

How to use Yahoo! groups?

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What is a Yahoo! group?

It's where people with a shared interest meet, get to know each other and stay informed. A group gives free and instant access to:

- Shared message archives;
- photos and photo albums;
- group event calendars;
- member polls and shared links.

How do I register as a user?

- 1. Go to <u>http://yahoo.groups.com</u>
- 2. Click on 'Sign up'.



Connect with a world of people who share your passions.

With millions of groups at your fingertips, it's easy to find the group that's best for you -- no matter your interest.

New to Groups? Sign Up. Already a Yahoo! Groups member? Sign In.





3. Fill in your personal information.

YAHOO!	
Get a Yahoo! ID and free care about.	email to connect to people and info that you
	First Name Last Name
	- Select One - V
	- Select Month - V Day Year
Country	Belgium
Select an ID and password	4
Yahoo! ID and Email	
Password	Password Strength
Re-type Password	
In case you forget your ID Alternate Email (optional)	or password
Secret Question 1	- Select One -
Your Answer	
Secret Question 2	- Select One -
Your Answer	
	(i) Need audio assistance ?
Type the code shown	
	dacViro
	Try a new code

4. If you reach this screen, you have successfully become a registered user of Yahoo! groups.





How do I become a member of a Yahoo! group? ¹

Joining a group in Yahoo! Groups is a quick and easy process. You can join a group in three ways:

- 1) Joining by going to the group's page.
- 2) Joining by responding to an invitation to join.
- 3) Joining by subscribing to a group's mailing list only.

If you are not sure which group you want to join, start by <u>browsing the Groups Directory</u> on the main Yahoo! Groups page (<u>http://groups.yahoo.com</u>) or <u>searching for a group by topic</u>.

Find a Yahoo! Group	
Example: diabetes, running, r	Search
Easy as 1-2-3.	<u>Start your group</u> today.
nside Yahoo! Groups	
See how people are connectin	ig and sharing:
Hobbies & Activities Zone Pursue your passions. Find new interests.	Mental Health Zone Learn more about mental health issues. Find support.
Do More For Cats Group Connect with others who do more for their cats	Best of Y! Groups There's something for everyone.
Browse Groups 🚽	
Animals	Business & Finance
Computers & Internet	Cultures & Community
Entertainment & Arts	Family & Home
Games	Government & Politics
Health & Wellness	Hobbies & Crafts
Music	Recreation & Sports
Regional	Religion & Beliefs
Romance & Relationships	Schools & Education
Science	

¹ Based on <u>http://help.yahoo.com/l/us/yahoo/groups/original/members/manage/manage-06.html</u>



1) Joining by going to the group's page.

a. When you find a group you want to join, click the group's name.

YAHOC	. GROUPS			Q Search	Web S
					Start a Group My (
Search Result	s				
		comenius		Search	
results: 1-10 of 418		Sort by: Best match 💌			
		nd save. Qualified orders over \$25 ship f -Partnerships	free		
Join This Group!	Members: 1925	ng Learning Projects, Comenius , Grund Archive: Moderators only Moderated: Yes	ttvig, Leonardo da Vinci and Youth Pro	ojects. Are you looking	
Leonardo-G		-Youth-partnerfinding U project partnership LEONARDO-GRUM Archive: Moderstors only Moderated: Yes	NDTVIG-COMENIUS-YOUTH .you ca	n find partners here for all kind of EU peo	jects.When
Comenius Join This Group!	-Leonardo-Grundtvig Leonardo projects, Grundtvig pr Members: 476 Latest Activity: 1 month ago Created: 1 year ago	-pastnerfinding ojects, Comonius projects, Youth projec Archive: Moderance only Moderated: Yes	cts. Eu Projects meetingpoint. You ca	in find partners here	

b. Click the 'Join This Group!' button in the upper-right corner of the group's page.
 (Alternatively, you can click the 'Join This Group!' link beneath the group's picture to go directly to the Preferences page described in step 'a', above)

