



## INEBRIA Google Group

<http://groups.google.com/group/inebria-group>

### ***Introduction***

Welcome to the INEBRIA google-group, which allows members to exchange information in a peer-to-peer forum. INEBRIA Members who subscribe (at no extra cost!) can share ideas, get information and ask questions on important issues. It also offers the possibility to debate and to receive the information directly to the e-mail account.

Inebria would like all members to have a positive experience of their participation in the google group and therefore have established some rules.

Any questions directly related to the INEBRIA should be sent by e-mail to [inebria@gencat.cat](mailto:inebria@gencat.cat)

INEBRIA may moderate, temporarily suspend or terminate a member's group participation if the member violates the rules. If you have any questions, please contact the group manager at: [inebria@gencat.cat](mailto:inebria@gencat.cat)

The Secretariat will manage the group and will set up the profile for all invited members but please feel free to edit your membership.

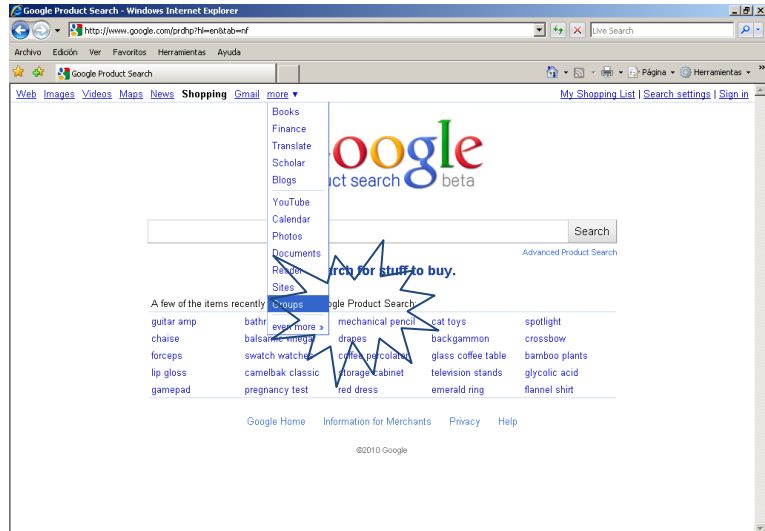
Read the attached instructions to help you to navigate in the group. Please notify us of any problem you may encounter while doing so.

### ***Instructions (English Google interface)***

Subscribe to the group by accepting the invitation you will receive (clicking on the link you receive) and, once inside, sign up to our group. If you do not have a google account you will have to open one.

By signing up and receiving these e-mails, you acknowledge that you have read, understand and agree to follow the rules that have been established. You also acknowledge that you have read and understand the disclaimer and general information printed below.

Search for groups inside the google interface ("more")



Sign in using your current account or creating a new one.



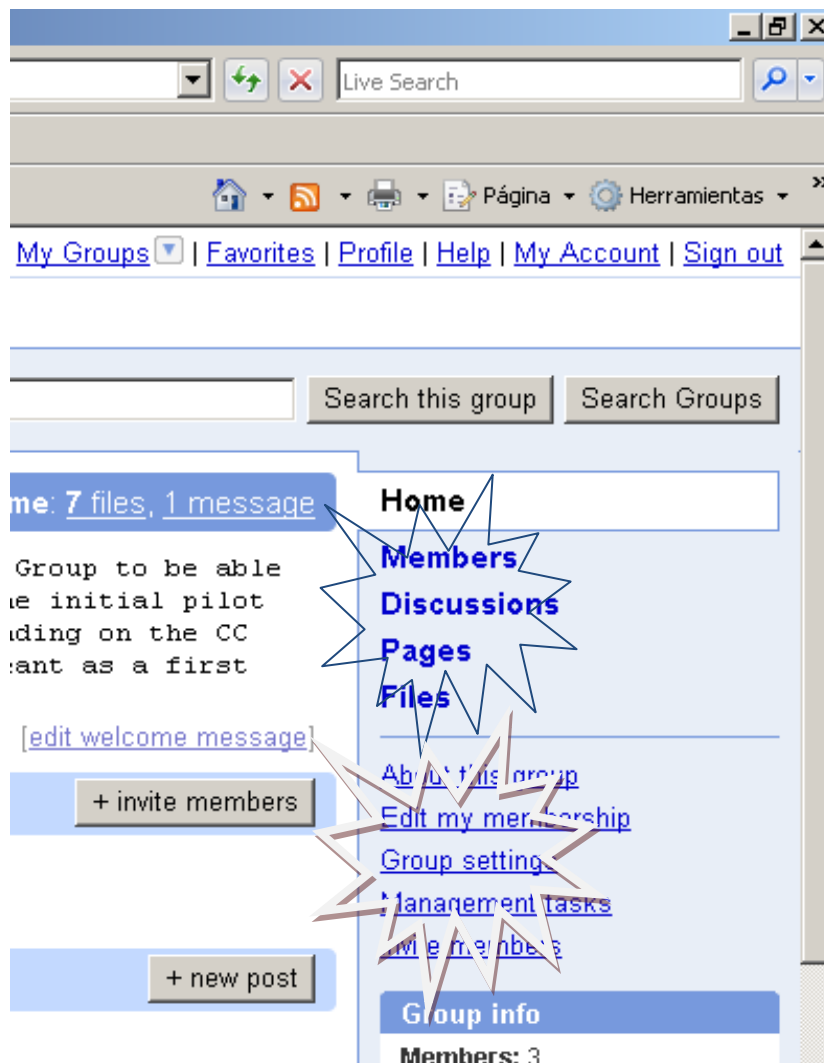
## Structure

**Group address** Current web address:

<http://groups.google.com/group/inebria-group>

Current email address (Use it to write to all members of the group)

