

# Setting up a Yahoo E-mail Group

## Overview

Yahoo provides a free service of hosting e-mail groups (aka listservs). To use this service, you must be registered with Yahoo, which means having a Yahoo ID. Once you have established an ID, you may create a mail group. Once the group is established, you specify its operating parameters, e.g. open versus closed membership, moderated versus unmoderated posting, etc. then you can invite people to join as members. For each member, you set parameters such as how mail is received, what privileges are assigned, etc.

The guide that follows incorporates images of Yahoo screens as of February 6, 2006. The details of these may change, but they should still apply to the process you will follow. On each screen, the cursor (pointing hand or arrow) indicates the area of interest.

## Yahoo Groups page

Illustration 1 is the Yahoo home page – [www.yahoo.com](http://www.yahoo.com). On this page, find the link to the Yahoo Groups page – here it is on the left side near the top of the page (lower middle of the image), by the hand cursor. Click the Groups link.

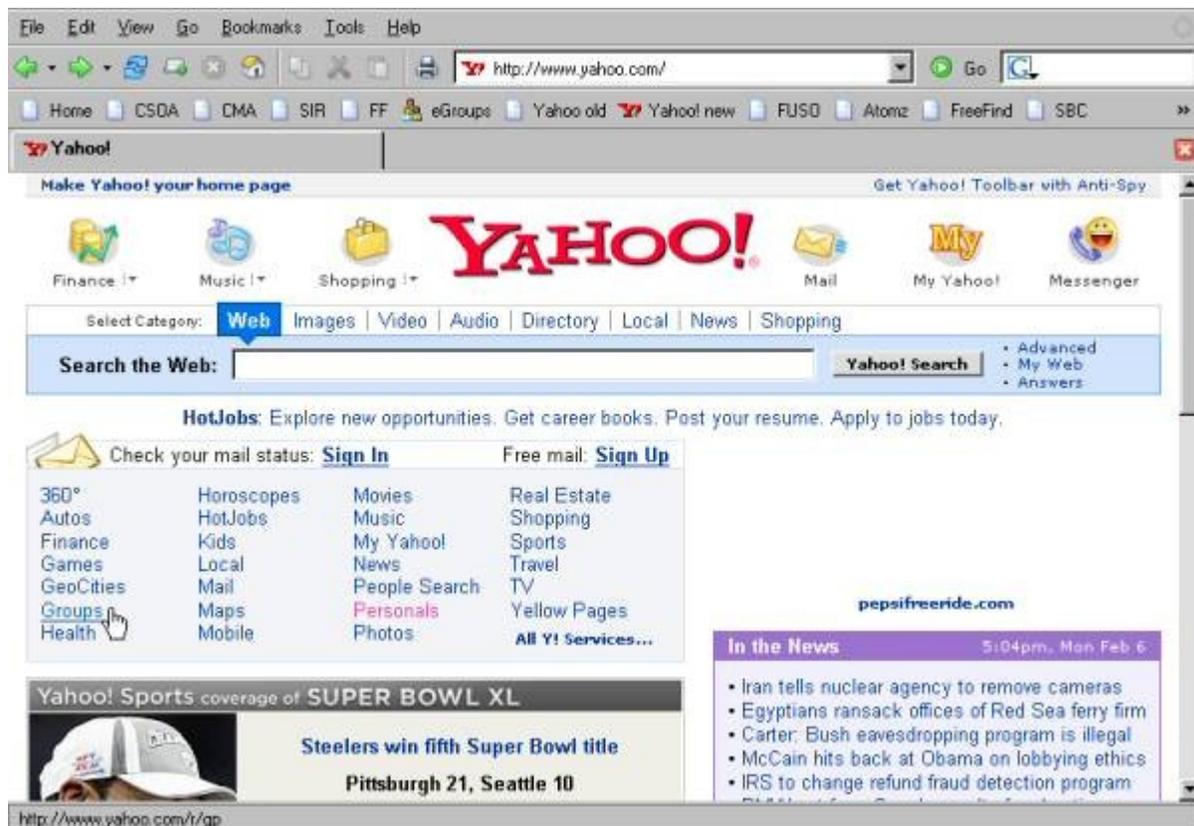


Illustration 1: Yahoo home page

Once on the Yahoo groups page, Illustration 2, you will need to sign in. If you already have a Yahoo ID, enter it and your password and click Sign In – see the button by the arrow cursor in Illustration 2. If you don't have a Yahoo ID, click the Sign Up link just below the Sign In button.

