it likely will log you in automatically, depending on your browser. If not, in the upper right corner, is the option to log in (see the image below.)



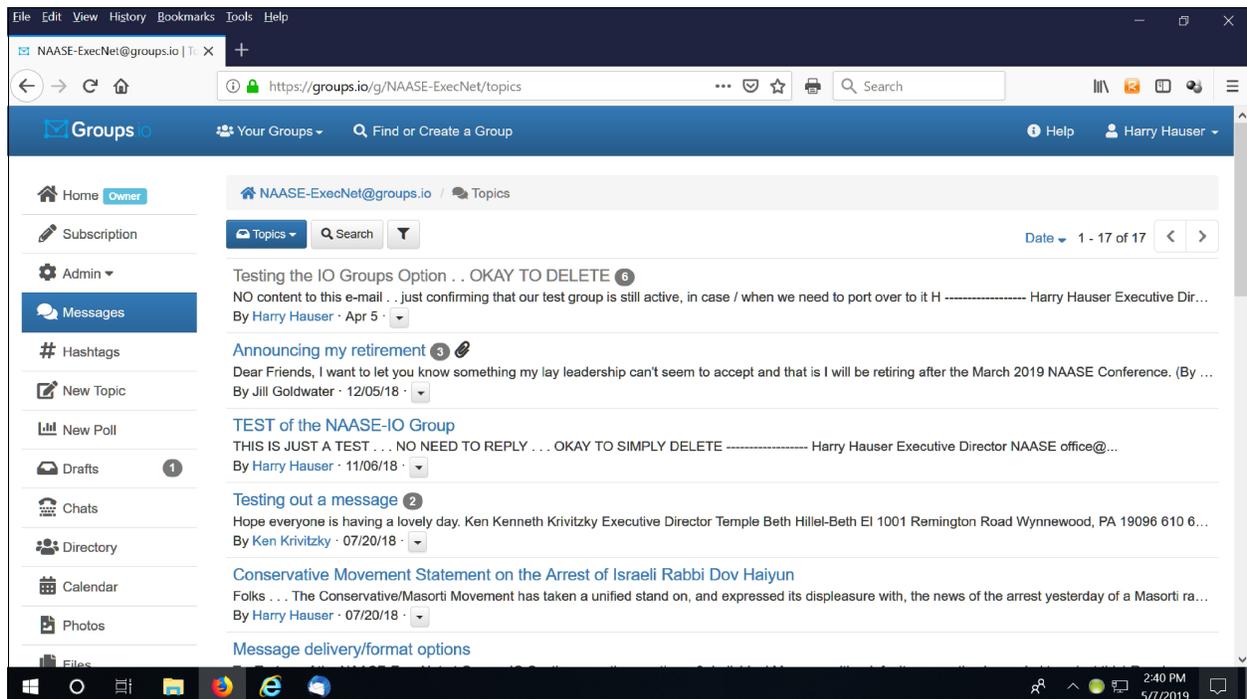
~ This is the Log-In screen ~

If this is your first visit, there will be an option to REGISTER (which is the process by which you will establish a password of your choosing. It will send you a link to follow, to complete the process.) **Registration will be necessary to search the ExecNet archives.** Please be aware that NAASE does not retrain or track passwords, so you will need to retain your password yourself for future retrieval.



~ This is the Log-in screen for the very first time only ~

Once you've logged in, it might land you directly at the **Messaging Area** (see the image below) . . .

