

AAPPSPA InterAct Etiquette Guidelines and [FAQs](#)

Q: What is InterAct?

A: It is a way for full members to communicate with each other when there are clinical and business questions or comments. There is almost always a quick response from our helpful members if you should need advice or information.


Q: I am having an issue with logging in to the Google Group. What do I do?

A: First check your Spam or Junk folder to see if you perhaps missed the original email with the invitation to join the google group. If you chose to be included on AAPPSPA Interact during the application process you have been added to Google groups. **You should have been sent an invitation that you MUST respond to begin to get Interact emails!** The invitation expires within 30 days, so you must activate within that time or else need the invitation resent to you. Then you can post messages which you can access in one of two ways:

1. If you have Gmail and/or G Suite look at the grid icon (it looks like 9 small boxes within a square shape) in the upper right-hand corner of your computer. Scroll through all the app options until you find Groups.
2. Go to <https://groups.google.com/forum/#!forum/aappspa-interact>

Q: I want to change my settings. What do I do?

A: You can change your display name, photo, email address, and how frequently you get email from the group.

1. Sign in to [Google Groups](#).
2. Click **My Groups**.
3. Choose a group.
4. In the top right, click  > **Membership and email settings**.
5. Click on Edit next to your display name and add your FIRST AND LAST NAME
6. Choose your settings.
7. Click **Save**.

You may receive daily digest of posts, individual posts or suspend your posts during vacation or medical leave, for example.

Q: How can I separate my AAPPSPA Interact posts from all my other mail?

A: Each email is labeled with [aappspa-interact] in the subject line so that we know which incoming e-mails are associated with this Google Group. You should start receiving these messages as they come in depending on your notification preferences. You can also use labels and filters within your Gmail to organize all of your messages. All of the messages you receive that are sent to aappspa-interact@googlegroups.com can be automatically labeled AAPPSPA, skip your inbox, and get archived directly in a folder called AAPPSPA. That way, the messages will never be in your inbox and you can read them all in one place when you have time. If you're interested in learning how to make your own filters within your Gmail, here is the help [link](#).

Q: How do I post a question?

A: You may either login to the Group site and post there or send your message to aappspa-interact@googlegroups.com.

Q: Can InterAct be used for advertising?

A: Not directly. Direct advertisement of job postings, products, services, or events in which you have a financial or commercial interest is not permitted on InterAct. You may use InterAct for sharing recommendations for products, services, events, and job openings for which you have no financial interest in only. Commercial representatives may reply to a specific inquiry or request for recommendations, but you must disclose your financial interest.

Q: Where can I post information about selling my practice or used materials and furniture?

A: First use the AAPPSPA Marketplace to submit an ad for what you are selling. Once you submit an ad, it will automatically post to InterAct so members will be alerted to it. Each ad will remain in the Marketplace for 30 days. If you wish to have it listed again, you must resubmit it.

Q: How do I find old discussions from InterAct?

A: You can search the archives of InterAct before asking a question or opening a new topic. It may have already been discussed. Just plug in your keywords into the search engine.

Q: Does the subject line matter?

A: Yes! Choose your subject line so that it will catch the attention of people who may be interested in the thread or be more likely to offer helpful responses.

Q: Who is my audience?

A: Be professional. You are interacting with lots of people. Because you only see one address "AAPPSPA Interact" in the "To:" line, it is easy to forget that more than 200 people are on the receiving end of your message.

- Do not post political comments or discussions. While issue advocacy that relates to the professions is acceptable, please refrain from posting partisan political messages.
- Do not use abrupt, angry, or sarcastic language
- Be careful not to "bash" any person, product, or organization
- Do not "forward" information unless you have checked out its validity first
- Do not send any chain letters, jokes, appeals to the list

Q: How do I reply to only the sender?

A: Only click "Reply". Double check the "To:" line to make sure you are only replying to the sender. Delete extra names if they are already on InterAct. This way they will not receive your message twice.

Q: How do I reply to all?

A: Click "Reply All." Double check the "To:" box to see where your reply is going.

Q: I am having trouble reading messages that are responded to by many members. What will help minimize the clutter of some posts?

A: You can edit the original message in your reply.

- Consider including a few summarizing lines from the original message so that the reader will know what you are addressing.
- Delete chains of messages / previous posts so that each message is a manageable length.

Q: Am I adding anything valuable to the discussion?

A: If you are not adding something valuable to benefit all on the post, it is not necessary to comment to the whole list when you agree with someone. Do so privately with the particular poster. If you would like to commiserate with someone, reply ONLY to them. (Hit "Reply" not "Reply ALL")

Q: How should I sign my posts?

A: You should create a signature for *each* device that you use to post, including your smartphone. You can search how to do this for your particular email carrier. Include your full name, business name, address/location, website, etc.

Q: I am being reprimanded for my inappropriate message and I'm not sure why?

A: Did you check the "tone" of your message? Reread your message before you hit "SEND". Most abrupt responses appear to be angry or insensitive. The list serve is not the place for intentional or accidental anger. Sarcasm can be hard to understand in the written form. Be sensitive to potential misunderstandings.

Q: What happens if I breach AAPPSPA InterAct Etiquette Guidelines?

A: When one breaches AAPPSPA InterAct Etiquette Guidelines, he or she will receive a warning from the InterAct monitor. If this behavior continues after receiving a warning, there will be just cause to suspend this member's InterAct privileges for a period of one month. Repeated breaches will be brought to the AAPPSPA Board for further disciplinary action.