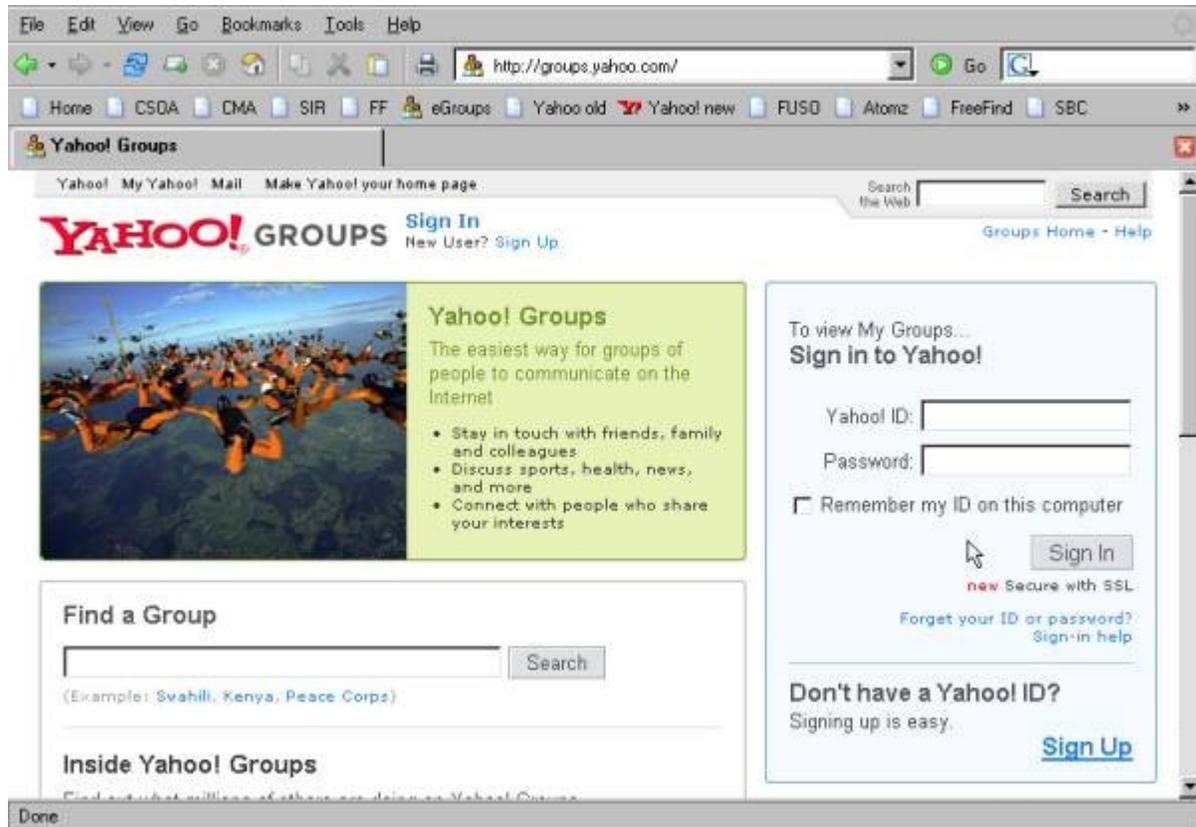
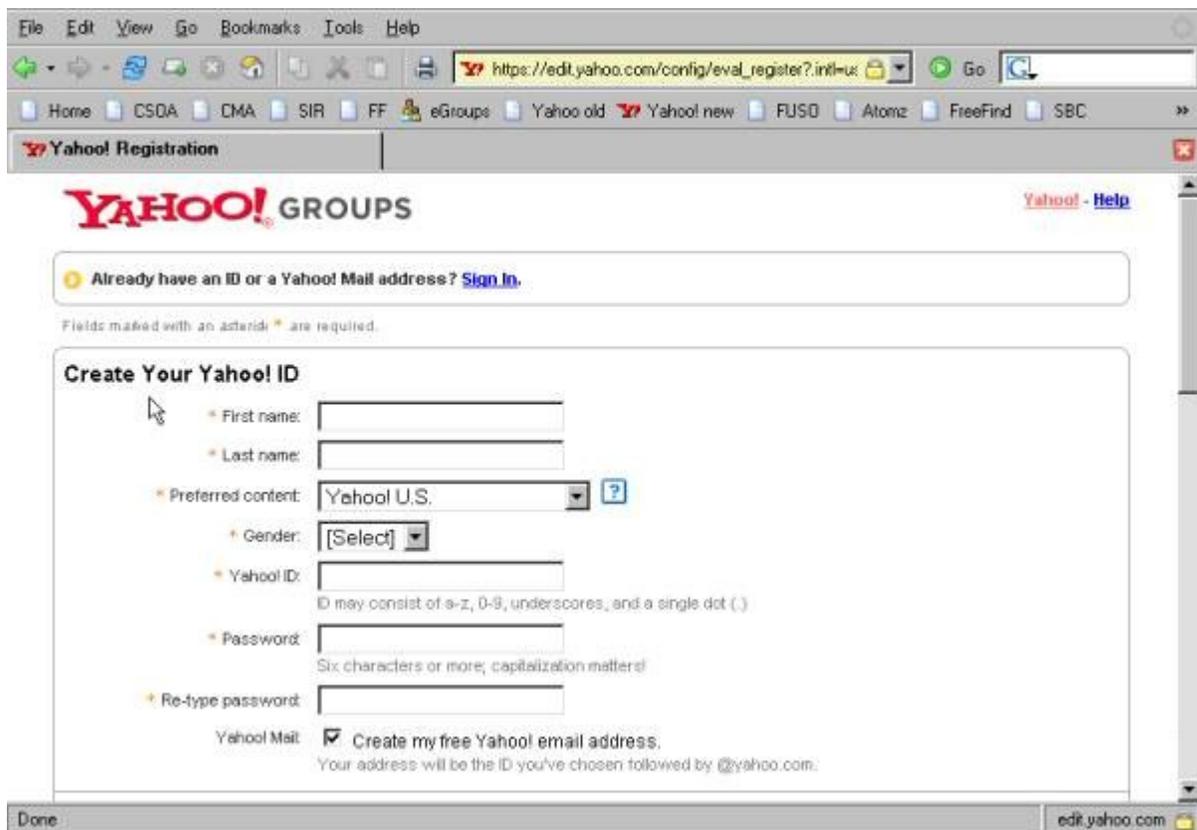


Illustration 2: Yahoo groups page

## Signing Up

Illustration 3 shows part of the Sign Up page. You will need to provide the information marked as required, but this is not a lot and should not threaten your privacy. The optional information allows you to participate in Yahoo community should you care to.

Illustration 3: Sign up page



The screenshot shows a web browser window with the address bar displaying [https://edit.yahoo.com/config/eval\\_register?.intl=us](https://edit.yahoo.com/config/eval_register?.intl=us). The page title is "Yahoo! Registration". The main heading is "YAHOO! GROUPS" with a "Yahoo! - Help" link. A link for "Already have an ID or a Yahoo! Mail address? Sign In." is visible. Below this, a note states "Fields marked with an asterisk \* are required." The "Create Your Yahoo! ID" form includes the following fields:

- \* First name:
- \* Last name:
- \* Preferred content:  [?](#)
- \* Gender:
- \* Yahoo ID:   
ID may consist of a-z, 0-9, underscores, and a single dot (.)
- \* Password:   
Six characters or more; capitalization matters!
- \* Re-type password:

At the bottom, there is a "Yahoo Mail" section with a checked checkbox for "Create my free Yahoo! email address." and the text "Your address will be the ID you've chosen followed by @yahoo.com." The browser status bar at the bottom shows "Done" and "edit.yahoo.com".

## Choosing a group category

The next 5 screens step through choosing a category in which to put your new mail group. This is completely arbitrary. In fact, unless you intend to make your group public, it will not even be used. Yahoo does this so that a person can search through all the public groups for one that might be of interest. In the example shown, the category Cyberculture within Computers & Internet has been selected. The cursor on Choosing a group category – 5 shows the button to click to finalize the selection.

