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eGroup –

Are you using it properly, or its anxiety-ridden?

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theicg.co.uk

Agenda

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1. Definition: eGroup

- An online community of ICG members, all having the ability to access, create and contribute to topics in a closed and private email group environment
- The eGroup is hosted away from the ICG website
- It's a great opportunity to share expertise and become known in the group
- Its designed for everyone – so please don't be shy 😊

2. Benefits

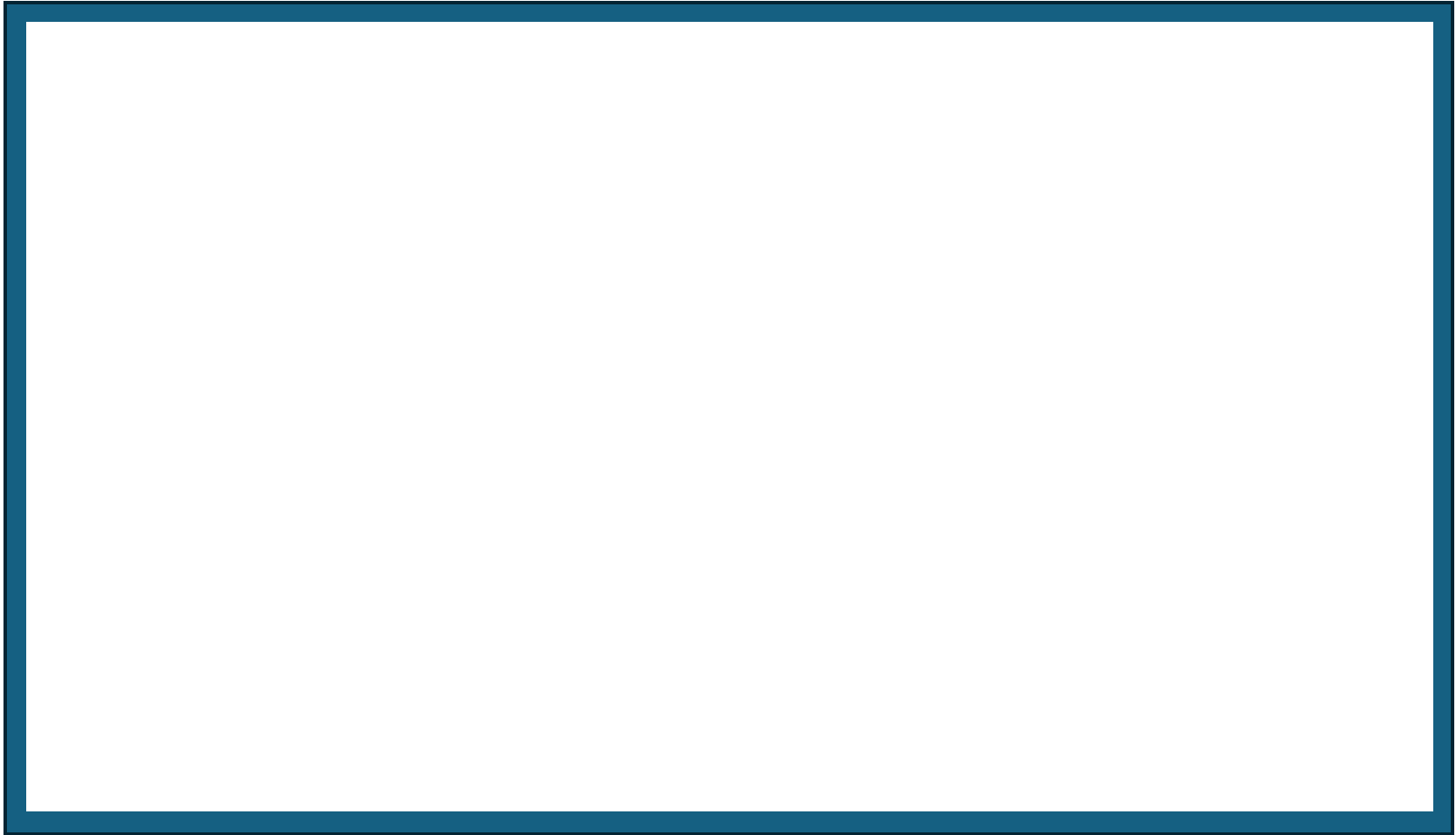
- Keeps you connected to the other ICGers – you are not alone
- Compare views
- Ask ‘for’ or ‘offer’ advice
- Ask ‘for’ or ‘offer’ recommendation
- Work opportunities – post or respond
- It’s insightful and a learning tool on techniques
- A rich body of info and experiences (*approx. 500 members (average experience say 15 years is 7,500 years of experience in the group)*)
- Thought-provoking
- Covers global markets
- Offers off-topic (Fridays only) thoughts and views - poetry, remembrance of the past, charity fund-raising
- As a NEW member only, can send a first intro email about yourself and services
- **Links** are possible to include (attachments are not allowed)

