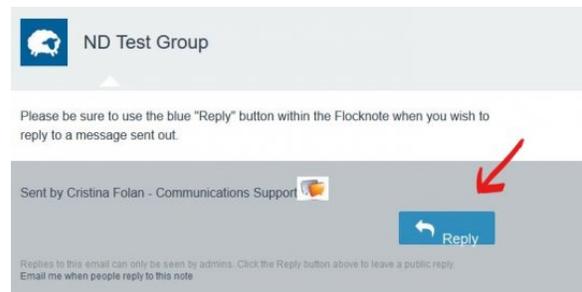|	
From:	mail@flocknote.com on behalf of Ministries <mail@flocknote.com>
Sent:	Friday, October 06, 2017 2:17 PM
To:	Cristina Folan
Subject:	A note about recent Flocknote Updates

Ministries

Hello!

You may have noticed an update to Flocknote providing some new features, mostly having to do with how we post comments or receive notifications for these comments. If you happen to be a Facebook user, these updates are very much like the Facebook "comment" features.
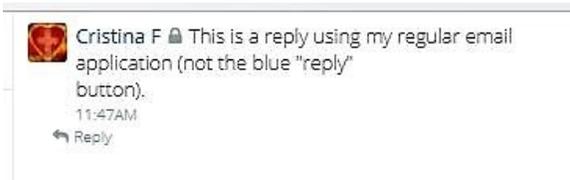
Below are some pointers which will hopefully offer further insight, *without having to navigate through various Flocknote instructional videos*...

When you receive a Flocknote and wish to respond, please use the blue REPLY button within the note.
This will bring you to the note itself where you can post your comment to the group.

ND Test Group

Please be sure to use the blue "Reply" button within the Flocknote when you wish to reply to a message sent out.

Sent by Cristina Folan - Communications Support

Replies to this email can only be seen by admins. Click the Reply button above to leave a public reply.
Email me when people reply to this note

↩ Reply

VERY IMPORTANT!

Cristina F 🔒 This is a reply using my regular email application (not the blue "reply" button).
11:47AM
↩ Reply

If you do NOT use the blue reply button and instead reply using your email application's SEND/REPLY button, the comment will still be posted **BUT as "private"** (*small lock icon*) -- **only the note originator and group admin will be able to see your response!!!**

When posting a comment, you have the option to post it as "PRIVATE" where only the list administrators will see your reply.

Add your thoughts

☐ Private

Pressing the ENTER key will post your comment, so be sure NOT to press that key until you have completed your text.