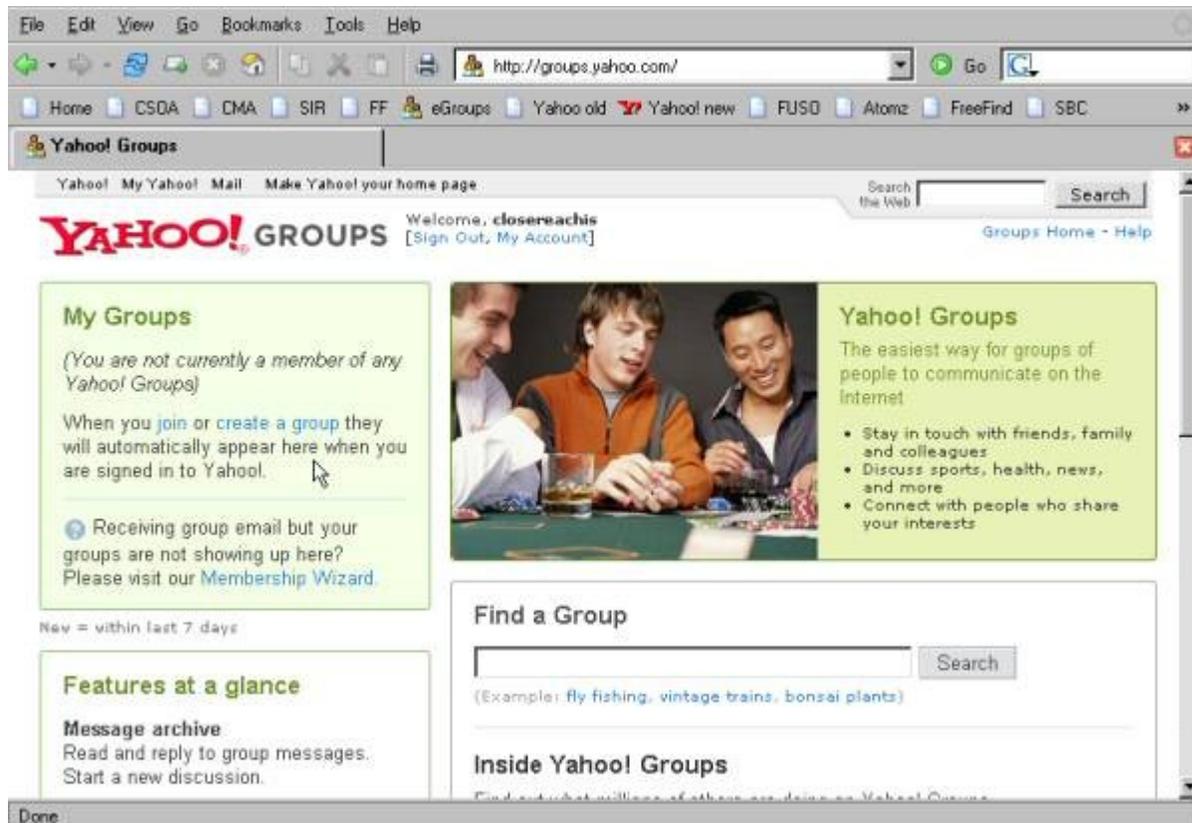


Illustration 4: Choosing a group category - 1

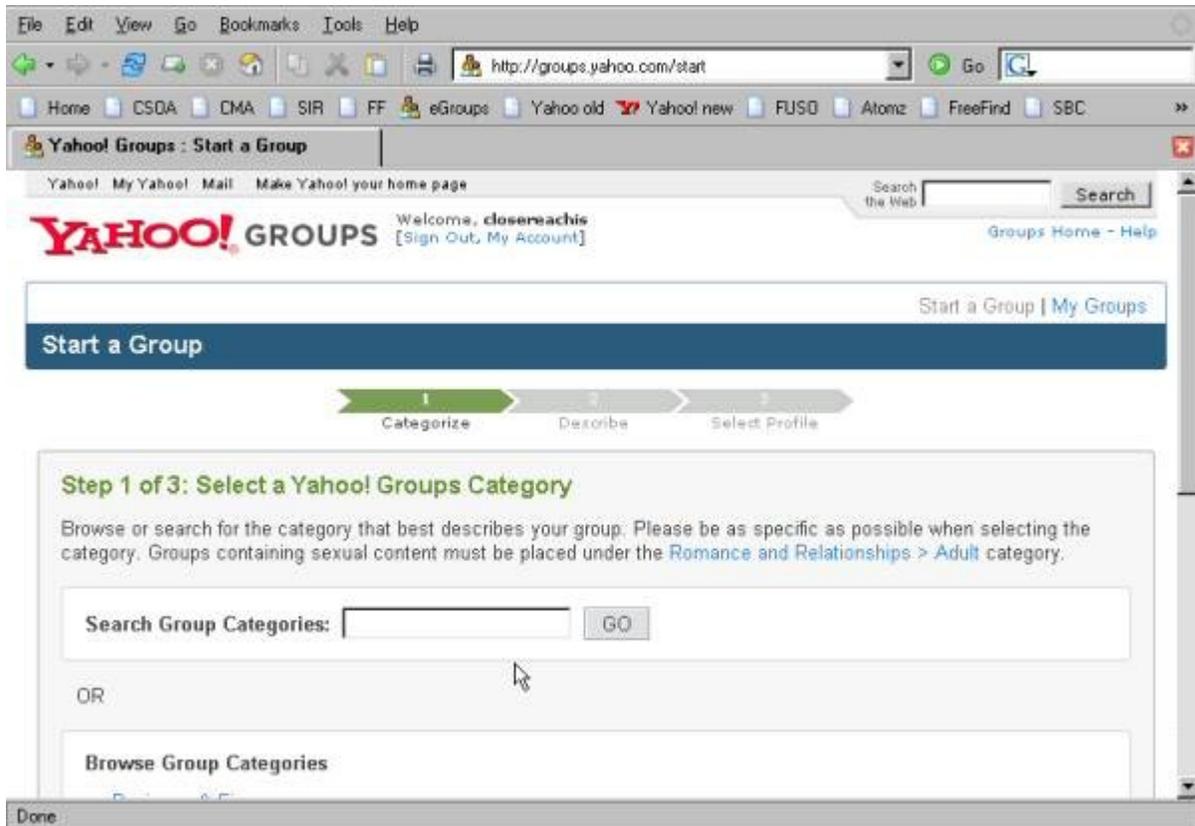


Illustration 5: Choosing a group category - 2

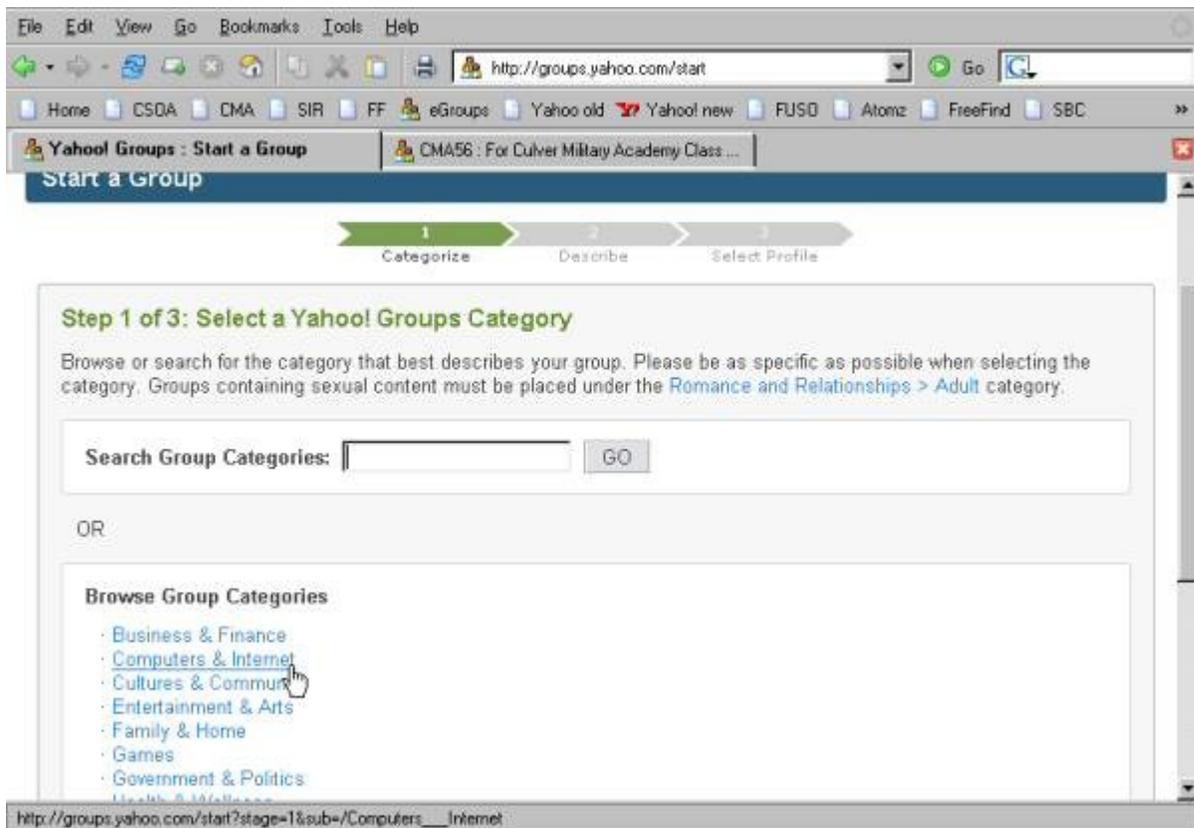


Illustration 6: Choosing a group category - 3

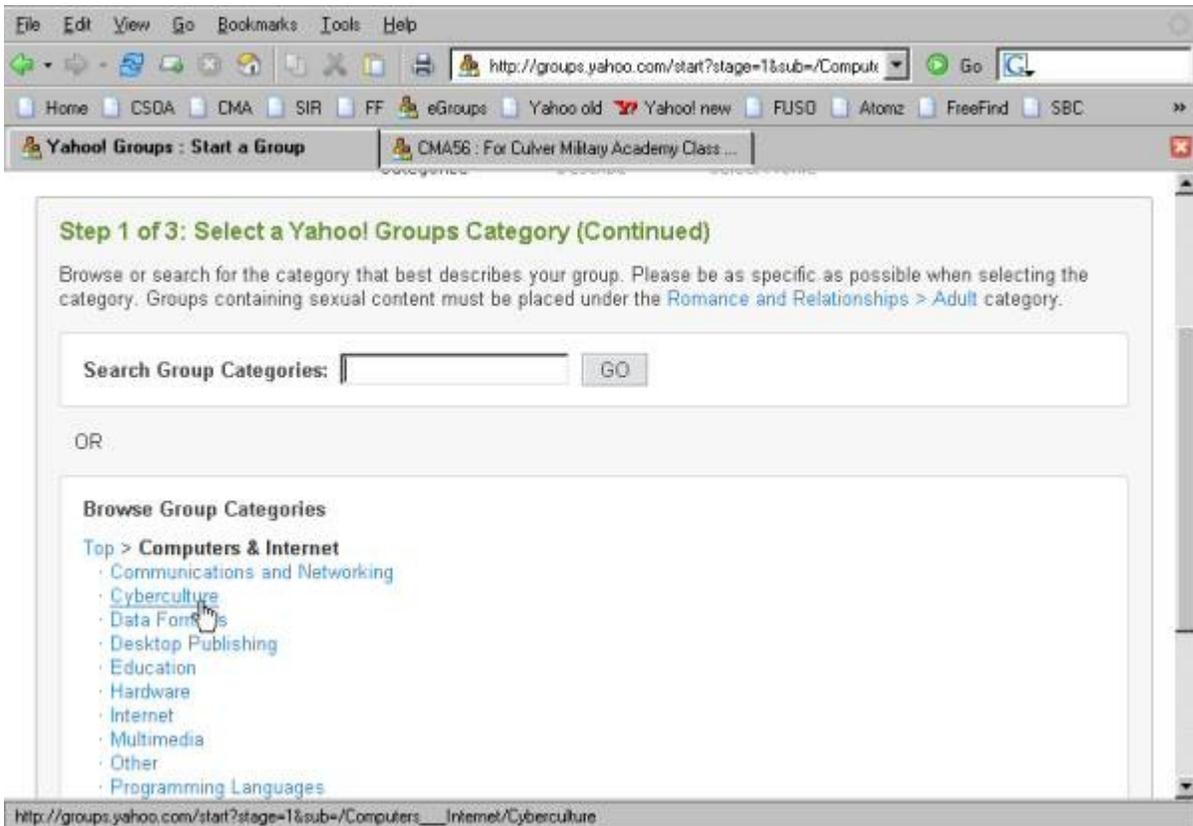


Illustration 7: Choosing a group category - 4

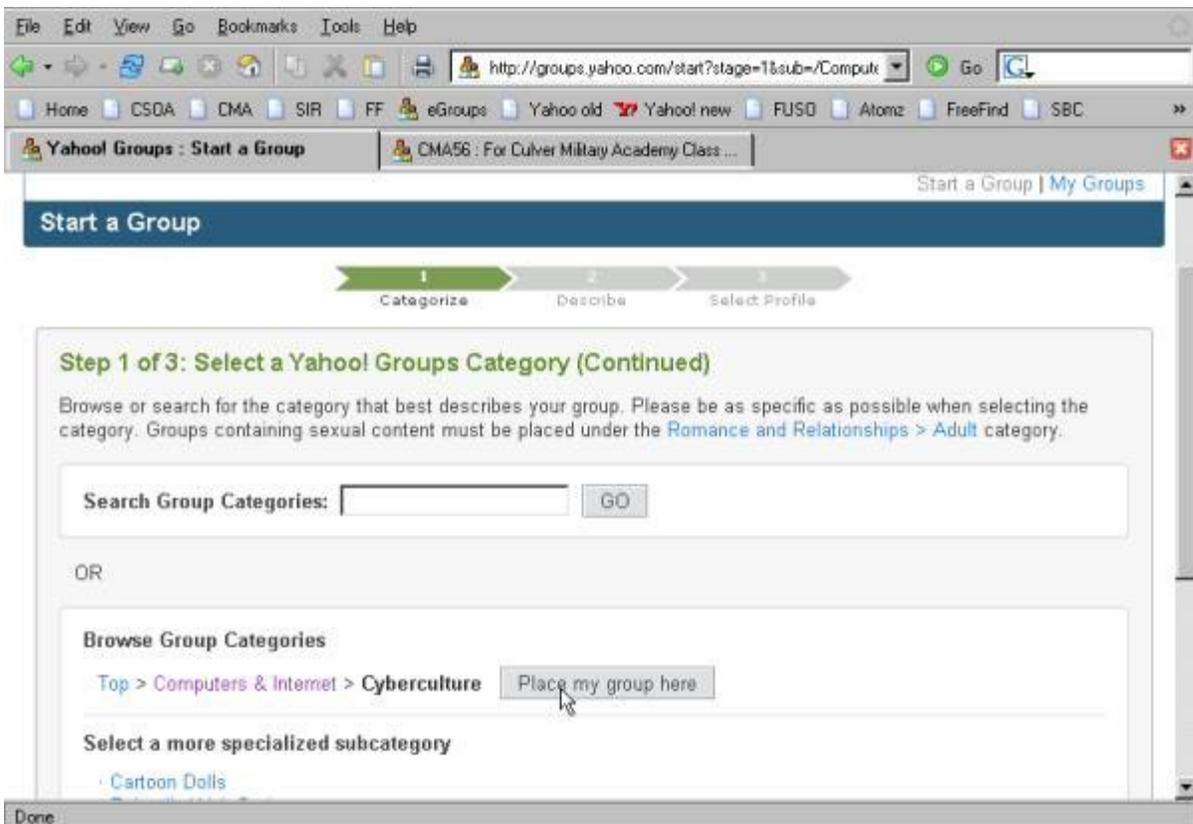


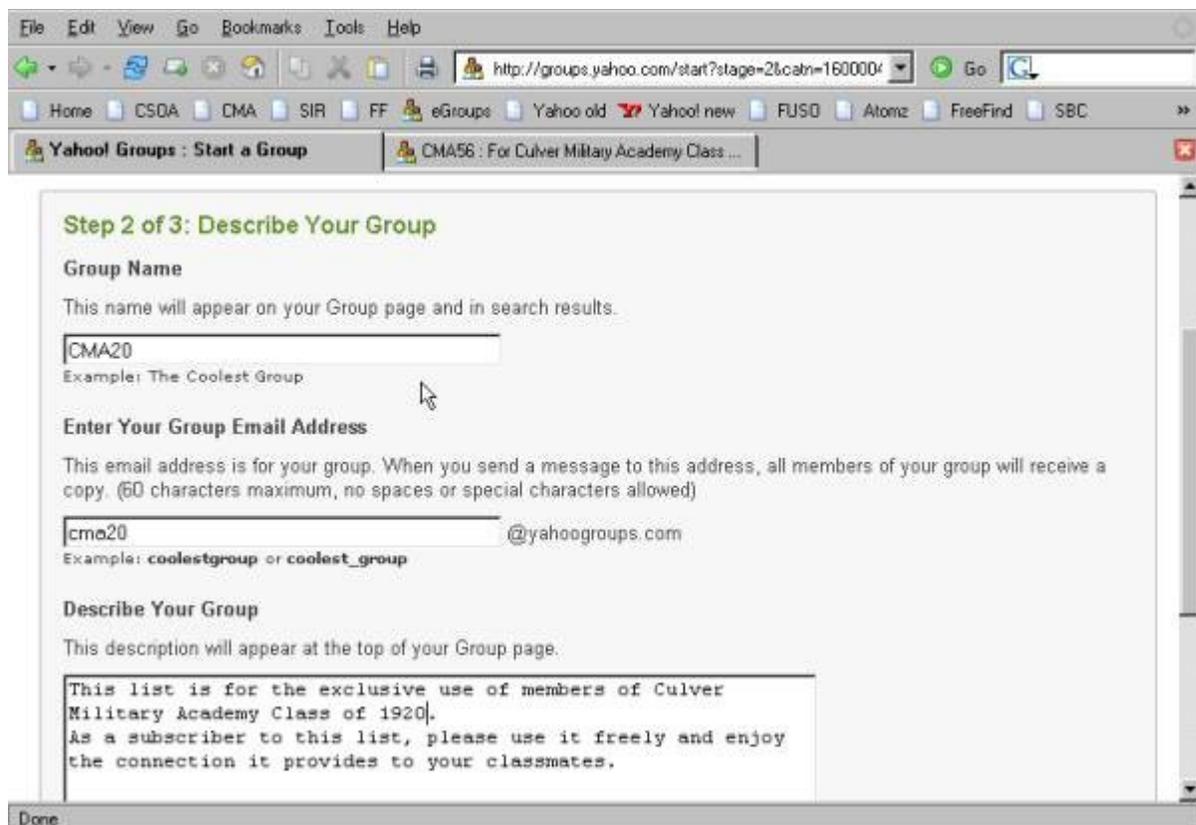
Illustration 8: Choosing a group category - 5

## *Giving your group a face*

The next step is to provide the information that a subscriber will see when he accesses your group. Again, this would be of more importance were the group to be public, but even if it is closed this page is useful. For one thing, it specifies the address to which members will address messages that are to be sent to the group. Note that this will be a Yahoo address, ending in @yahoo.com, so it must be unique within Yahoo. Yahoo might tell you that the address you hoped for is already in use.