New User? Register Sign In	Help Trending	: Katie Holmes	😵 Yahoc! 🖂 Mai	I 🔤 🖻 🥵
YAHOO! GI	ROUPS		Q Search	Web Search
	audiobook today		Tible.com Les. More	
Comenius-Grundtvig	-Leonardo-Partnerships · COMENIUS-GRUNDTVIG-LEC	NARDO PARTNERSHIPS	Search for sever groups	Search
Home Attachments	Visit the Groups blog for the latest Yahoo! Groups infor	mation		
Members Only Post	Home			Join This Group!
Files Photos Links	Activity within 7 days: 44 New Members - New Questions			
Database Pollo Members	Description A meeting point for people who are interested in Life Long Learr Comerius, Grundtvig, Leonardo da Vinci and Youth Projects.	ning Projects,		
Calendar Promote Groups Labs (Beta)	Are you looking for partners for your projects ? Are you looking for projects ?	4		
Info Settings	Come Inside ! :)	÷		
Group Information				<u> </u>
Category: Other Founded: Jan 24, 2009 Language: English		240		
Already a member? Sign in to Yahoo!				and the second s
Yahoo! Groups Tips				đ.



c. If you are not already signed in to your Yahoo! Account, enter your Yahoo! ID and password in the 'Sign In to Yahoo!' box that appears:

YAHOO!	Yahoo! Help
Welcome to Yahoo! Enjoy all the benefits of Yahoo!. • Stay in touch with free Mail and Messenger. • Protect your PC with free Anti-Spy and Pop-Up Blocker. • Get weather forecasts and current conditions for your area. • Tune in to the latest in music, entertainment, and sports. Met all the best with one Yahoo! ID. Your Yahoo! ID gives you access to powerful communications tools like mail and instant messaging, security features like email AntiVirus and Pop-Up Blocker, and favorites like online photos and music — all for free.	Sign in to Yahoo! Frequencies of the second

d. On the 'Join This Group' page that appears, set your membership preferences:

Home Attachments	Visit the Groups blog for the latest Yahoo! Groups information				
Members Only	Join This Group Join This Group				
Post Files	You are three quick steps away from joining Comenius-Grundtvig-Leonardo-Partnerships.				
Photos	Note: You are currently signed-in as hannelore audenaert. If you are not hannelore audenaert, Sign-in as a different user.				
Links					
Database Step 1. Your Contact Information					
Polls The profile shown below will be used to identify you when you access photos, messages, and other great features of your Yahoo! Group. The email a messages.					
Calendar	Yahoo! Profile				
Promote	This profile will be used to identify you when you access the group's Web features.				
Groups Labs (Beta)	hannelore.audenaert (Add new profile)				
	Email Address				
Yahoo! Groups Tips	Choose the email address that you would like group messages sent to.				
Did you know Show off your group to	Instantial address that you noted into group most ages on the				
the world. Share a photo of your group with us.	♥ hannelore.audenaert@g-o.be ○ hannelore.audenaert@hotmail.com				
	O hannelore.audenaert@yahoo.com				
Past of VI Crowns	(Add new email address)				
Best of Y! Groups Step 2. Message Delivery					
🖸 🖉 🔽 out and	Yahoo! Groups lets you choose how you stay in touch.				
nominate your group.					
	The option to choose if you The option to choose if you email notices from the group moderator.				
	want to get each group message want to see all messages but and special notice individually limit the amount of email you Meb Only - Don't get notified of the latest happenings. Read messages only on the web.				
Already receiving	and immediately, as it is posted. receive. We il complete an email				
group email?	daily (special notices too!).				
	Step 3. Message Preference				
	Select a display format for any email messages you may receive: (See samples)				
	Fully Featured New & Improved!				
	Type the code below Audio code				



- The public profile you want displayed to the group.
- The email address at which you would like to receive group messages.
- How you want group messages delivered:
 - Individual email: The option to choose if you want to get each group message and special notice individually and immediately, as it is posted.
 - **Daily digest**: The option to choose if you want to see all messages but limit the amount of email you receive. Yahoo! Groups will compile an email of up to 25 messages and send daily (special notices too!).
 - **Special notices**: Receive only important email notices from the group moderator.
 - **Web only**: Don't get notified of the latest happening. Read messages only on the web.
- The display format for email messages you receive: fully featured or traditional.

