Tip Tuesday

Mute Group Email and Text Threads

Sometimes group emails and text messages turn into lunch plans and inside jokes. Here's how to stop the madness!

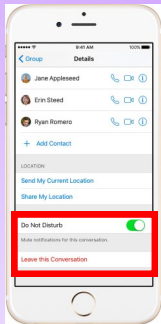### Gmail

1. **Click on the group email that you want to mute.**
2. **At the top, click *More* and choose *Mute*.** (You will no longer receive emails in this particular thread. You <u>will</u> receive new group emails.)

Text Messages

iPhone users-

1. **Tap the group message.**
2. **In the upper-right corner, tap *Details*.**
3. **Scroll down and choose either:**
   - **Do Not Disturb: you still receive the group messages but your phone will not notify you**
   - **Leave the Conversation: you will no longer receive the messages in this group text thread**

Android users- the stock messaging app does not have a muting feature at this time.

Group Message Etiquette: Reply to the group with information for the entire group. Otherwise, email/text only the person to which the message is directed.