Another useful part of this page is the opportunity to write a welcoming message to your subscribers, and even to offer any guidelines for usage, e.g. not to be used for commercial purposes.

When you are happy with the information, click the Continue button (not shown in this screen image). This will take you to a page, not illustrated here, on which you choose the e-mail address you want associated with your new group, and transfer the information in a disguised text block into a form that prevents automated group creation.



The screenshot shows a web browser window with the address bar displaying `http://groups.yahoo.com/start?stage=2&catn=1600004`. The browser's address bar and tabs are visible at the top. The main content area is titled "Step 2 of 3: Describe Your Group".

**Group Name**  
This name will appear on your Group page and in search results.  
Input field: `CMA20`  
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 your group will receive a copy. (60 characters maximum, no spaces or special characters allowed)  
Input field: `cma20` @yahoo.com  
Example: `coolestgroup` or `coolest_group`

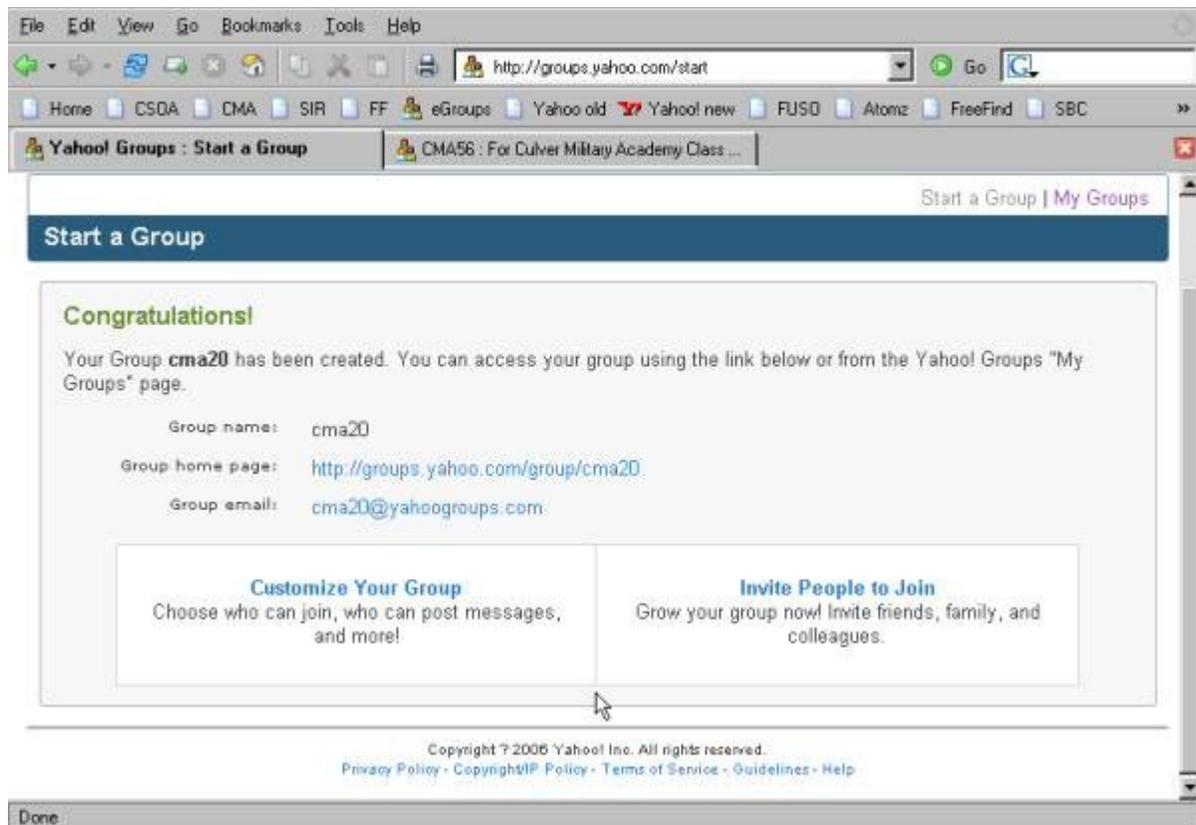
**Describe Your Group**  
This description will appear at the top of your Group page.  
Text area content:  
`This list is for the exclusive use of members of Culver Military Academy Class of 1920.  
As a subscriber to this list, please use it freely and enjoy the connection it provides to your classmates.`

*Illustration 9: Describing your group*

## ***Establishing group membership***

Now you can set up your group membership, providing the names and e-mail addresses of people whom you want to invite to join, and specifying the privileges and mail handling for them. First, customize the group – see *Customize the group* – 1-4.