3. Mechanics –Back to Basics

- Once you are a member, your registered email is automatically added and included in the eGroup
- However, if you want to get more details, and to access settings option, there are 2 logins routes:
 1. Main login route '**One**': The regular login into your ICG portal account (using [your registered email and password](#)) giving you access to the full details about the eGroup
 2. Login route '**Two**': backend to manage your settings/options ([using the same registered email and password](#))

4. Main login route 'One' – How to access the e-Group

- In the ICG website www.theicg.co.uk



5.1 Login route 'Two': Manage your setting/options

- Each member can manage their own setup/options including:
 - A. Select the **format** would like to receive /view the emails:

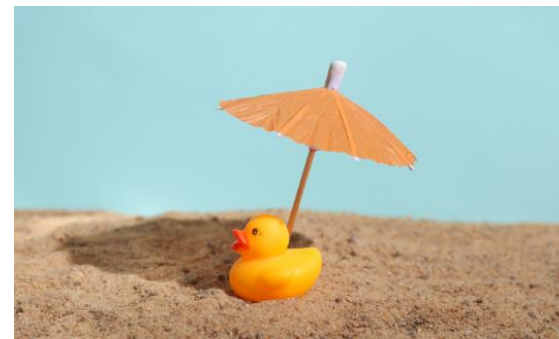
Continuous email feed (default)



Daily Digest



- B. **Turnoff** receiving emails whilst on holiday



5.2 Login 'Two': How To change/access the options

In the 'How to make the most of the egroup – and the etiquette....' page, scroll down to find the link (in holiday turn off point) to access the member options login page.

So to access 'options', you can:

1. Either click the “[by clicking here](#)” button

- Turn off your messages whilst on holiday if you'd like to [by clicking here](#) and logging in. You can then click on 'Disabled' next to Mail Delivery
- Set your messages to daily digest if you'd like to using the same link as above and click on 'on' next to 'set digest mode'

2. Or type: <https://egroups.theicg.co.uk/mailman/options/uk>

5.3 Login route‘Two’: Manage your setting/options

The Login page



UK list: member options login page

In order to change your membership option, you must first log in by giving your email address and membership password in the section below. If you don't remember your membership password, you can have it emailed to you by clicking on the button below. If you just want to unsubscribe from this list, click on the *Unsubscribe* button and a confirmation message will be sent to you.

Important: From this point on, you must have cookies enabled in your browser, otherwise none of your changes will take effect.

Email address:

Password:

Unsubscribe

By clicking on the *Unsubscribe* button, a confirmation message will be emailed to you. This message will have a link that you should click on to complete the removal process (you can also confirm by email; see the instructions in the confirmation message).

Password reminder

By clicking on the *Remind* button, your password will be emailed to you.

5.4 Login route 'Two': Manage your setting/options

Settings/options

UK mailing list membership configuration for gebara at pf3mconsultants.co.uk, Paul Gebara

gebara at pf3mconsultants.co.uk, Paul Gebara's subscription status, password, and options for the UK mailing list.

Log out

Changing your UK membership information

You can change the address that you are subscribed to the mailing list with by entering the new address in the fields below. Note that a confirmation email will be sent to the new address, and the change must be confirmed before it is processed.

Confirmations time out after about 3 days.

You can also optionally set or change your real name (i.e. *John Smith*).

If you want to make the membership changes for all the lists that you are subscribed to at egroups.theicg.co.uk, turn on the *Change globally* check box.

New address:	
Again to confirm:	

Your name (optional):

Change My Address and Name

☐ Change globally

Unsubscribing from UK

Turn on the confirmation checkbox and hit this button to unsubscribe from this mailing list. **Warning:** This action will be taken immediately!

Unsubscribe

☐ Yes, I really want to unsubscribe

Your other egroups.theicg.co.uk subscriptions

You can view a list of all the other mailing lists at egroups.theicg.co.uk for which you are a member. Use this if you want to make the same membership option changes to this other subscriptions.

List my other subscriptions

Your UK Password

Forgotten Your Password?

Click this button to have your password emailed to your membership address.

Email My Password To Me

Change Your Password

New password:	
Again to confirm:	

Change My Password

☐ Change globally.

5.5 Login route 'Two': Manage your setting/options

Your UK Subscription Options

Current values are checked.

Note that some of the options have a *Set globally* checkbox. Checking this field will cause the changes to be made to every mailing list that you are a member of on egroups.theicg.co.uk. Click on *List my other subscriptions* above to see which other mailing lists you are subscribed to.

