

# HOW TO..... **JOIN THE PRComputerClub YAHOO TECH GROUP**

## **Requirements**

- A Yahoo! ID
- An email address
- A working internet connection

## **About the PRComputer Club Yahoo Tech Group**

- Yahoo is a large internet company (like Google or eBay)
- Among many other services like email, news, and web searching, Yahoo offers a service for small to medium groups like ours to conduct conversations over the internet.
- This service is called Tech Groups.
- Tech Groups allow people who share a particular interest to ask questions, share information, answer questions, or “talk shop” generally.
- The club’s Tech Group is called “ PRComputerClub ”.
- It’s been running since 1999.

## **Start Here**

- Ok, so you’re sat in front of your computer, you’re on the internet, you have a working email address: where do you start?
- Just follow these steps over the next few pages with the illustrations provided to guide your way.....

## First, go get a Yahoo ID.

- Go to the club website ([www.prcc.asn.au](http://www.prcc.asn.au)) and find this link.



- Click it and you will go to the Yahoo registration page which looks like this

A screenshot of the Yahoo!7 registration page. The page features the Yahoo! logo and a 'Hi there!' greeting. It includes a 'Sign In' button for users who already have an ID or email address. The registration process is divided into two steps: '1. Tell us about yourself...' and '2. Select an ID and password'. Step 1 includes fields for 'My Name' (First Name and Surname), 'Gender' (a dropdown menu), 'Birthday' (Day, Month, and Year dropdowns), 'I live in' (a dropdown menu set to 'Australia'), and 'Postal Code'. Step 2 includes a 'Yahoo!7 ID and Email' field, a dropdown menu for the email provider (set to 'y7mail.com'), a 'Check' button, and a 'Password' field with a 'Password Strength' indicator. A 'Forgot your password or Yahoo!7 ID?' link is also present.

- It's a form. You need to fill it in. I know, dull as, but that's life.....
- There are some tricks for the unwary on this page. There are hints all over the place in small type.
- If you enter anything wrong, the page will put little red messages where all the mistakes are. You can just try again.
- If you get into trouble, click on "Help" in the top right of this page or email the webmaster. [webmaster@prcc.asn.au](mailto:webmaster@prcc.asn.au)
- Write down your Yahoo ID and password. You'll need it for the next step.

## Second, ask the Club Webmaster to add you to the group.

- Go to the club website ([www.prcc.asn.au](http://www.prcc.asn.au)) and find this link.



- Click it and you will go to the Email Request Form which looks like this

A screenshot of the 'Email List Request' form. The form has a title 'Email List Request' and a header bar. Below the header, there are several input fields and a radio button group. The fields are: 'Membership Number \*' (a small text box), 'Surname \*' (a larger text box), and 'Email Address' (a text box). The radio button group is labeled 'Email List Action \*' and contains three options: 'Add to' (selected), 'Change Email', and 'Suspend From'. Below the radio buttons is a 'Remove From' option. There is a large text area for 'Comments'. At the bottom of the form is a 'Submit Request' button.

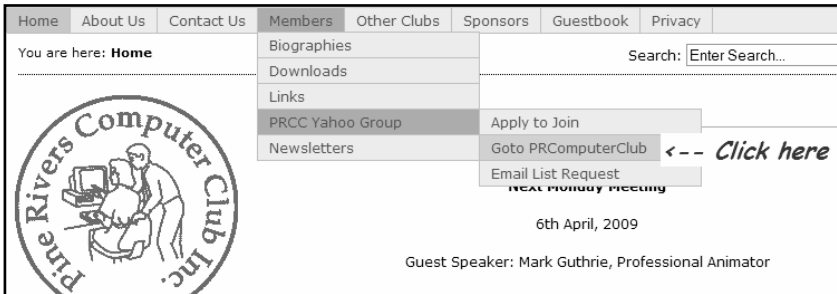
- Fill in this form
- Enter your membership number and your surname.
- Enter the email address you want to use for your messages
- To join, click on the “Add to” button so there’s a dot in it.
- Put your Yahoo ID in the comments box
- Send it by clicking “Submit request”.
- This will go to Webmaster or Membership Officer, who will process it for you.

