

## **Joining our Yahoo!Group**

Membership in the RASC Toronto Centre Yahoo!Group is by invitation only.

Caution: These instructions were produced based on the Yahoo Sign-Up process as of January 2013. Yahoo may change steps and processes without our knowledge. Subject to change without notice.

### **Message Access Only**

Getting on our Yahoo!Group is easy. But you first have to ask yourself, do I need to join Yahoo? Or, more to the point, do I need to create a Yahoo! ID?

If you want access to the RASC Toronto Centre Yahoo!Group e-mail messages only, you only want to participate in the "listserv," then you do not need a Yahoo! account. We only need your current e-mail address. With it, we can invite you to the Yahoo!Group.

This will allow you to send e-mails to the group, receive e-mails from others on the group, generally participate in conversations, and receive our various event notifications.

You will not be able to access the other Yahoo!Group features however, such as the Photo albums or message archives. For that access, you need a Yahoo! account.

### **Creating a Yahoo! ID**

If you want full access to all of the RASC Toronto Centre Yahoo!Group services, we recommend you sign up for a Yahoo! account. It's free. It's easy to do. It will only take a few moments.

Again, this step is optional. But we highly recommend it.

This will ultimately create a new Yahoo! e-mail address that you may use. But you don't have to. You will probably want to continue to use your preferred e-mail for RASC messages. The Yahoo! account will only be used when you need to access special features.

1. Surf to Yahoo! at <http://www.yahoo.com/>
2. Click a Sign Up link.
3. Set up a profile. This will include creating a Yahoo ID and choosing a password. You will also be required to provide other information such as your birthday. The section at the bottom is for account recovery and includes an "alternate" e-mail address. Enter your preferred or main e-mail (perhaps

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- you have a Sympatico or Rogers account) address here. Don't misplace these Yahoo! credentials. You'll need them for any Yahoo! account maintenance. Finish by clicking the Create My Account button.
4. Provide the security information. This requires setting two challenge questions and their respective answers. You will also need to type the anti-spam code for the visual one shown. Click the Done button to proceed.
  5. You will see a registration confirmation screen thanking you for joining. It also provides an opportunity to review all the data you provided with your profile. If you haven't already, record this information for Yahoo account recovery. Assuming you provided your main existing e-mail address as an "alternate," the confirmation page will remind you an e-mail was sent to the address you specified. This is used to verify it is a valid address. Adjust the "special offers" check box, if necessary. And click the Get Started button to finish the profile steps.
  6. A Yahoo web page will appear and you'll see you're automatically logged in. You may access your new Yahoo!Mail but it is not required that you use this account for e-mail.
  7. If the verification e-mail does not arrive in your main e-mail inbox in short order, log into your Yahoo account and click Verify Now.
  8. Retrieve the e-mail sent from Yahoo! to your regular existing e-mail account. It includes a quick link to "verify" the address. If that link does not work, there's a long hyperlink that you can copy into a browser address bar.
  9. Verify your main existing e-mail address. This will connect you to Yahoo!
  10. Log into Yahoo! now, with your new Yahoo! credentials.
  11. A confirmation screen will appear noting that you verified your main e-mail address. Click the Continue button.
  12. Review your Yahoo! account information. You may manage your e-mail and mobile options. Note the new Yahoo! e-mail address along with your main existing address. You will see your new Yahoo! e-mail address is active. Specify that you want your main existing e-mail address to be the primary means of contact. Click the Save button.
  13. The detailed Account Information page will appear. Make adjustments, if needed. Otherwise, continue browsing the web.
  14. Then, say, "Yahoo!"

Note: To be clear, the Yahoo!ID and password you create here is for a new and separate account. It is not related to the ID and password required for the secure areas of the RASC Toronto Centre web site. It is not related to the ID and password required for the RASC national web site. Keep good notes!

### Requesting Access

Membership in the RASC Toronto Centre Yahoo!Group is by invitation only.

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1. Send an e-mail message to the membership secretary (membership AT toronto.rasc.ca) or the information technology chair (infotech AT toronto.rasc.ca). Alternatively, you may send a message to the Yahoo!Group owner address (rasctoronto-owner AT yahoo.com).
2. Request an invitation to the Toronto Centre group.
3. Indicate the preferred level of access: listserv, messages, mailing list only; or full Yahoo!Group access including photos.
4. Provide your preferred main e-mail address.
5. Provide your full name.
6. If you've recently joined the RASC, please supply your RASC member number.
7. Submit your request.

