

Yahoo Group Instructions

A Yahoo group seems to be the most effective and efficient way for Small Group Leaders around the state to communicate. We would like members to be able to better understand how this system works, and make more efficient use of it. While it is not necessary to have a Yahoo ID to send and receive group email, it is necessary if you want to access any of the other features found on the site.

Some of the helpful features found there include:

- a calendar feature which we can post events, such as amusements park Homeschool Days, field trips, holiday events, camps, etc.
- a links section to helpful homeschool organizations and educational sites. We are hoping to add to this as we start sharing some of our favorite sites.
- a members section where you can find email addresses of members. You don't have to worry about losing someone's email address.
- a message archive where past messages are kept. Did you ever accidentally delete a message that came out? Just go here and you'll find it.
- a files section where we can add helpful files to access.
- a polls section where we can ask group opinions about issues. (If you can't access the recent polls, it's probably because you aren't signed in with a Yahoo ID).

We are asking you to read through the following steps below and register for a Yahoo ID.

YAHOO IDs:

Go to the SGL group main page: http://groups.yahoo.com/group/CHAP_SGL

If you already have a Yahoo ID, click on "Sign in" at the top middle of the page or the top right corner.

Then you sign in with your Yahoo ID and password.

Now you can access all the features of the group.

All the headings along the upper left margin (calendar, links, members, etc.) should be underlined and you can click on each one.

If you do not have a Yahoo ID you would need to click on "Register" at the top right corner, and follow the prompts to obtain one. This probably takes 5 minutes and is not difficult.

You can be evasive in the answers and answer "other" to the questions.

The most time-consuming part of this process is choosing a name/ nickname that no one has chosen. (If you add some #s with the name this should help.)

Click off the green box for mail activation (unless you want that).

And likewise, click off the special offers etc. (Always watch for those little green checkmarks.)

Once it accepts your info, you come to the registration page to activate your account.

Be sure to click off below that you don't want the special toolbar.

Be sure to click the "here" (halfway down on the left side) to edit your marketing preferences.

Go through this page and click no on all these things.

Click on "save changes."

After you're done with all this, Yahoo sends an email to you.

You must respond to the email to complete the whole process.

If you had a Yahoo ID in the past but haven't used it in a while, you may need to click on find my memberships and follow the prompts.

MEMBERS LIST:

There is one thing we ask you to do for the group, once you have your ID.

Sign in and go to the member's page.

Find your email address and click on your Yahoo profile on the left border.

If your name isn't showing up, please click on "edit profile information."

If you could at least put your last name or even part of your last name in, it would make it easier for fellow group members to find your address in case they want to get in touch with you.

The group thanks you for this.

SENDING MESSAGES:

To post to the entire group, send your message to: CHAP_SGL@yahoogroups.com

Remember, when you send a message to this address, it goes to the entire group.

Likewise, hitting the reply button sends your reply back to the whole group, not the original poster.

If you want to reply to someone about something specific or personal, you need to type in their email address.

CHANGING YOUR EMAIL ADDRESS:

If you ever need to change the email address which you have signed up to the CHAP SGL group, you need to sign in, click on "edit my membership" and follow the prompts.

YOUR EMAIL DELIVERY CHOICE:

You are also in charge of how you get the mail delivered to you.

This is also done under, "edit my membership."

You have a choice of getting each email delivered separately, no email at all, or in a daily digest format (all messages posted that day are in a sort of daily newsletter). If you are on no mail option, you need to have a Yahoo ID and sign in to the site on a regular basis in order to keep up to date on the group news.

You can change your email options as often as you like. If you are going on vacation and want to go on no mail, you can. Then you can change back when you return.

Thank you for your patience and attention in this.

If we can assist you in any way, please email us at: sgrps@chaponline.com