

Yahoo Groups Procedures by Dan Bartlett

The Discovery Expedition of St. Charles uses Yahoo Groups as our e-mail list manager. If you have a Yahoo ID, there are a number of additional features that group members can access. These include uploaded files, uploaded pictures and a calendar.

This document describes how to get our group into your group master list. There are several steps that you need to complete in order to ensure full access. Each step is shown with a picture of the screen that you use to complete that step. Read each screens as you proceed through the process and read each screen that comes up as the process executes. Computers are pretty simple, they only do what they are told.

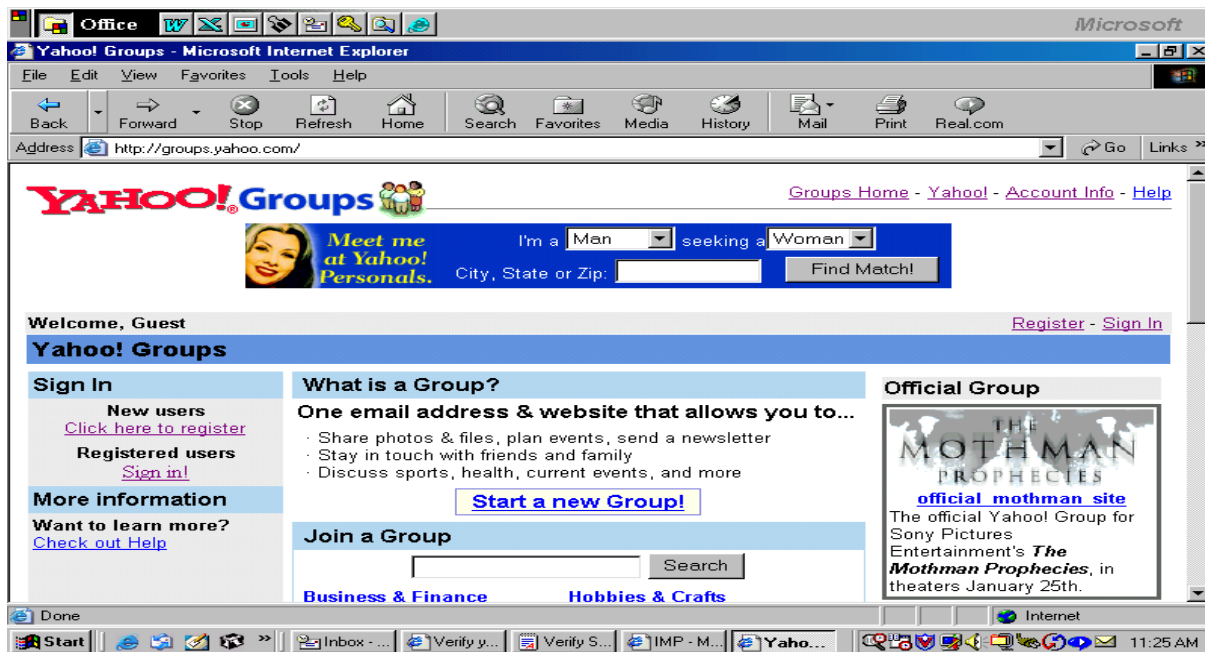
Step 1: Getting a Yahoo ID

This is the most important step since your Yahoo ID allows you to access the features and to link multiple e-mail accounts to the group so that you have access from and can post from home and office e-mail accounts.

On the computer that has the e-mail account you subscribed to the OCCMA group with, bring up your web browser. Then type in the following web address:

www.groups.yahoo.com

You should see the following screen:



Move your cursor to the item labeled "register" or "New users click here to register." Follow the instructions on the screen that comes up to create a name and a password.