Unless you are setting up a group to which anyone can belong, you will choose for it to be unlisted and say that members can join only with your approval. Also that only group members can post to the group. There are other decisions to make as shown on the other *Customizing* screen images.



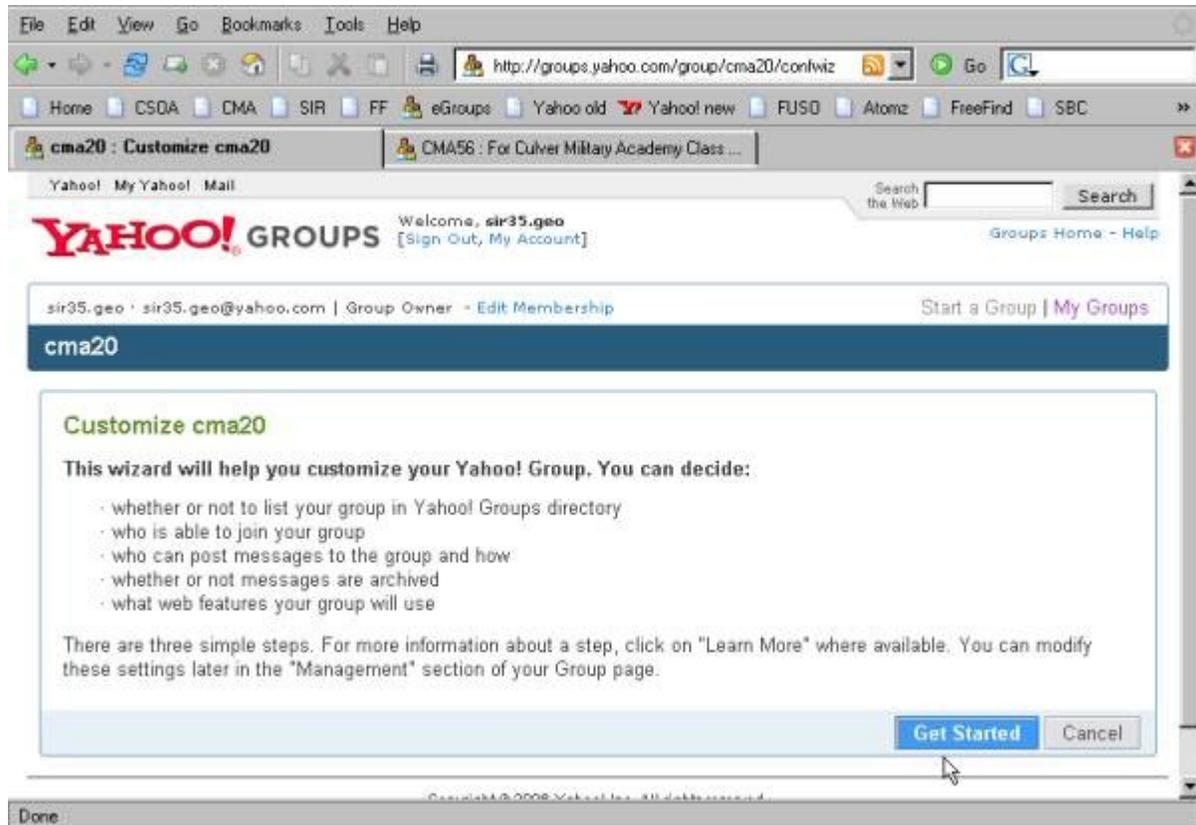


Illustration 11: Customize the group - 1

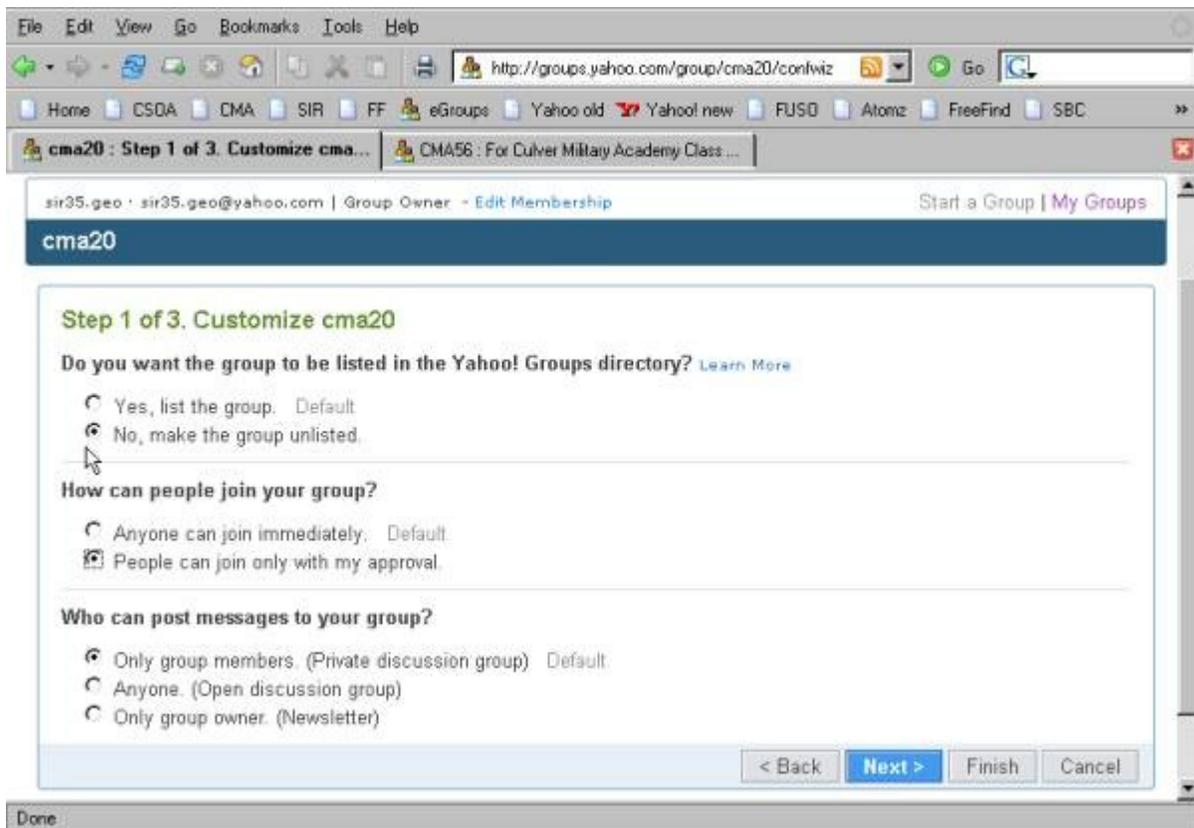


Illustration 12: Customize the group - 2

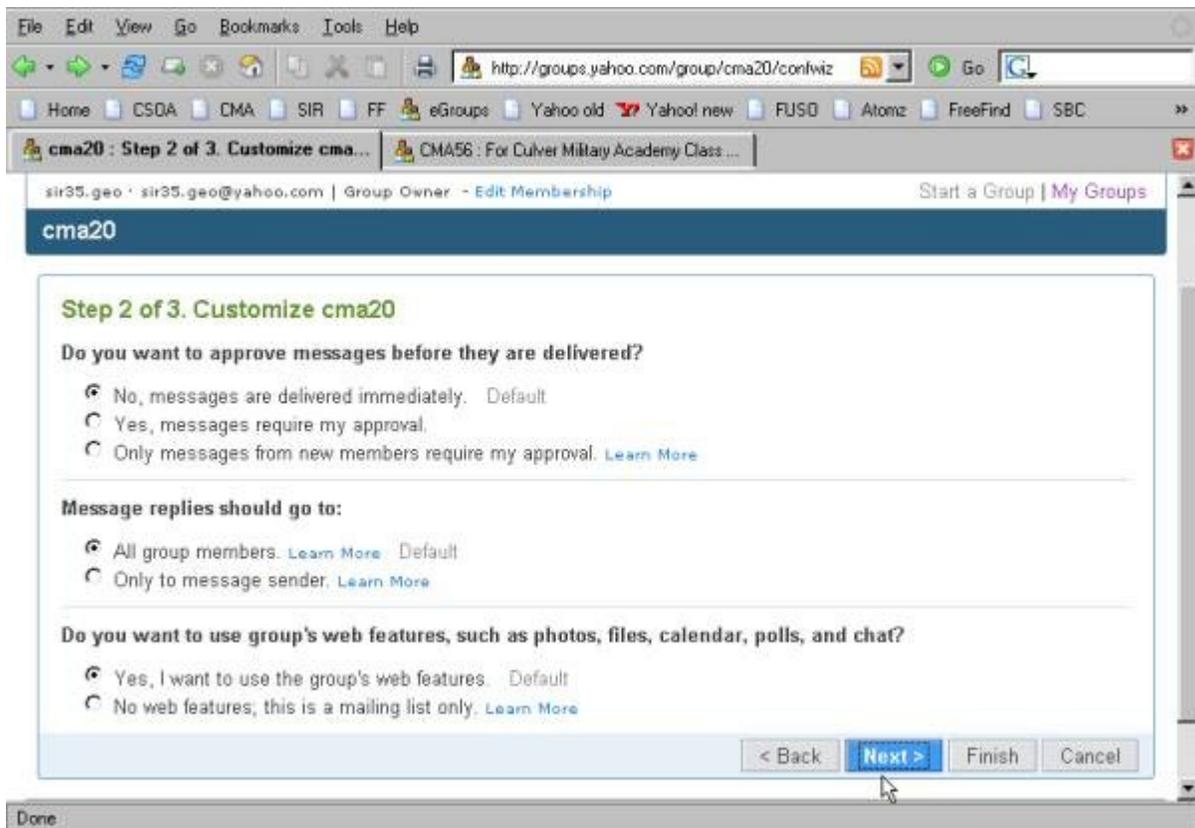


Illustration 13: Customize the group - 3

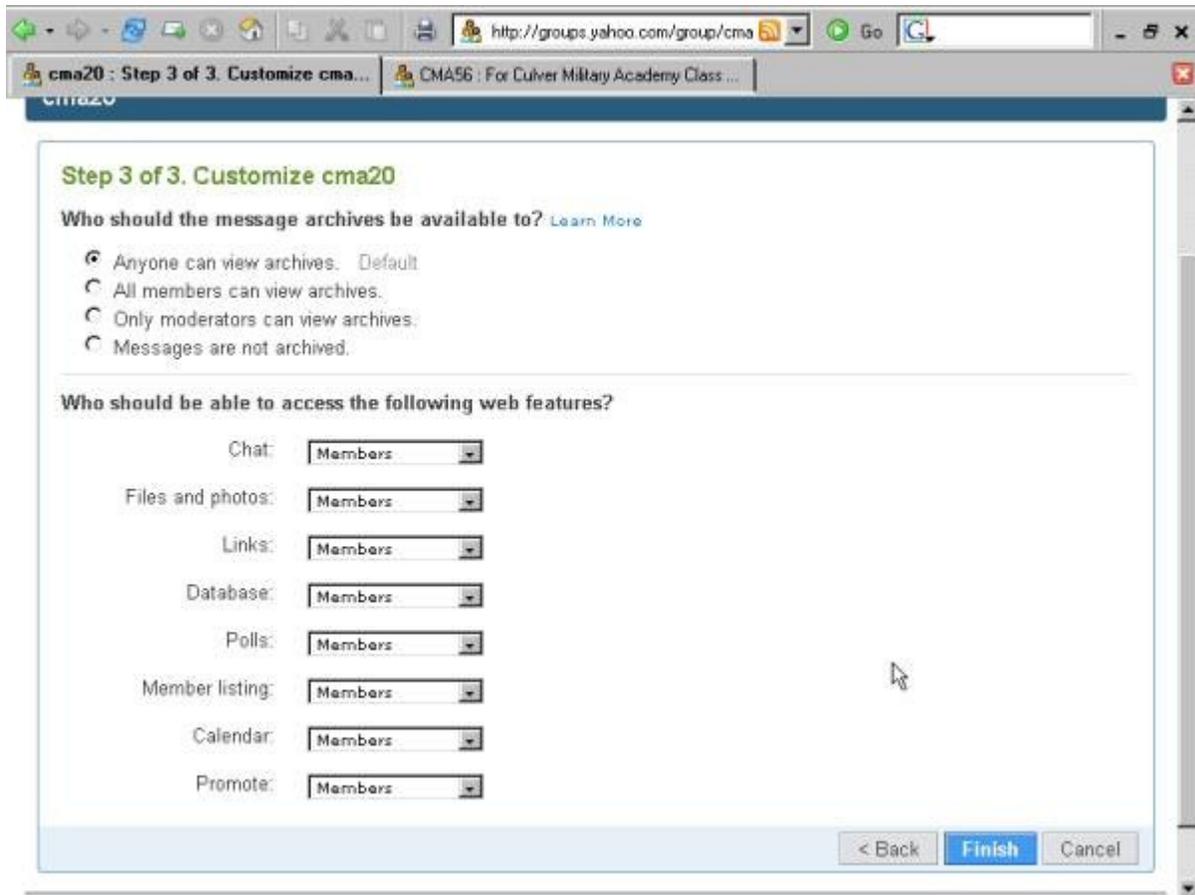


Illustration 14: Customize the group - 4

## ***Adding members to the group***

Now you are ready to provide the names and addresses of people whom you want to invite to join the group. Invite is the proper term, as once you provide a list of people, Yahoo will send each of them an invitation to join. They will each need to respond within 7 days or the invitation will expire.

As you can see from screen image Inviting members – 2, you need to provide an e-mail address for each invitee. It is also advisable to provide a name, on the same line as and following the address, e.g.: [john\\_doe@yahoo.com](mailto:john_doe@yahoo.com) John Doe. You don't need to provide the name, but once there is a large list of members it is handy to have a way to identify them other than by address.

You also need to provide a message. This will be sent to the invitee, along with boiler plate that Yahoo provides. This is a good place to create enthusiasm about the e-mail group so that the invitee will go ahead and join it.