Samples:

Is put have to have responsing the materix over and over again, Mr. FR maximals mitight that work properly. Assume that the protection properly as a second strateger that work properly. (No rouns, when the properly working measure that the protection properly as a second strateger that work properly as the second strateger that we have a second strateger that we have	Access of a reserve Mendance 1 Figure 0 Figure 0 Mendance Constant - Manane Constant - Manane Constant - Manane Constant - Manane Constant - Manane Constant - Manane Constant	DX Typesa use differe Typesa have as thermo- the side. If you are through the cable, as functioning, I would unit and make sure. carbob broather that is that the saw mono right every. Or, the INT's possible?. Ou wery well - Bust we at	statificandormer he s more you are get and are pure the set then remove the an Sometimes it's as are stocking. Anor r is defective (det ere is so new motor r 03 Oppon motors r	or mounted on ling electricity tack is for from the simple as her possibility feats show up is the machine erm to last
un fina tarre de Bayly (de verl gent) i Sort a merchagie 1 due i 10an i Basta i anta i Estatan i finde i Bastano i Ganador 20 demonit 1 due i sont de Varia de Calandoria de Bastano	Valued Testilier Ont Desiret for Fase Earsy matter access to your favorite places. "Valued 200 Dary what williers Dary what williers Dary what williers Dary what we shall	Team communication	Corporate commutention Corporate commutention solution	Corporate communication_plan Internal_corporate communication
Instant access to importa features (photos, calenda polls, files, etc.) Activity module includes happening in your group	ar, profiles,	The visit your and http://proper.you The unarcheristic for description can be a Thus use of Tables No links for	 the group, and decays is address to importance 	to: caturadicanets/ d as email to:

e. Click the 'Join' button in the lower-right corner of the page.



2) Joining by responding to an invitation to join.

If you receive an email invitation to join a group that you would like to join, click 'Join This Group!'.

On the page that appears describing the group, click 'Join the group'. If you prefer to simply receive emails from the group, click 'join the mailing list instead' (or follow the instructions in the next section).

3) Joining by subscribing to a group's mailing list only.

If you're not sure you want to join a particular group, you can try it out by signing up just to receive email messages from the group. However, when you're only on the mailing list, you can't access to the group's web features (photos, files, polls, and calendar).

To subscribe to a group's mailing list via email:

- 1. Send a blank email to <u>groupname-subscribe@yahoogroups.com</u>, making sure to replace 'groupname' with the actual name of the group (for example 'Comenius-Grundtvig-Leonardo-Partnerships-subscribe@yahoogroups.com')
- **2.** To activate your subscription, just reply to the confirmation message you receive from the group.

How do I manage my group memberships?

Once you have joined a group, you can manage and revise your groups and subscriptions setting at any time:

1. Sign in and click on '<u>Manage</u>' in the 'My groups' box





2. Click on 'Edit My Groups' located above the list of groups.

						Start a Group My Gro
Ν	My Groups					
						My Email Prefe
	View Groups Edit My Groups					
	View: Simple Expanded					1-6 of 6 < Previous Next > [
	Group Name	Members	-	Yahoo! Profile	Email Address	Message Delivery
	TACCLE2010 (No new activity)	42		hannelore.auden	hannelore.audenaert@g-o.be	Individual Emails
	CIRCE2009 (No new activity)			hannelore.auden	hannelore.audenaert@g-o.be	Individual Emails
	CIRCE2010 24 New Messages 1 New File	47		hannelore.auden	hannelore.audenaert@g-o.be	Individual Emails
	HEREDUCgroup (No new activity)	HEREDUC 15		hannelore.auden	hannelore.audenaert@g-o.be	Individual Emails
	SeeAGame 35 New Messages 8 New Files 1 New Link	SEE o gome.eu		hannelore.auden	hannelore.audenaert@g-o.be	Individual Emails
	Taccle (No new activity)	20		hannelore.auden	hannelore.audenaert@g-o.be	Individual Emails