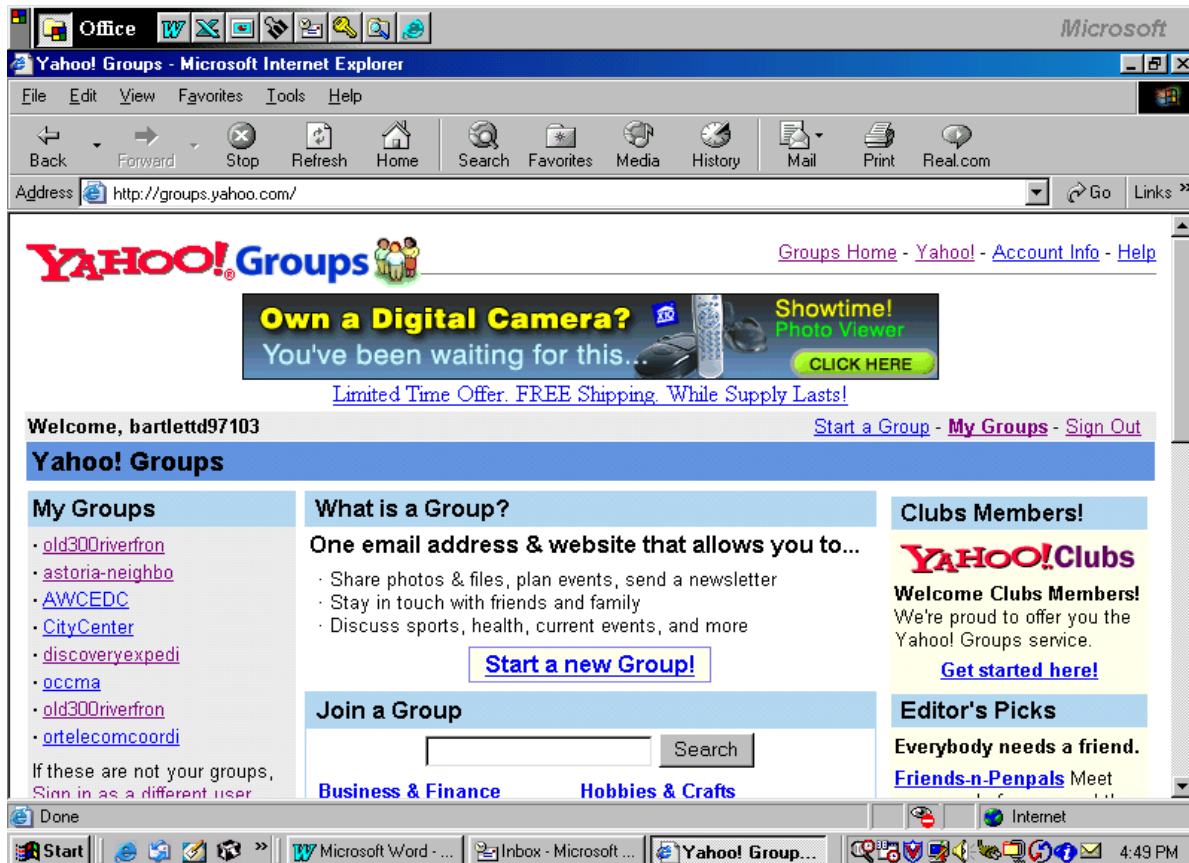
Remember these items. They are another id and password to deal with, but they allow you to operate within Yahoo, and also then have a Yahoo email account. Just the price of free service.

You will need to let your computer accept Yahoo cookies, so that it knows who you are when you want to check archived emails, etc.

Step 2: Checking your Groups

The next step is to sign back on to Yahoo with your new ID and password using this address again: www.groups.yahoo.com

This will bring you to the groups home page that looks like the following screen:

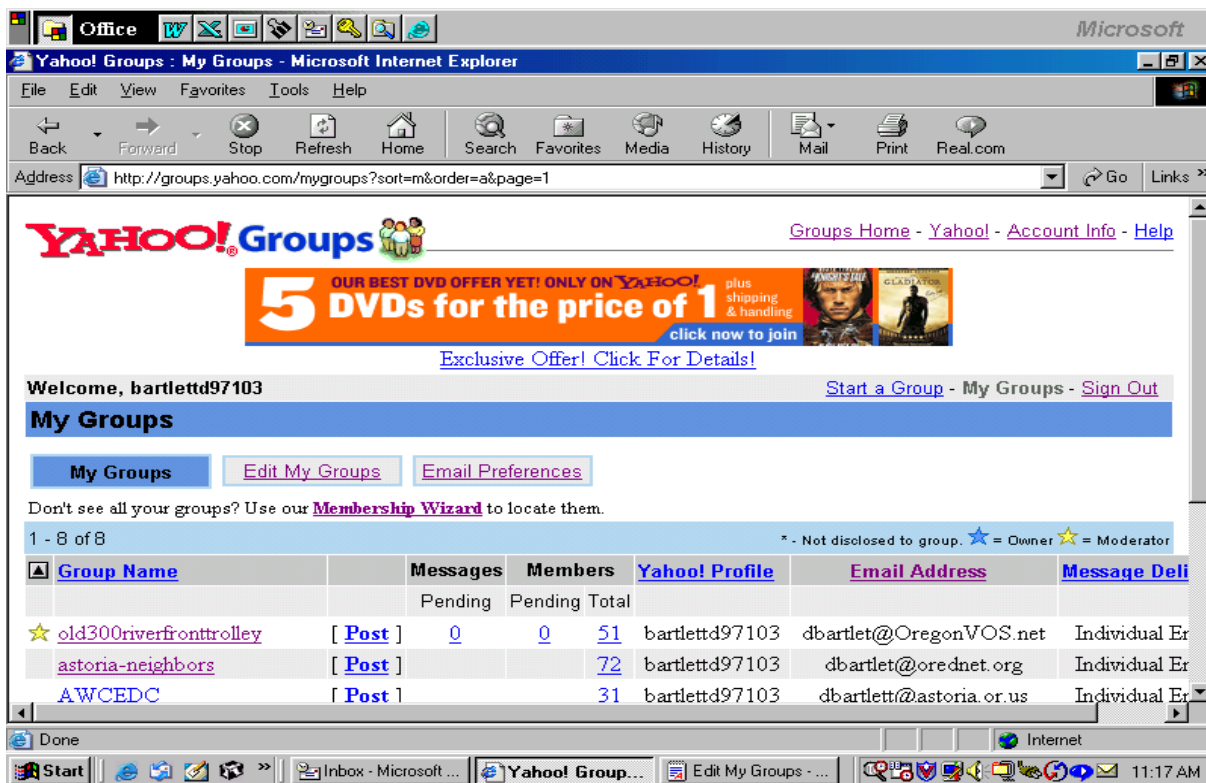


Your initial screen may show "occma" or it may not. If it does you are home free, if this is the only e-mail address you want to use to access the group. If it does not show "occma" or if you want to access the group from multiple e-mail addresses, then you will need to register additional e-mail addresses.