We now have the option to post a reply to a **specific** comment already posted (nested reply). *See my direct reply to Rolf & Ann H.*
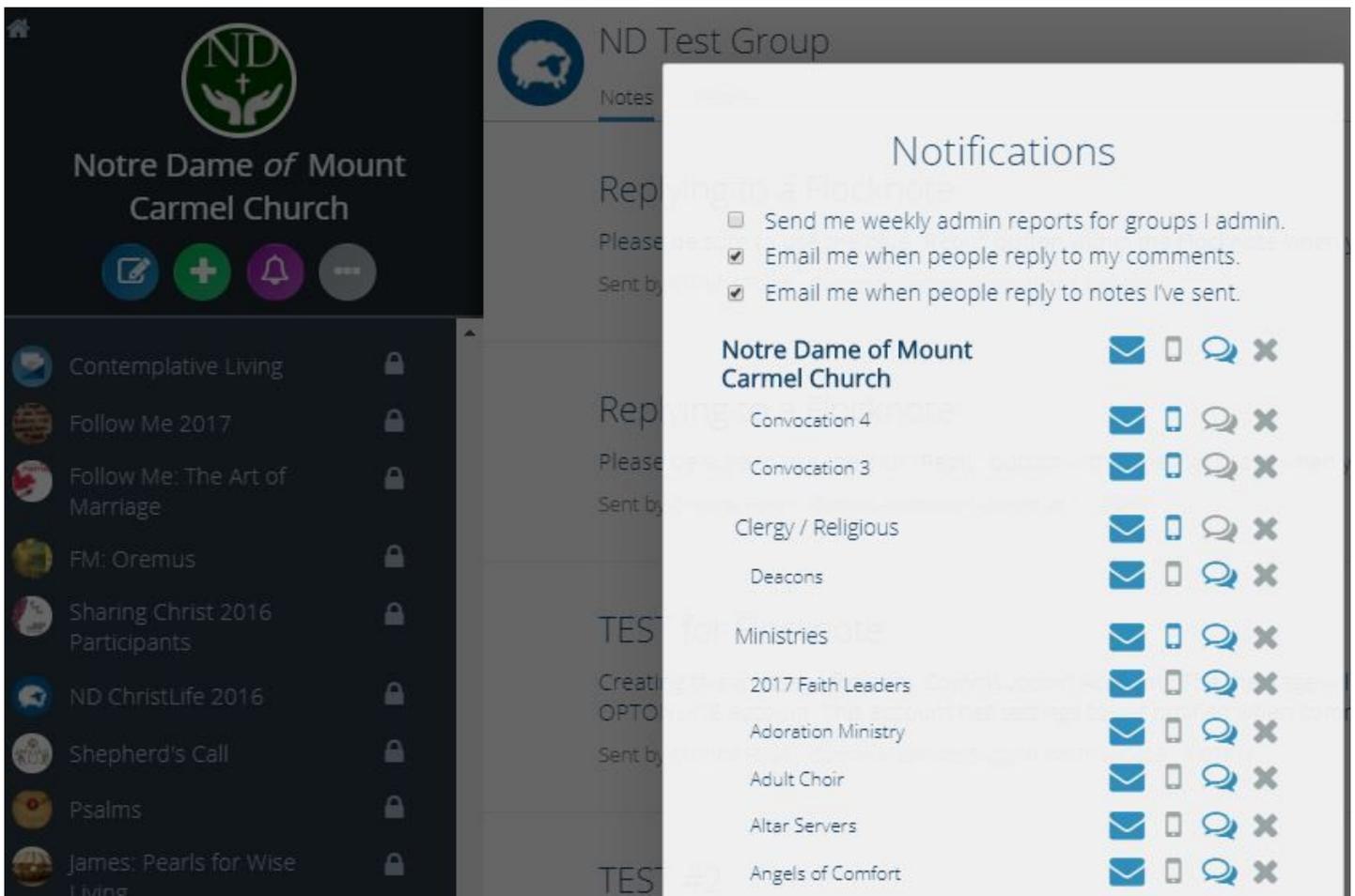
To post a direct reply, press the "reply" icon right below the comment.

This nested reply may also be made private, where only the person to whom you reply and the group admin would be able to see your response..

> **Sal & Alicia D** Thanks, Cristina. We are so sorry to hear about Deacon Dave passing, he was a sweet and caring person. we sure miss him. May God welcome him into his kingdom. Rest IN Peace
> Thu, Oct 5 - 1:34PM
> ↩ Reply
>
> **Rolf & Ann H** I did hear about Deacon Dave's passing and am so sad. I'll miss his warm and interesting sermons and how he used to shake hands with us after church. Unfortunately, I won't be able to make the wake and funeral today. How can we give a memorial donation to United for Puerto Rico, as the family wanted?
> Thu, Oct 5 - 1:45PM
>> **Cristina F** I will find out for you Ann -- stay tuned!
>> 12:48PM
> ↩ Reply
>
> **Judy S** Bill and I are traveling and are so sad to hear of Dave's passing. We always enjoyed his sermons at Notre Dame....regards and prayers to his family.
> Thu, Oct 5 - 4:22PM
> ↩ Reply

NOTIFICATIONS ON FLOCKNOTE

When you are logged into Flocknote and click on the purple bell icon (top left corner), you will get a pop-up window with your notifications settings for all the groups to which you belong:

The three check box options at the top apply to **ALL** the groups listed below. **By default, ONLY the middle option is checked off.** You may want to check other boxes depending on your preferences.

Below the 3 top notifications is the listing for all your groups and the specific notifications settings you have for each. **Please note that the comment bubble must be "checked" (highlighted) in order for you to be notified via email when comments are posted to that particular group.** If it is not highlighted, you will not be kept in the loop (via email) of additional comments posted.

EMs, Lectors. Altar Servers, Welcoming Ministers, or ministers serving in any "assignment ministries" or discussion groups, please be sure the comments bubble is highlighted for these particular groups. it is the only way to keep everyone in the loop of substitution requests, etc.

You may access Flocknote instructions (including the above pointers) on our website, www.ndcarmel.com (click on Resources and select Flocknote Instructions)

If any of the above is confusing or you simply need some additional guidance with Flocknote, please be sure email me so we can set up some time to get you up to speed! I (or one of our ND Flocknote experts) will be happy to help!