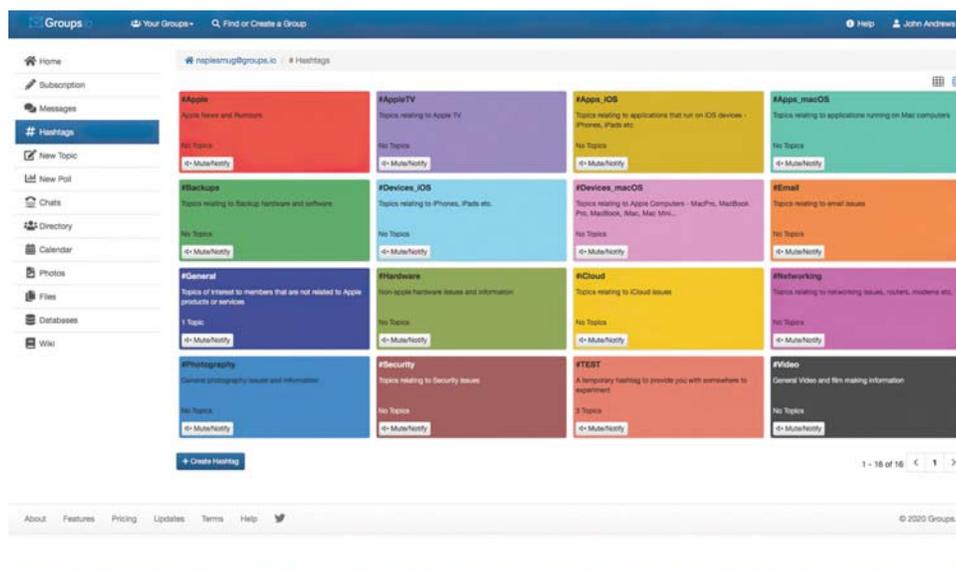


PART THREE - LOOKING AROUND THE SITE

Searching is made a whole lot easier by groups.io with the creation of **#Hashtags**, which can be accessed from the fourth panel down on the left, right under the **Messages** tab. Before you click on it, notice that the topics on the 'Messages' page all have a hashtag after them. They exist to make searches easier for us all...



The **#Hashtags** page works a little bit like a Museum Curator, collecting all related topics in one tidy place. For example if you wanted to find information specifically about Apple Hardware, then you just click on the appropriate button, and all the posts relating to that topic will be available together.

Remember - you don't HAVE to open the website in order to post a question - you can simply post an e-mail to:

naplesmug@groups.io

However, if you do, it would be wonderful if you could include the relevant hashtag in the subject line, which will help all our members find your post, as it will be filed away in the relevant library. Our current library contains the following topics:

#Apple
#Apps_macOS
#Cellular
#E-mail
#GroupIO
#Internet
#Passwords
#Privacy

#AppleTV
#Backups
#Devices_iOS
#For_Sale
#Hardware
#Music
#Photography
#Security

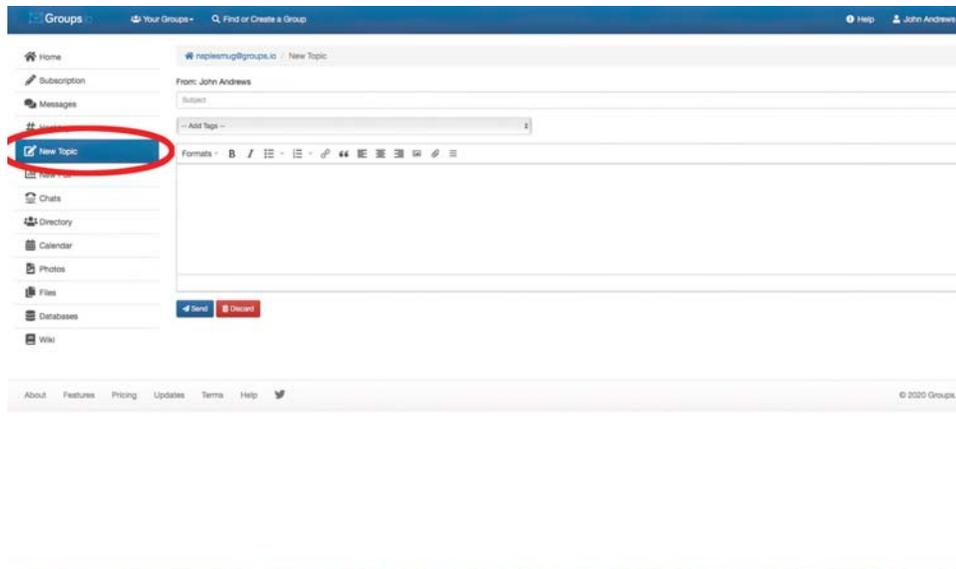
#Apps_iOS
#Books
#Devices_macOS
#General
#iCloud
#Networking
#Printers
#Zoom

Don't forget that to type a hashtag, you need to hold down the **option/alt** key and click on the **3** key :)

Please don't try to create your own, new hashtags. If you think an essential tag is missing, just let us know and we will fix it :) And please don't put spaces in your hashtags, as groups.io won't recognise them - The site is not case-sensitive, so **#macOS** is fine, as is **#macos**, but don't use **#Mac_OS** or **#_macOS**, as they won't be recognised.