Mail delivery	☒ Enabled ☐ Disabled
Set this option to <i>Enabled</i> to receive messages posted to this mailing list. Set it to <i>Disabled</i> if you want to stay subscribed, but don't want mail delivered to you for a while (e.g. you're going on vacation). If you disable mail delivery, don't forget to re-enable it when you come back; it will not be automatically re-enabled.	☐ <i>Set globally</i>
Set Digest Mode	☒ Off ☐ On
If you turn digest mode on, you'll get posts bundled together (usually one per day but possibly more on busy lists), instead of singly when they're sent. If digest mode is changed from on to off, you may receive one last digest.	
Get MIME or Plain Text Digests?	☐ MIME ☒ Plain Text
Your mail reader may or may not support MIME digests. In general MIME digests are preferred, but if you have a problem reading them, select plain text digests.	☐ <i>Set globally</i>
Receive your own posts to the list?	☐ No ☒ Yes
Ordinarily, you will get a copy of every message you post to the list. If you don't want to receive this copy, set this option to <i>No</i> .	
Receive acknowledgement mail when you send mail to the list?	☒ No ☐ Yes
Get password reminder email for this list?	☐ No ☒ Yes
Once a month, you will get an email containing a password reminder for every list at this host to which you are subscribed. You can turn this off on a per-list basis by selecting <i>No</i> for this option. If you turn off password reminders for all the lists you are subscribed to, no reminder email will be sent to you.	☐ <i>Set globally</i>
Conceal yourself from subscriber list?	☒ No ☐ Yes
When someone views the list membership, your email address is normally shown (in an obscured fashion to thwart spam harvesters). If you do not want your email address to show up on this membership roster at all, select <i>Yes</i> for this option.	
What language do you prefer?	English (USA)
Which topic categories would you like to subscribe to?	<i>No topics defined</i>
By selecting one or more topics, you can filter the traffic on the mailing list, so as to receive only a subset of the messages. If a message matches one of your selected topics, then you will get the message, otherwise you will not.	
If a message does not match any topic, the delivery rule depends on the setting of the option below. If you do not select any topics of interest, you will get all the messages sent to the mailing list.	
Do you want to receive messages that do not match any topic filter?	☒ No ☐ Yes
This option only takes effect if you've subscribed to at least one topic above. It describes what the default delivery rule is for messages that don't match any topic filter. Selecting <i>No</i> says that if the message does not match any topic filters, then you won't get the message, while selecting <i>Yes</i> says to deliver such non-matching messages to you.	
If no topics of interest are selected above, then you will receive every message sent to the mailing list.	
Avoid duplicate copies of messages?	☐ No ☒ Yes
When you are listed explicitly in the To: or Cc: headers of a list message, you can opt to not receive another copy from the mailing list. Select <i>Yes</i> to avoid receiving copies from the mailing list; select <i>No</i> to receive copies.	☐ <i>Set globally</i>
If the list has member personalized messages enabled, and you elect to receive copies, every copy will have a X-Mailman-Copy: yes header added to it.	

6. Sending email to ICG members (easy)

- In your email address, type (and save email as a safe email (not spam)):
 - uk@egroups.theicg.co.uk
- The email goes to every member of the ICG (currently approx. 500)
- From your ICG registered email address, we recommend you create a folder (ICG Group) with a **rule**, to filter and redirect all emails from uk@egroups.theicg.co.uk to that folder

7.1 Housekeeping - Key MUST Do Rules

1. In Subject line: The title description – 1st part

- This is **key and very important**
- It therefore makes sense to put a meaningful Title description so that the ICGers (*including the 25% who receive the daily digest*) can select what to read
- Some suggested subject line description:
 - Recruitment/Recruiters:
 - (Work) Opportunity:
 - Recommendation/Referral:.....
 - Viewing Facilities:
 - Technical tools:....
 - Incentives:...
 - Lunch & Learn:
 - AI:.....



2. Please Be Polite

3. Ensure your name and email address are included sign off

7.2 Housekeeping What is NOT allowed – 4 simple rules

1. Self-promotion/promote your business to the whole group (unless you are responding directly and ONLY to the questioner)
2. Forward ANY group email communication to any non-ICG member
 - a. Forward an email eg. request for recruitment in City C from Person A. Person B forwarded that email to an external recruiter (without contacting Person A and suggesting the external recruiter and if they would like an introduction). The recruiter then contacted Person A directly (out of the blue)
 - b. Forward the email trail externally, only highlight the brief of the work and if intro done, who the contact person (copying that person)
3. Respond angrily or aggressively to a post if you disagree with it
4. No Politics

8.1 Do you know about the Archive

As well as being able to receive all the communication, there is also the archive portal that stores all the historical egroup communication from 2004 –now which can be accessed (*using same registered email and PW*):

- a. Either In the ‘How to make the most of the egroup – and the etiquette.....’ page, scroll down to the bottom and click on the link

Searching the archive

- Use the search facility on the egroup so that you can access previous threads:
<https://egroups.theicg.co.uk/mailman/private/uk/>
- These are split by subject, date or author.

- b. Or type: <https://egroups.theicg.co.uk/mailman/private/uk/>

8.2 What is in the Archive

1. Years: 21 years of historical data (2004- current)
 2. View function by calendar year to date:
 - Thread
 - Subject (in alphabetical order)
 - Author
 - Date
 3. Search function:
 - All items indexed upto May 2020
 - Not an easy function
- Any suggestions/recommendations on usage or alternative system

9. Questions/Suggestions/Recommendations





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Thank you

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