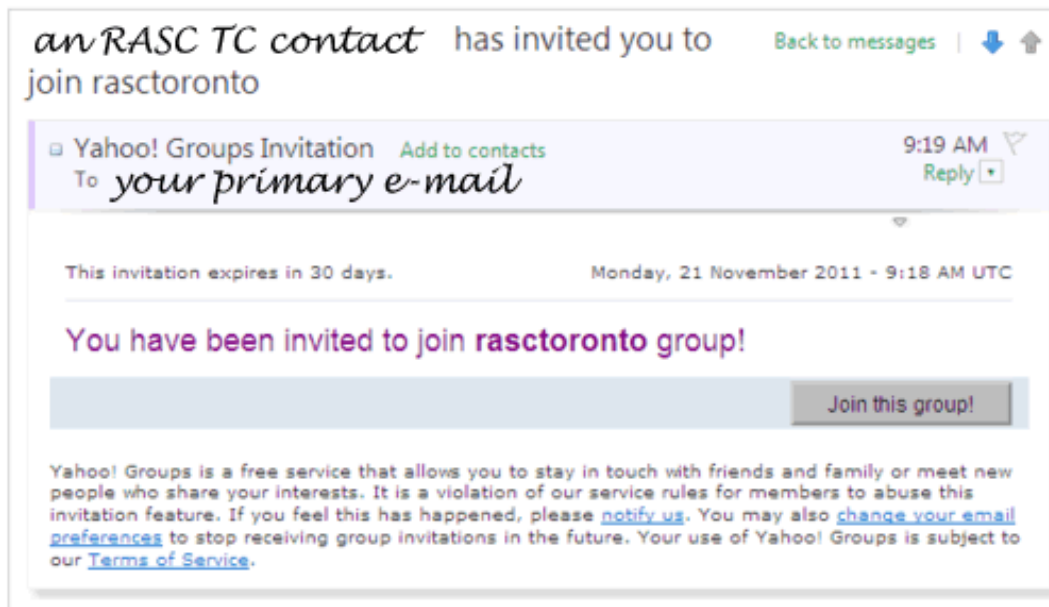
We will process your request as soon as possible. We will prepare and send an invitation from the Yahoo! system. Watch for it.

### Responding to the Invitation

We will get you on our mailing list by sending you an invitation message from the Yahoo!Group system.

Note: Unfortunately, invitations from the Yahoo! system are sometimes directed to one's junk or spam mail folder. Please examine this folder in short order if the invitation does not appear in your Inbox. The invitation expires after 30 days.

The message looks something like this:



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Click the Join this group! button in your e-mail message to proceed.

The Invitation to Join RASCTORONTO web page will appear. You must respond appropriately here.

- If you have a Yahoo!ID, click the "Join the group" link near the bottom, centred text.
- If you do not have a Yahoo account, click the "join the mailing list instead" link at the very bottom of the page.

If you have a Yahoo account, log in, and then follow the additional prompts.

You will receive another e-mail message, this time welcoming you to the group.

If the invitation process does not work, please contact someone on the Yahoo Help crew, and we'll investigate.

We encourage members after joining the Yahoo!Group to say "Hello." Introduce yourself. Then jump in, get involved, or ask questions.

Once you're settled, please review our guidelines for using our Yahoo!Group at the end of this document.

During the joining process, and any time after, you can change how messages are sent to you. See our notes on configuring the mailing list.

### **Upgrading to Full Access**

Use this process for the following scenario:

- You have a main e-mail address (which is not Yahoo, e.g. Sympatico or Rogers).
- You have been successfully added to the RASC Toronto yahoo group listserv or mailing list in the past. And you're receiving and sending messages.
- You have made a free Yahoo account and it is associated with your main e-mail address.
- You wish to access the photos and files, or message archives, in the Yahoo!Group.

The following steps allow you to bind your Yahoo ID to the e-mail address we already have in the Yahoo!Group. Upon completion, you'll be able to access the additional features in our group.

- Surf to Yahoo!Groups at <http://groups.yahoo.com/>
- Log in with your Yahoo! credentials, if necessary.

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- Near the top-left of the page, click the link in the sentence, "Click here if you receive Yahoo!Groups email but don't see your groups listed here."
- In the Find My Groups page, verify your main existing e-mail is listed, along with your new Yahoo e-mail. Click the Continue button.
- A confirmation page will appear noting the RASCTORONTO group was found and that you have access. Click the Done button.
- From within the RASC group or from your Groups list page, click the Set Profile link.
- The Yahoo!Groups profile page will appear. If you have more than one profile, choose the preferred profile. Click Continue.
- A confirmation page will show. It states you have access to all the Yahoo!Group features.
- Click the VIEW RASCTORONTO to start exploring!

### **Record Keeping**

If you create a Yahoo! account, please note the ID, password, birthday, postal code, and security question particulars in a safe place. You will need your ID and password to access your Yahoo! profile.

If you forget this information, it is not something (unfortunately) we can assist you with. You will need to take the matter up with Yahoo! Customer Service.

Again, the Yahoo!ID and password you create here is for a new and separate account. It is not related to the ID and password required for the secure areas of the RASC Toronto Centre web site. It is not related to the ID and password required for the RASC national web site. Keep good notes!

### **Other Yahoo!Groups**

If you do create a new Yahoo! account, considering joining other Yahoo!Groups for astronomy-related topics. Perhaps for your telescope equipment, e.g. Celestron CPC telescopes, or for a branch of astronomy, such as variable star observing. See our Yahoo! links topic for a sampler.

