

## The proper way to reply to discussions via email

When you are a member of a committee or group on dental interact, you will receive an email notification for each posting. Something that looks like this:



Dental Interact (DI) is an important NADP member benefit and means to distribute critical information in a timely manner. It is also the primary tool used by NADP volunteer groups to file information relevant to their conference calls and projects.

When you are a member of a committee or group on dental interact, you will receive an email notification for each posting. Something that looks like this

-----  
**\*\*NOTE:** To reply privately to a sender, please click the "Reply to Sender" button. If you simply reply to the email or reply to group, your message will be sent to every member of the community.

-----  
Lauren Oakley  
Associate Director of Communications & Technology  
National Association of Dental Plans  
Dallas TX  
(972) 458-6998 (105)  
-----



1. Click on the group title (i.e. web quick tips) or "View Thread" to view the entire discussion thread.
2. If you would like to start a new discussion thread in the group, click "Post New Message"
3. Click the "Reply to Group" Button if you want your reply to be seen by everyone in the group / committee. *NOTE: If you simple just reply to the email notification, by default your message will be sent to everyone in the group in regards to the posting.*
4. If you like to respond to the sender of the posting only and not to the entire group, then click the "Reply to Sender" button
5. Click on "View attached" to view all attachments to the posting. *This is very important as most postings do include important documents attached for volunteers to review.*