### **Third, shortly you will be ready to begin.**

- Once this is ready you will begin to receive emails in your InBox from members of the Tech Group with “[PRComputerClub]” in the subject line.
- To answer any question (or just to have your 2 cents worth on any topic) simply reply to any “[PRComputerClub]” email that appears.
- To post a question of your own, start a new email addressed to [PRComputerClub@yahogroups.com](mailto:PRComputerClub@yahogroups.com)

## Lastly, going on holidays....

- From time to time you may want to stop the messages for a while.
- Go to the club website ([www.prcc.asn.au](http://www.prcc.asn.au)) and find this link.



The screenshot shows the website's navigation menu with the following items: Home, About Us, Contact Us, Members, Other Clubs, Sponsors, Guestbook, Privacy. A dropdown menu is open under 'Members', listing: Biographies, Downloads, Links, PRCC Yahoo Group, and Newsletters. The 'PRCC Yahoo Group' item is highlighted, and a sub-menu is visible with the following options: Apply to Join, Goto PRComputerClub (with an arrow pointing left and the text '<-- Click here'), and Email List Request. Below the menu, the text reads: 'NEXT MONTHLY MEETING' followed by '6th April, 2009' and 'Guest Speaker: Mark Guthrie, Professional Animator'. On the left side of the page, there is a circular logo for 'Pine Rivers Computer Club Inc.' featuring a person at a computer.

- Click it and you will go to the PRComputer Club Yahoo Groups page which looks like this.



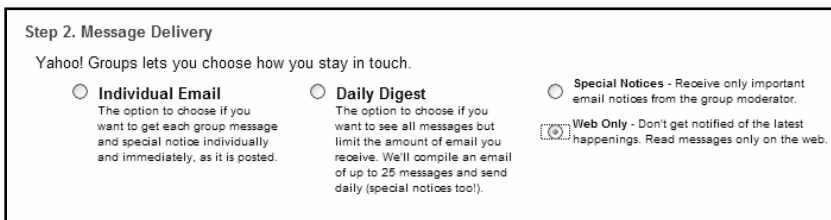
The screenshot shows the Yahoo Groups page for PRComputerClub. At the top, there are navigation links: Yahoo!, My Yahoo!, Mail, More, Make Y! My Homepage, New User? Sign Up, Sign In (circled in red), and Help. The main heading is 'YAHOO! GROUPS' with a search bar and a 'WEB SEARCH' button. Below this is a description: 'PRComputerClub · For members of the Pine Rivers Computer Club in Brisbane Qld Australia to correspond with one another and share information.' There is a search bar for other groups and a 'Search' button. On the left, there is a sidebar with 'Home' and 'Messages' under 'Home', and 'Members Only', 'Post', 'Files', and 'Photos' under 'Members Only'. A central banner says 'Stay up to speed on the latest Groups news and updates, visit the Groups blog today!' with a checkmark icon. Below the banner, there is a 'Home' section with a 'Join This Group!' button. At the bottom, it says 'Activity within 7 days' and '21 New Messages · New Questions'.

- Sign in (top right of the Yahoo Groups page, see the little circle?).
- You will use your Yahoo ID and password for this.

- Next click “edit membership”



- Then scroll down to “Step 2 Message Delivery” and click the “Web Only” option.



- Note: You can also do this if you want to stop your email InBox overflowing.
- To see any messages you would have to sign in to the PRComputerClub Tech Groups through a web browser.

## Help etc....

### For any problem you can't deal with

- Go to the club website ([www.prcc.asn.au](http://www.prcc.asn.au)) and find the same Email List Request form as in “Second,” above, and write your question in the “Comments” section
- If you change your email address then do the same but use the “Change email” button.
- If you're sick of all this and want to stop then do the same but use the “Remove from” button