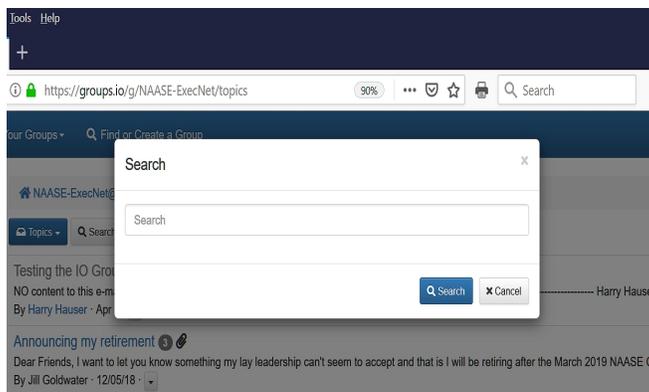
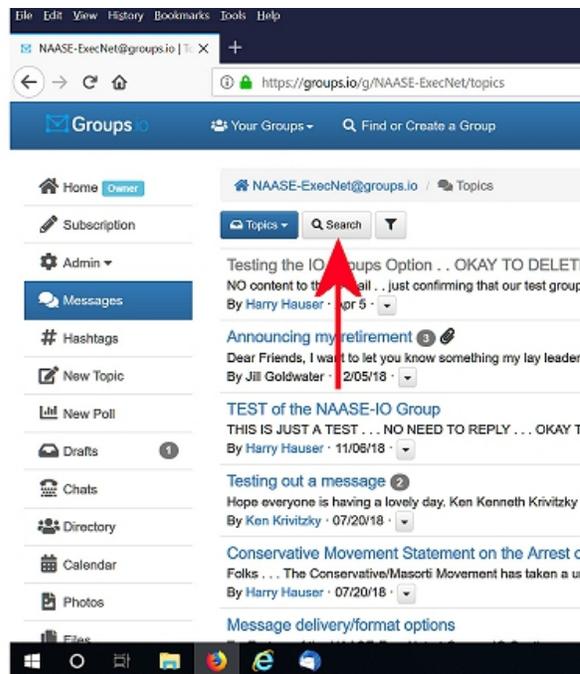
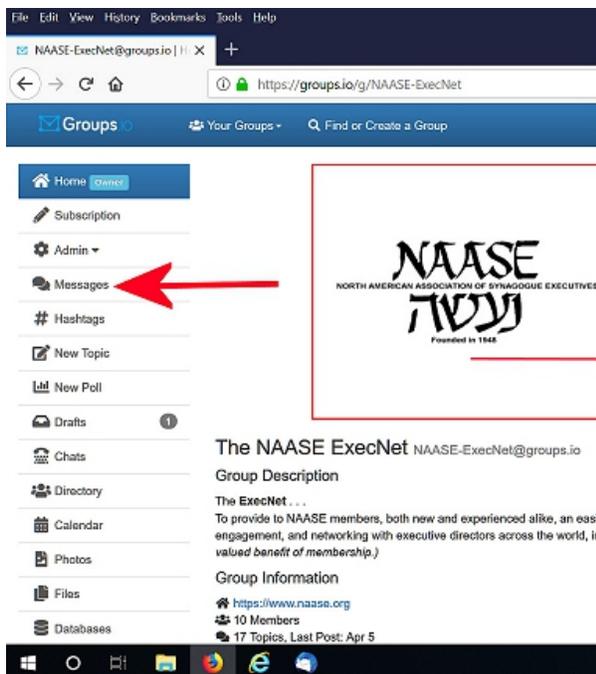


or at the **Home Page** (see the image on the previous page.)

Searching the ExecNet Archives for Past Messages . . .

The archives of the previous ExecNet format are no longer active. This note pertains to the new archives being developed on this new platform, since June 3, 2019. All messages sent through the ExecNet are automatically archived and searchable by all subscribers.

Once you've logged in to <https://groups.io/g/ExecNet>, there is an option on the left column near the top, that says **MESSAGES**. That takes you to the list of all past messages. Then, a rectangular box near the top of the message list says **SEARCH**. Clicking there opens the dialogue box into which you enter the search term(s) you seek. (See the screen shots below.)