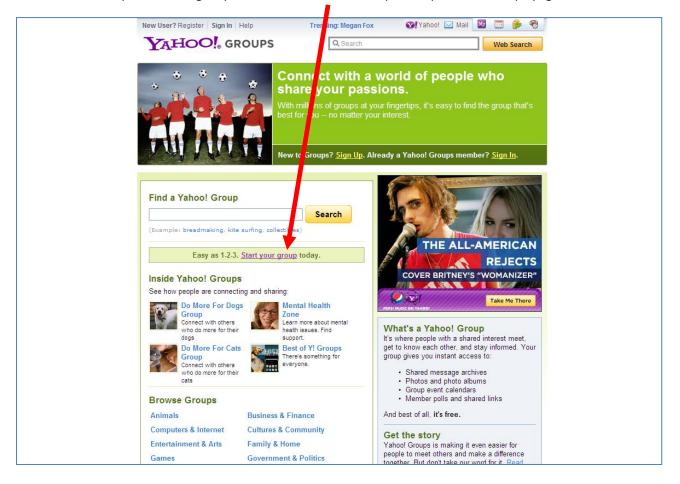
3. Use the pull-down menus to choose the email address and membership type you prefer for each group, and click 'Save Changes'. If you don't see the email address you would like to use, you can use 'My Email Preferences' wizard

(<u>http://groups.yahoo.com/member/preferences/communication/view</u>) to link new email addresses to your Yahoo! ID. You can link up to five email addresses to your Yahoo! ID.

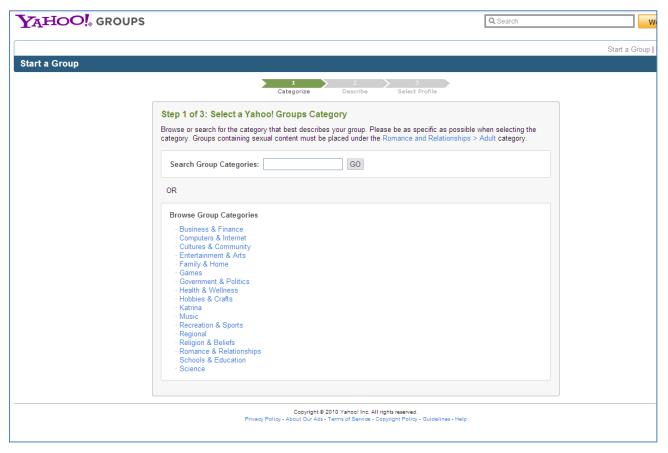


How do I start a new group?

1. It is easy to start a group. Just click 'Start a Group' on any Yahoo! Groups page.



2. Select a Yahoo! Groups Category





Browse or search through the Yahoo! Groups directory to find the appropriate category. Look for categories that list similar groups or are specifically devoted to your subject.

Note: Adult oriented groups must be placed in the 'Adult' Category ('Romance & Relationships>Adult' or other sub-category with the word 'adult' in it).

The Yahoo! team of category editors will review your selection and might change the location of your group. Your group will be listed in the Yahoo! Groups directory within a few days.

3. Describe your group

		Q Search	We
			Start a Group N
Start a Group			
	1 2 3 Categorize Describe Select Profile		
	Step 2 of 3: Describe Your Group		
	Group Name		
	This name will appear on your Group page and in search results.		
	Example: The Coolest Group		
	Enter Your Group Email Address This email address is for your group. When you send a message to this address, all members of you	r group will receive a	
	copy. (60 characters maximum, no spaces or special characters allowed)	group introcorto a	
	@yahoogroups.com Example: coolestgroup or coolest_group		
	Describe Your Group This description will appear at the top of your Group page.		
	Text or HTML, 2000 characters left, 2000 characters max		
		Continue Cancel	
	Copyright © 2010 Yahoo! Inc. All rights reserved. Privacy Policy - About Our Ads - Terms of Service - Copyright Policy - Guidelines - Help		

Enter your group name which will appear on your Group page and in search results. Also enter your group email address.

In 'Describe Your Group' you will have to provide a detailed description of your group, up to 2000 characters long.