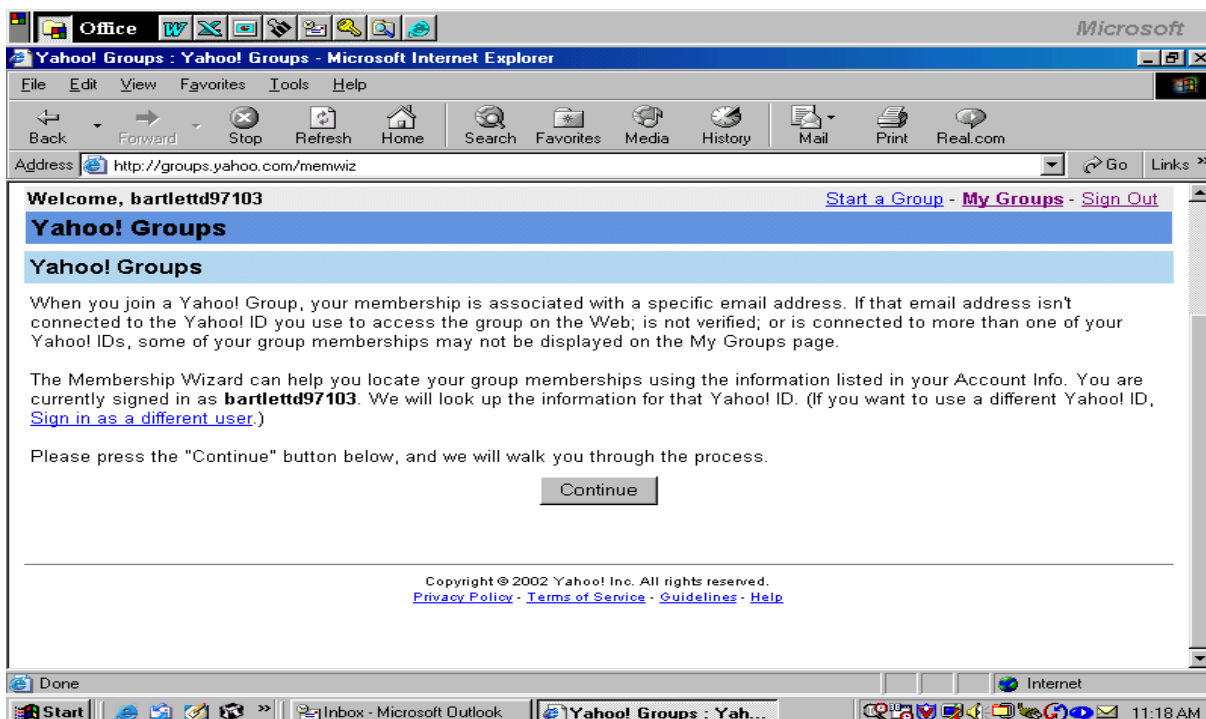
If "occma" does not show then move to the Step 3. If you want to register additional e-mail addresses move to Step 4.

Step 3 Checking Your Groups

Click on the My Groups selection on the screen. You should get a screen like the one below. It may not list any groups. If it does not, then you need to use the Membership Wizard. Click on the "Membership Wizard" text.



You will see a screen like the next one. Press the continue button. The process should be automatic and your groups should appear.



Step 4: Registering Additional E-mail Addresses

Go from the My Groups screen to the Email Preferences Screen. At least one e-mail address should be displayed. To add more, go to the Add / Edit Email Addresses.

Follow the prompts and add as many addresses, as you want up to Yahoo's limit.