From here on the process is pretty self explanatory from the Yahoo screens you will find online, so they are not copied here. It is a good idea at this point to poke around in the Yahoo screens to see what features they offer, what information you can edit, etc. As you learn more about the group and how the members seem to want to interact, you can decide which features besides messages, if any, you want to activate. Also, having set up the group, you are its owner. However, you may want help in administering it. If so, you can name one or more of the subscribers to be moderators, and you can specify what controls they can access and which, if any, you prefer to reserve for yourself. For example, you might choose to retain the right to cancel the group for yourself.

## ***Conclusion***

In general, Yahoo has provided a fairly powerful and easy to use facility. The main thing to make it successful is for the members to use it actively. If they do, you will find that you have created an on-line community which takes on a life of its own.

Enjoy.

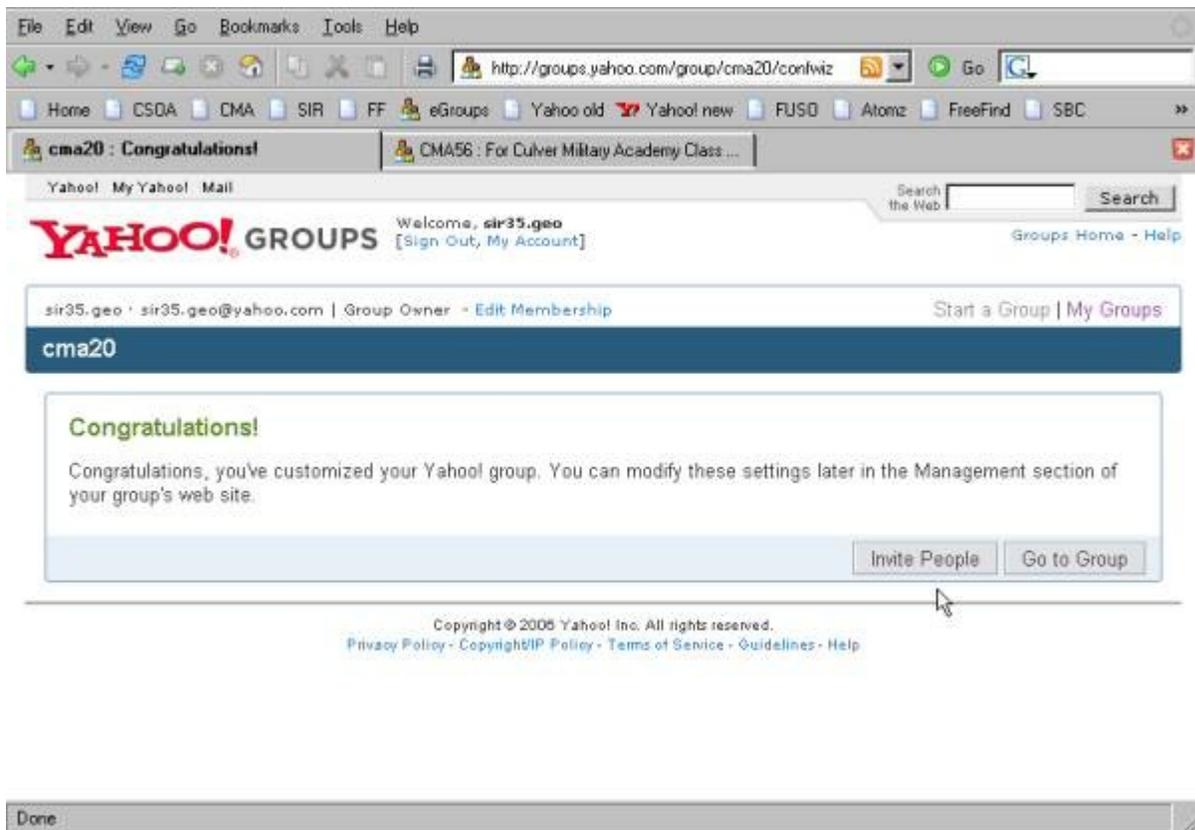


Illustration 15: Inviting members - 1

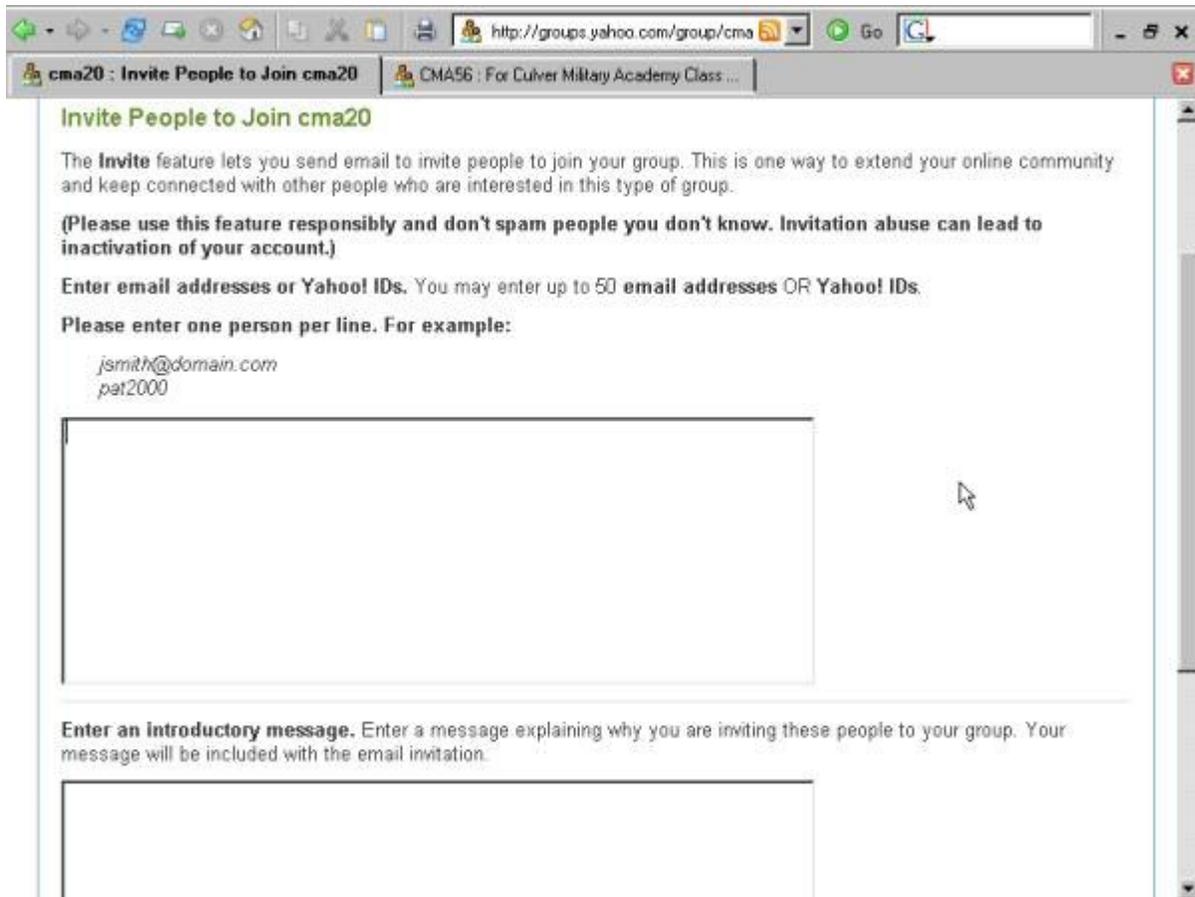


Illustration 16: Inviting members - 2