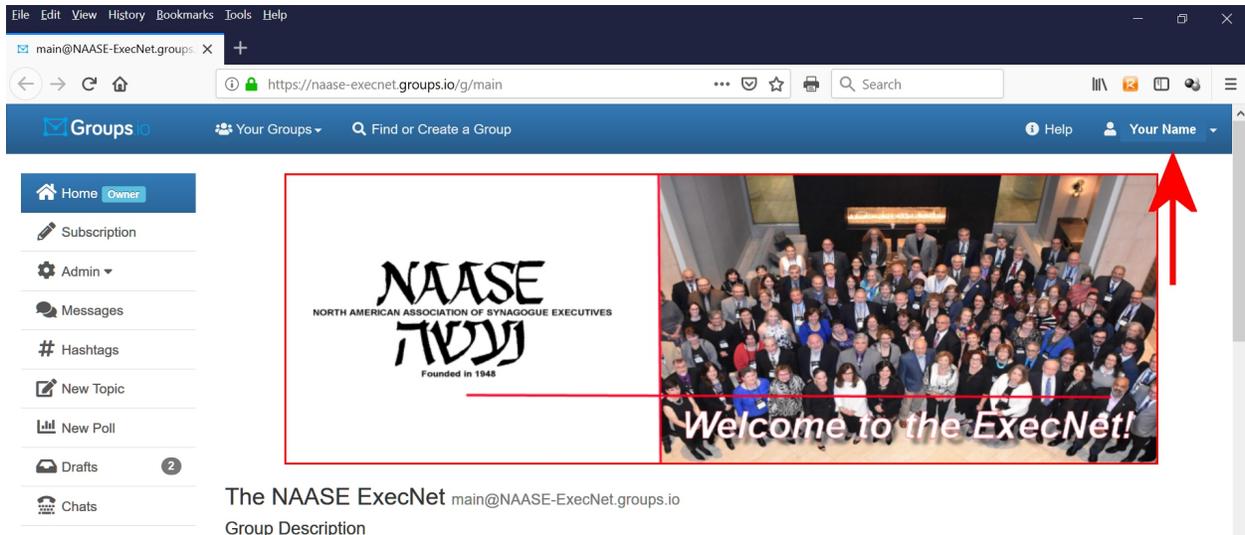


Personal preference in search lists . . .

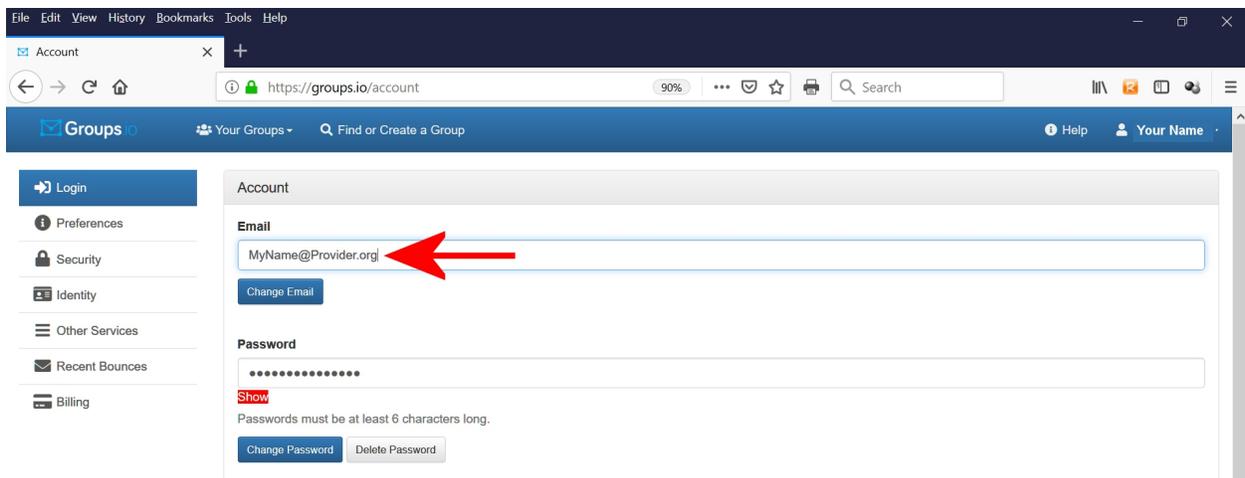
Near the top of the message list will be a blue box marked TOPICS. It will provide you with the option to view only the headers to all messages, or to see the full messages, one under the other in chronological sequence.