4. Select your Yahoo! Profile and Email Address

	Q Search	We
		Start a Group I
Start a Group		
	1 2 3 Categorize Describe Select Profile	
	Step 3 of 3: Select your Yahoo! Profile and Email Address	
	Email Address	
	If you choose to receive group messages by email, they will be sent to the email address you select below.	
	 Innelore.audenaert@g-o.be Innelore.audenaert@hotmail.com Innelore.audenaert@yahoo.com 	
	Yahoo! Profile	
	The profile you select will be used when other members want to learn more about you, or communicate with you via Yah Messenger.	00!
	Member Real Name Gender Age	
	hannelore.audenaert (Not Provided) (Not Provided) (Not Provided) Create new profile	
	Type the code below	
	Need help?	
	BTTEMAB	
	Try a new code	
	Continue	ncel
	Copyright © 2010 Yshoo! Inc. All rights reserved. Privscy Policy - About Our Ads - Terms of Service - Copyright Policy - Guidelines - Help	

What features are there as a member/administrator?

Here is the complete list of possible Group features:

- As a member:
 - Post via web or email to Group. No edit function except delete.
 - Photo album (100GB): Organized into album/thumbnail structure.
 - File storage (100MB): Capable of storing any file format.
 - Link directory: Options for folders, text labels for each link.
 - Poll: Members can create multiple-choice polls, including various options for ID display.
 - Database: Up to ten tables, each with up to one thousand rows and up to ten columns.
 - Member list: Scroll of registered member profiles, and the basics of the information they provide.
 - Calendar: Scheduling system for clubs with regular events.
 - Promote: HTML box for website display (to join a group).
- As a administrator (who can do post approval)
 - Invite: to invite more members by email.
 - Management of members (approve new members, delete members).



- Management of messages (approve new messages , delete messages).
- Options: Edit of the group homepage display text etc.
- Post/Picture approval: It is possible to switch to strict moderation if required.
- Web tools management: Options are Off, Public, Members, Administrators.

How do I manage my group?

1. Can I change the name or email address/URL of a group after I have set it up?

You can change the name or email address/URL of a group after you have set it up, but remember: this may confuse your members.

If you change your group email address/URL:

- Any existing invitations, links, and sign-up boxes outside the Yahoo! Groups service will no longer be valid, since these refer to your old group name.
- Any message filters or email in-box assistance programs maintained by your members may have to be changed. For example, if a member has an email program that organizes incoming messages into folders, it may not be able to recognize your new group name.
- If your group has been running for some time, your members may resist any changes to the name.

If you do decide to do it, here is how:

 From the list on the left, click '<u>Management'</u>. This link only shows up if you're the owner of the group or a modern or with Management privileges.

Home	Visit the Groups blog for the latest Yaber! Groups information
Messages	
Pending	Home
Spam? [Delete]	
Post	Activity within 7 days: 1 New Member - New Questions
Attachments	
Files	Description (Edit, Add Phys.
Photos	dfhdfhhdfhdfgdfg
Links	
Database	Most Recent Morages (Group by Top
Polls	(No messary 5 for this group)
Members	
Pending	ahoo! Answers Optio
Calendar	What is Yahoo! Answers?
Promote Invite	Yahool Answers, a new Yahool community, is a question and answer exchange where the world gathers to share what they knowand make each other's day. People can ask questions on any topic, and help others out by answering their questions. This is what your group members would see when they visit your group's home page. Please confirm the update by clicking the "This Looks Ok!" button below.
Management	Questions in Education & Reference
Groups Labs (Beta) Applications	Going on an exchange program and then coming back to continue at the same school one more year?? Help? Asked By shauna - 0 answers - 1 hour ago - Answer Now
	is a TOEFL score needed when we participate in a student exchange program in Malaysia? Asked By liovecats - 0 answers - 7 hours ago - Answer Now
Info Settings	High school exchange programs to England? Asked By Aria Blias ; - 0 answers - 17 hours ago - Answer Now
Group Information	HELP!!! FIDM, FIT or SVA?
Members: 1	Asked By Emilay - 0 answers - 18 hours ago - Answer Now
Category: Exchange Students	How Do I Become An Exchange Student In Europe?
Founded: Jun 30, 2010	Asked By Bimbo - 1 answer - 20 hours ago - Answer Now
Language: English	Want to help answer other questions? Go to Yahoo! Answers
Yahoo! Groups Tips	This Looks Ok! Change What Your Group Will See Remove From Your Group's Home Page



Under 'Group Settings' in the upper right, click '<u>Description & Appearance</u>'.