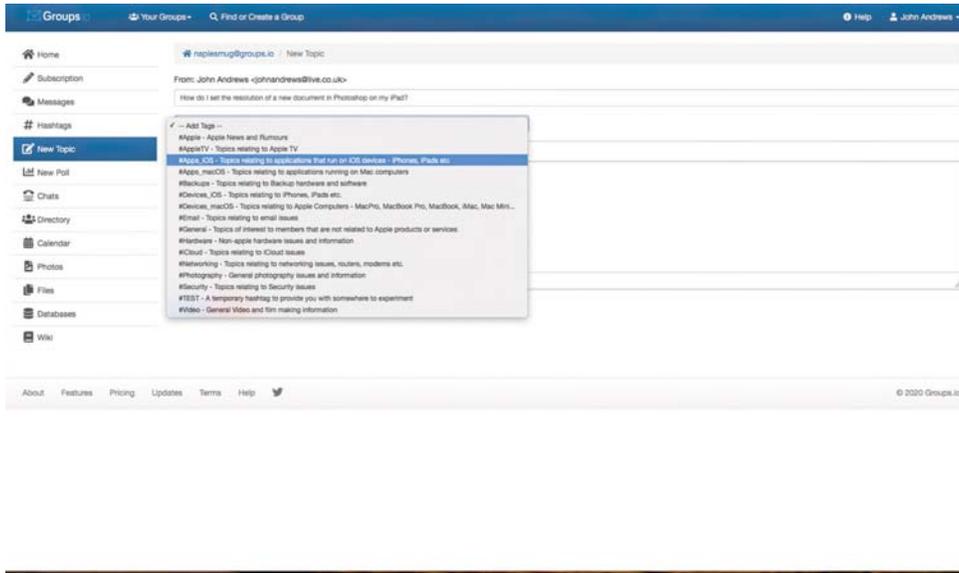
You can, of course, post from the site too - In fact, it makes life easier because groups.io has a drop-down menu containing all the hashtags we have created.

Click on the **New Topic** tab in the left pane - immediately below **#Hashtags**:

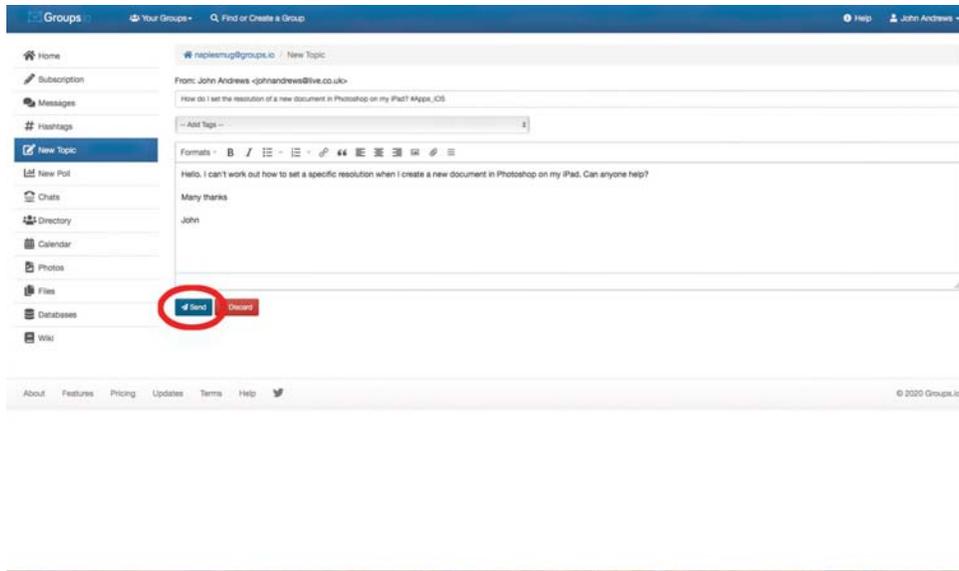


Here you can fill in the subject line and add hashtags by selecting them from the drop-down menu. You can use more than one #Hashtag if you feel it is appropriate (up to a maximum of 5). So if your questions concerns both Apple Hardware and Apple Software, you could include hashtags for both topics.

In this example, a question is being asked relating to an app on an iPad, so the user has chosen **#apps_iOS**:



When the **'Send'** button is pressed, the message will appear in everyone's mailbox, it will be visible in the **'Messages'** tab of the **groups.io** website, and it will also be available in the **#apps_iOS** tab on the #Hashtags page, along with any other posts related to the same topic.



MAKE 2021 THE YEAR YOU ADOPT A #HASHTAG!

Hashtags aren't essential, but if you use them, everyone's posts will be easier to find. Just include relevant ones in the subject line of your mail. Then, if you're searching for information about macOS, you'll find all the posts bundled together. If you have a Backup related problem, all the Backups mail will be in the same place.

Here's a reminder of the current range:

#Apple	#AppleTV	#Apps_iOS
#Apps_macOS	#Backups	#Books
#Cellular	#Devices_iOS	#Devices_macOS
#E-mail	#For_Sale	#General
#GroupIO	#Hardware	#iCloud
#Internet	#Music	#Networking
#Passwords	#Photography	#Printers
#Privacy	#Security	#Zoom