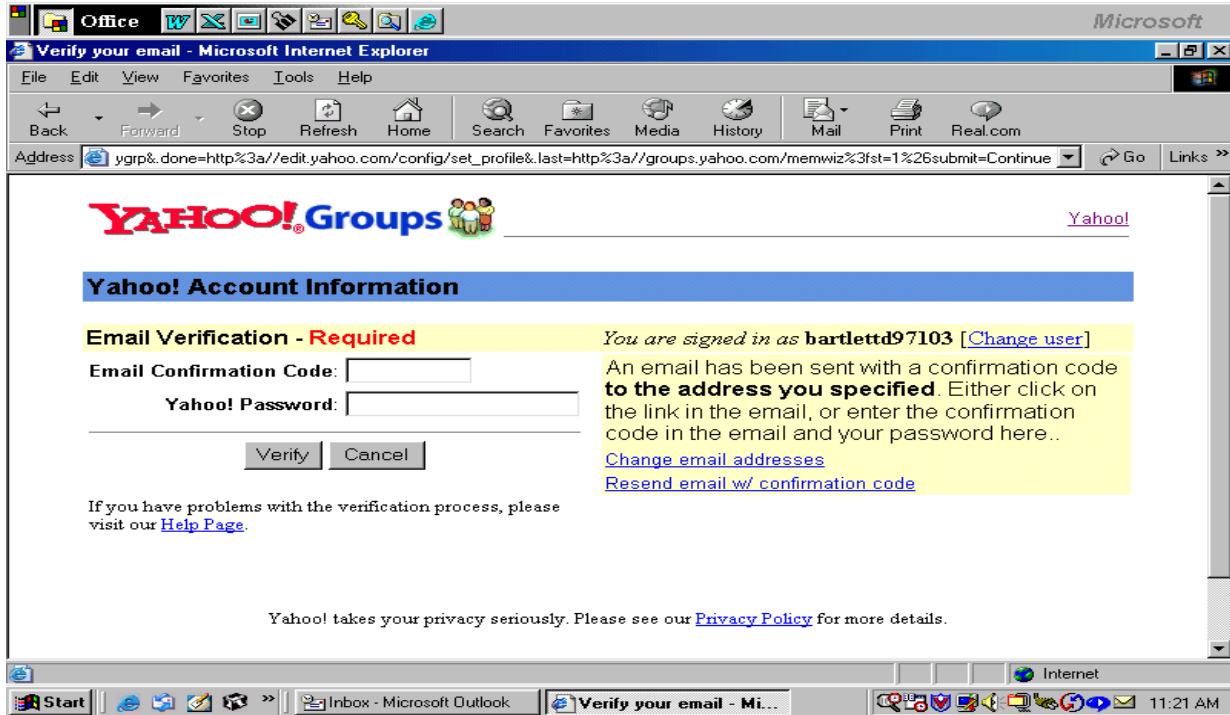
The screenshot shows the 'My Preferences' page for a user named bartlettd97103. The page title is 'Yahoo! Groups : My Preferences - Microsoft Internet Explorer'. The address bar shows 'http://groups.yahoo.com/myprefs'. The page content includes the Yahoo! Groups logo, a 'Jobs' search bar, and a 'My Preferences' section. Under 'My Preferences', there are buttons for 'My Groups', 'Edit My Groups', and 'Email Preferences'. The 'Email Preferences' section displays a table of email addresses:

Email addresses	Status	Bounce history	Allow Direct Adds	Allow Invitations	Options
bartlettd97103@yahoo.com	Normal	Bounce history	Yes	Yes	Options
dbartlet@OregonVOS.net	Normal	Bounce history	Yes	Yes	Options
dbartlett@astoria.or.us	Normal	Bounce history	Yes	Yes	Options

After you complete your entries, you should get a screen like the following one.

The screenshot shows the 'Membership Wizard' screen for a user named bartlettd97103. The page title is 'Yahoo! Groups : Yahoo! Groups - Microsoft Internet Explorer'. The address bar shows 'http://groups.yahoo.com/memwiz?st=1&submit=Continue'. The page content includes a message: 'We will locate your group memberships using the email addresses listed in your Account Info. You can select from the list below or add a new address.' Below this, there is a section titled 'Please select the email addresses you would like to use below.' with a link '(Add new email address)'. Three email addresses are listed with checked checkboxes: bartlettd97103@yahoo.com, dbartlet@OregonVOS.net, and dbartlett@astoria.or.us. Below this, there is a section titled 'The following email addresses are unverified.' with a message: 'These email addresses must be verified in your Account Info before they can be used on Yahoo! Groups. Verification ensures that you are the owner of the email address. Click on the **verify** link(s) below to complete the process.' Below this, there is a list of unverified email addresses: '* dbartlet@orednet.org (verify)'. At the bottom of the page, there is a 'Continue' button.

If you have unverified email addresses, click on the (verify) next to the address. This will jump you to the screen below. The trick here is that a confirmation code has been sent to your email account. That is the one you are verifying. Minimize the Email Verification screen and check you email. You can cut and paste the confirmation code into the screen, once you have maximized the screen again. Then you enter your password and you should be set up.



Step 5: Editing your Group Preferences: For each group you belong to you can set a Yahoo Profile, a primary email address and message delivery preference. Individual email brings them to you one at a time. Digest brings them to you in daily digests.