Таноо !, с	ROUPS		EIGHT FOR A BETTER POUR Play N	OC AME	Web S
hannelore.audenaert · han groupgroupgroupg		Membership		Start a Search for other groups	a Group My Manag
Home Messages Spam? [Delete] Post Attachments Files Photos Links Database Polls Members Calendar Promote Invite	Management Pending Tasks Members: No Pending Messages: No Pending Spam?: No Pending Pending messages and members require ; your group members. Group Activity Memberships Moderator Activity Email Commands The activity area allows you to keep track of membership changes, web feature usage a		Group Settings Description & Appearance Web Tools The settings area enables you to ec access, and other important setting Delete Group Delete Deleting a group will permanently re		
Management Info Settings Group Information Members: 1 Category: Exchange Students Founded: Jun 30, 2010					

Click <u>'Edit'</u> next to 'Web Address'.

ome		arance < Back to					
lessages	Web Address (edit)						
Spam? [Delete]		Web Address:	http://groups.y	/ahoo.com/group/ gr	oupgroupgroupgroupg	roups	
Post Attachments							
les	Description (edit)						
notos		Title:	group				
ıks		Description:	dfhdfhhdfhdfgd	lfg			
atabase		Related Link:	None selected	1			
lls		Primary Language:	English				
embers		Listing Type:	-	oo! Groups directory			
lendar		Lioting Type:					
omote	Category (edit)						
ite	This category detern	nines where listed gro	ups appear in th	e directory. Unlisted	d groups are not visible in	the directory.	
anagement		Category:	Schools & Ed	ucation > Exchang	je Students		
	Colors and Photo						
o Settings	Yahoo! (edit)						Photo (edit
oup Information	Tanoo: (eur)	-	-				Flioto (edit
bers: 1							ADD PHOTO
egory: Exchange lents	Header	Tab	Border	Left	Highlight	Background	
nded: Jun 30, 2010							
guage: English							

- Change the 'Group Address', then click 'Save Changes'.
- Tip: check the box to notify users of changes



2. Can I re-categorize my group?

You can, but only once!

- Click 'Management'
- Click 'Description and Appearance' under Group Settings.
- Click 'Edit' next to Category.
- Use the Search or Browse directory using the category links until you find the category you want. Then click 'Put my group here'.

If you can't see the 'Edit' button, you have already recategorised your group.

3. How do I set the language for my Group?

Here is how:

- From the list on the left, click Management. This link only appears if you're the owner of the group or a moderator with the appropriate privileges.
- Under "Group Settings", click Description and Appearance.
- Click Edit next to "Description".
- Choose the language you want from the "Primary Language" pull-down menu.
- 4. How do I delete a group?

If you're the group owner or a moderator with the necessary privileges to delete a group, you'll see the link to delete a group in the lower-right corner of the Management page.

Important: Deleting a group is permanent! Proceed with caution. If you click the Delete group button, you'll remove the group from Yahoo! Groups, unsubscribe all members, and eliminate all archives, shared files, and calendars.

ζ _A HOO <mark>!</mark> ₀ (GROUPS	Q Sea	arch	Web Se
	СОМ			
annelore.audenaert · har	nnelore.audenaert@g-o.be Group Owner - Edit Monsbership		Sta	art a Group My C
groupgroupgroupg	roupgroups · group	Se	earch for other groups	S
Home	Management			Manage
Messages Spam? [Delete]	Pending Tasks	Group Settings		
Post Attachments	Members: No Pending Messages: No Pending Spam?: No Pending	Description & Appearance Web Tools	Membership Messages	
Files Photos	Pending messages and members require your approval before they can be displayed to your group members.	The settings area enables you to edit your group description, posting options, feature access, and other important settings.		
Links Database Polls	Group Activity	Delete Group Delete		
Members Calendar	Memberships Web Features Moderator Activity Message Posts Email Commands	Deleting a group will permanently rer	nove it from Yahoo! Groups.	
Promote Invite	The activity area allows you to keep track of group activity, including email messages, membership changes, web feature usage and changes to the group's settings.			
Management				
Info Settings				
Group Information				



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