[inebria-group@googlegroups.com](mailto:inebria-group@googlegroups.com)



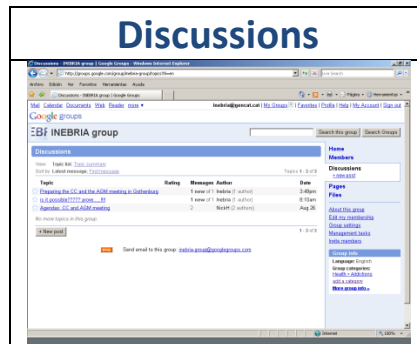
**The group has 3 relevant sites:**

[Home](#)

[Members](#)

[Discussions](#)

Please navigate and check the different possibilities. Please note that the most relevant options for the group are the possibility to start “discussions” and upload “pages” and “files” to be able to discuss them.



To be able to edit the characteristics of the group, there are also 5 other relevant sites:

[About this group](#)  
[Edit my membership](#)  
[Group settings](#)  
[Management tasks](#)  
[Invite members](#)

Please check “edit my membership” to define the characteristics of your participation and How do you want to read this group?

- No Email  
I will read this group on the web
- Abridged Email (*No more than 1 email per day*)  
Get a summary of new activity each day
- Digest Email (*Approximately 1 email per day*)  
Get up to 25 full new messages bundled into a single email
- Email (*Approximately 1 email per day*)  
Send each message to me as it arrives

### ***Sending a message***

- Enter the google group and open a new discussion. It will be sent to all members.



- Create and send a normal e-mail message to the address [inebria-group@googlegroups.com](mailto:inebria-group@googlegroups.com)
- To reply to messages you receive from the list server, be sure that the send-to address appears as [<inebria-group@googlegroups.com>](mailto:inebria-group@googlegroups.com)
- Avoid re-sending the entire message to which you are replying by cutting and pasting the relevant parts into your response.
- Identify yourself with a signature tag in all messages. Include your name, title, location, and e-mail address.

## ***The Rules***

- Do not post commercial messages on the lists.
- Do not post any abusive, threatening, offensive, defamatory, profane, or illegal materials on the list.
- Do not post any copyrighted materials without the permission of the copyright owner. It will be assumed by INEBRIA that with any copyrighted material posted that the posting party warrants and represents that he/she owns the copyright or has received permission from the copyright owner. Additionally, by posting such information on the lists, the posting party grants INEBRIA and other list members the nonexclusive right and license to display, copy, publish, transmit, print, and use such information or other material.
- Do not post jokes, humorous stories, or “pass-around” e-mails.
- Do not post anything that you would not want everyone to see.
- Do not post irrelevant or off-topic information.
- Do not share content of the exchanges nor the names and/or e-mail addresses of the participants with third parties .

## ***Etiquette***

- Include a signature tag on all messages. Include your name, affiliation, location, and e-mail address.
- State concisely and clearly the specific topic of the comments in the subject line. This allows members to respond more appropriately to your posting, makes it easier for members to search the archives by subject and allows others to quickly delete e-mails that they feel are not relevant.
- When replying, make sure your response is listed at the top of the original e-mail. Include only the relevant portions of the original message in your reply, delete any header information, and put your response before the original posting.
- Only send a message to the entire list when it contains information that everyone can benefit from.
- Send messages such as “thanks for the information” or “me, too” to individuals—not to the entire group..
- Allow everyone to express their concerns in a friendly manner. Do not be overly contentious.
- Send all messages relating directly to the functioning of the group to the group administrator. This includes messages such as remove me from the group or the group change my e-mail address.



- Try to keep the length of the e-mail to a minimum or warn recipients in the subject line that the body will be long by including the words, “Long Message.”
- Do not send administrative messages, such as remove me from the list, through the group. Instead, use the website interface to change your settings or to remove yourself from a group. If you are changing e-mail addresses, you do not need to remove yourself from the list and rejoin under your new e-mail address. Simply change your settings.

### ***Disclaimers***

The INEBRIA google group is provided as a benefit to members. INEBRIA is not responsible for the opinions and information posted on this site. INEBRIA does not guarantee the accuracy or adequacy of any opinion expressed on the lists. Accordingly, INEBRIA does not assume any liability for damages due to reliance on any information contained in messages on the group.

INEBRIA will not actively monitor the site for inappropriate e-mails. If a member believes that an e-mail has been sent that is defamatory, abusive, threatening, profane, offensive, or illegal, the member should contact the INEBRIA group administrator immediately. INEBRIA will take appropriate action to stop inappropriate e-mails as INEBRIA is notified. This includes the right to moderate, temporarily suspend, or terminate any user who does not abide by the rules listed above.

### ***Questions? Problems?***

E-mail [inebria@gencat.cat](mailto:inebria@gencat.cat)