### **Using the Yahoo Mailing List**

We encourage members to participate in our Yahoo!Group. But it requires a slightly different use of your e-mail resources than with standard, person-to-person e-mail communications. When you use the Yahoo!Group, it's like talking at a meeting or a house party. There are lots of people "around" to hear and respond to your remarks.

### Starting a New Thread or Topic

Start a new e-mail thread or conversation whenever you'd like to talk about something new. Perhaps you've found a new web site you'd like to share. Maybe something strange is happening with your telescope mount. Anything astronomical goes!

- Create a new message.
- Enter `rasctoronto@yahoogroups.com` as the TO: recipient. Using the group address will ensure your message goes to everyone in the group.
- Enter an appropriate but brief description in the SUBJECT: line. This will tell people what the message is about.
- Write the main content in the body of the message.
- Review, spell-check, and proof-read your message.
- Send or post the new message.

Tip: Add this address to your e-mail applications address book so it's easy to select or re-use.

Note: You will notice your message appears with additional text in the subject line: [RASC Toronto List]. This text is automatically added by the Yahoo! system.

### Replying to the Group

By default, when you reply to a message sent out by another party, your reply will go to everyone in the Toronto Centre group. This makes it easy to join into a conversation, share something with all members, conduct a group dialog, argue a point, propose an alternate idea, get feedback, etc. This is like performing a reply-to-all in a standard e-mail message.

- Select or open the message you wish to reply to.
- Perform the reply action (not reply-to-all).
- Note the TO: line. It should automatically include `rasctoronto@yahoogroups.com`, which means, like sending a new message, it will be returned to all. No change required.
- Note the SUBJECT: line. It will include "RE" to indicate a reply. Consider if the subject still applies. If the conversation has drifted or evolved to something new, change the subject line. Otherwise, leave it as is.
- Note the body of the message. The original conversation will be shown. If there conversation already has some replies within, it may be quite lengthy. Consider removing some of the content, if possible, to shorten the text content.
- Enter your response.
- Review the message.

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- Send or post the reply to the group.

Reminder: When you reply to a message, consider if it should go to the group or to the individual.

### **Replying to the Individual**

Sometimes we do not want to share a response with the entire group. You may wish to enter a private conversation with the sender. Sometimes the sender even says this: "reply to me privately" or "off-line."

- Select or open the message you wish to reply to.
- Perform the reply action.
- Note the TO: line. It will include rasctoronto@yahoogroups.com. This must be removed! Look in the body of the message. You should be able to location the address of the sender. Either copy and paste or retype the address in the TO: line.
- Note the SUBJECT: line. Adjust, if necessary.
- Note the body of the message. Adjust, if necessary.
- Enter your private response.
- Review the message.
- Send or post the private reply.

Tip: Copying from the body and pasting into the TO: line reduces the chance of making a typographical error in the e-mail address.

### **Timing Expectations of Messages**

Usually new messages or replies are sent out immediately, like in most e-mail environments. Typically, when you compose and send your message, you see it pop up in the group a moment later. We receive good feedback that it went out.

However the Yahoo!Group system can be sluggish or slow at times. Please be patient.

Sometimes, a delay causes one to think their message was not processed by Yahoo! and they compose another message and send again... Once the Yahoo!Groups returns to normal speeds, multiple messages might appear. So, again, be patient with the Yahoo! system. And avoid sending a message more than once, if possible.

### **Filtering Messages**

Our Yahoo!Group is quite active. We have hundreds of participants and in a typical day there may be a half-dozen to two dozen messages posted.

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Some people like to automatically capture incoming messages from the Yahoo!Group and divert them into a special e-mail folder. This is easily done by scanning for the text [RASC Toronto List] in the subject line.

Review your e-mail applications documentation or help on using "filters" or "rules." It's a great way to stay organised and current while managing the number of messages in the inbox.

### Digest Mode

Some prefer not to receive every message, the new ones and the replies, over the course of a day but instead all the messages for the day bundled together. This reduces one's e-mail traffic to be sure. But at the same time it means that one may not hear of something urgent or late-breaking until too late.

Also, note, that replying to messages from the digest amalgam is more complicated. See our usage guidelines below for more tips and "best practices" when using Yahoo!

## Yahoo! Usage Guidelines

We remind our members of the RASC Toronto Centre listserv hosted by Yahoo!Groups to observe the following guidelines. Here's the quick list...

- Keep subject lines on topic. Change, if necessary.
- Keep subject lines short. Helps on small screens.
- Keep messages brief. Full stop.
- When replying, delete unnecessary text.
- When replying to a reply, delete unnecessary text.
- Include hyperlinks to ease access for others.
- Use full link. E.g. <http://toronto.rasc.ca/>
- Use <http://tinyURL.com/> for really long links.
- Sign off with your real name.
- Safely, securely keep administrative messages.
- Review archives before posting help wanted questions.
- Review Yahoo!Groups terms of service and guidelines .
- And, finally, take conversations off-line, where appropriate.
- Remember there are hundreds of people in the RASC Toronto Centre Yahoo!Groups mailing list. When you create or reply to a message, ask yourself if your message needs to go to the whole group. If not, please adjust the message to send directly to individuals.

Thank you