Changing Your Subscription E-mail Address . . .

Log in to <https://groups.io/g/ExecNet>, and your username or e-mail address will appear on the upper right of the blue bar (see *the screen shot below*.) Click on that to see a drop-down menu which will include your **ACCOUNT**.



When your Profile page opens (see *the screen shot below*), you can change your email address and then click the button to **CHANGE E-MAIL** Once you do so, you will receive a confirmation email, and when you reply to it to confirm the change, your changed subscription will be effective.



“Me Too” Messages . . .

Please be aware that such messages clog the system without adding value to the communication medium. Such expressions of interest are best directed solely to the writer(s) of the original notes.



Appendix: ExecNet Digest / Summary / Suspension Options

Occasionally, subscribers to the NAASE ExecNet wish to limit the number or frequency of messages that they receive from the group. That is the purpose of various DIGEST options. A summary of the distinctions appears here.

INDIVIDUAL . . .

You will receive each message in an individual email, as it comes through the ExecNet server.

DIGEST . . .

FULL FEATURED DIGEST

This format groups and sends 12 messages at a time, and retains any formatting of the original messaging. Depending on your e-mail reader, any embedded links would remain operable.

PLAIN DIGEST

This format also groups and sends 12 messages at a time, into one long text format (removing almost all of the formatting and spacing, such as centering, bold, italics, and the like.) As a result, depending on your e-mail reader, this likely will render any embedded links inoperable.

DAILY SUMMARY

Similar to the Plain Digest, as a kind of Index, this format simply summarizes the entire previous day's messaging topics, not the actual messages. But the embedded links allow you to then go to the respective full messages, if you wish.

NO EMAIL . . .

As the name suggests, this setting temporarily suspends the delivery of all messaging, until you turn it off at a later date. Your subscription remains in place and active, just suspending delivery. The missed messages can be read through the Search function.

You may elect to set any of these options yourself by logging in to the page at <https://naase.groups.io/g/ExecNet> and finding the SUBSCRIPTION option on the upper left column, or by writing to the ExecNet moderator at ExecNetModerator@NAASE.org .

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Appendix: REPLY / REPLY ALL OPTIONS

Please be aware that different e-mail service providers and different e-mail readers implement the two commands of REPLY and REPLY ALL differently. We hope this short synopsis of the commands on the ExecNet will be helpful to you in avoiding confusion or unintended messaging.

REPLY / REPLY ALL using your e-mail software . . .

Will send your response message to all ExecNet subscribers

REPLY TO GROUP link at the bottom of the message . . .

Will retain the entire original message and will insert your note at the top, and will send the newly aggregated note to the entire ExecNet

REPLY TO SENDER link at the bottom of the message . . .

Will create a brand new message, with none of the original message, but using the original subject line, addressed to the sender of the original message

FIRST “WORK-AROUND” option (“copy-and-paste”) . . .

Using the REPLY function of your e-mail software to obtain the framework of your response message including the entire original message . . then delete the addressing shown in the TO field, and “copy-and-paste” the original sender’s email address into the TO field instead. Then compose your message above the quoted section.

SECOND “WORK-AROUND” option (“CC yourself for the convenience of repliers”) . . .

When you send a message to the ExecNet, include a “CC” addressed to yourself, so that respondents can reply to your CC-address and delete the ExecNet as a recipient in their replies, if they wish to reply only to you.

As always, we request that each time you reply to a message, that you give thought, as to whether your reply is likely to be of interest to the entire subscriber base of over 400 of your colleagues, or whether it might be best directed to a single recipient!

A note about software defaults . . .

As the name suggests, certain information, formats or actions may occur automatically. In some cases, you can override those values and supply your own; in others, the software precludes your doing so. At the same time, the ExecNet’s underlying platform applies its own defaults. A bit of experimentation will familiarize you with exactly how your own software deals with ExecNet messaging and options.

For more information or assistance, please contact the ExecNet moderator at
ExecNetModerator@NAASE.org .

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