

Yahoo! Groups

Enhancing The Communication Of Student Organizations

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=Shortcut =Advice =Caution

Introduction

Are you looking to increase communication in your student organization? Are you tired of making phone calls every time an event needs to be organized? With Yahoo! Groups, the members of your organization can be kept informed without the need to make phone calls. Create a Yahoo! Group and post messages, pictures, polls, files, and a calendar. Signing up for Yahoo! Groups is free.

Process Summary

- Sign up for Yahoo
- Create a Yahoo! Group
- Log in to your group
- Post a message
- Add an event

Sign Up

Yahoo! Groups is located at <http://groups.yahoo.com>. To sign up for Yahoo! Groups:

1. Open your web browser and type <http://groups.yahoo.com> (Figure 1, 1).
2. Preview the features of Yahoo! Groups (Figure 1, 2).
3. Sign up for Yahoo! if you do not already have a member name and password (Figure 1, 3).
4. Create a group if you have not already created one (Figure 1, 4).
5. After completing steps 1-4 sign into Yahoo! and you will be taken to your group.

Figure 1




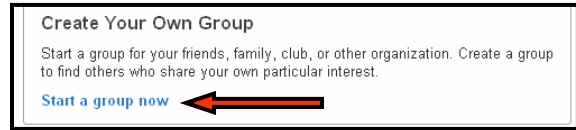
Signing Up for Yahoo!

Signing up for Yahoo! is quick, easy, and free. Creating a Yahoo! account gives you access to free e-mail, groups, chat, games, and more! To sign-up for Yahoo!:

1. Click the **Sign up for Yahoo!** button.
2. Fill out the required fields and click the **I Agree** button.



 *You can always go back and edit the other fields later.*



3. Once you have been registered, open Internet Explorer and type to **http://groups.yahoo.com** into the address bar.
4. Click on **Start a group now**.


Create a Yahoo! Group

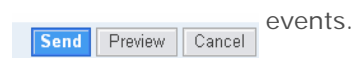
1. Log-in to Yahoo! if you have not already done so.
2. Select a category for your group.
3. When satisfied with your group, click on the **Place my group here** button.
4. Write a description of your group and click the **Continue** button.
5. Enter the word description and click Continue.
6. Follow the links to modify your group.

Log in to your group

To log into your group:

1. Type **http://groups.yahoo.com** into the address bar in your web browser.
2. Enter your username and password.

 *From here you can post messages, files, pictures, and calendar.*



Post a message

1. From the Menu bar on the right, click on **Post (Figure 1, 1)**.
2. Enter a subject, details, and click the **Send** button when ready.

Add events to the calendar

1. From the Menu bar, click on **Calendar (Figure 1,2)**.
2. First, choose the month and day.
3. Second, choose whether to add an **Event** or **Task**.
4. Click the **Save** button when finished.

