

PCBA Intro to Yahoo Groups

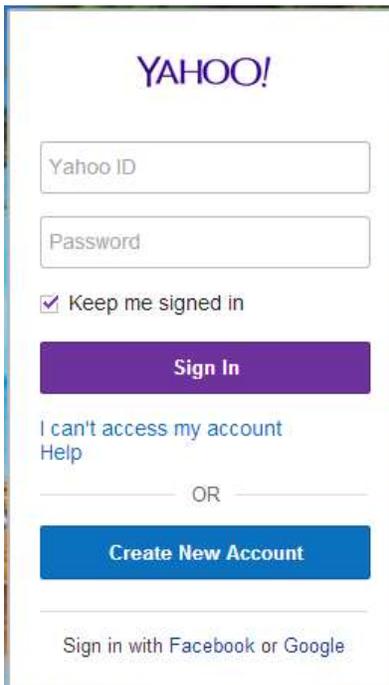
As a new PCBA member, especially during bee school season, it is important to understand that PCBA relies heavily on Yahoo Groups to provide timely communication about association and bee school matters. Without it, the task of keeping everyone informed would be next to impossible. We recognize that our members have varying levels of technical/internet expertise ranging from techno-phobic to super-geek. Therefore, we decided that it might be helpful to publish a Yahoo Groups overview, since the Yahoo PCBA-LIST Group is so integral to our ability to communicate with our members.

The concept is fairly simple:

1. To access the PCBA-LIST you must have a Yahoo account so that you can login to Yahoo and submit a request to join the group.
2. The Yahoo login credentials consist of a Yahoo email address and password.
3. Once these have been established you can go to the PCBA-LIST Group and submit a request to join the group.
4. If you already have an email address that you are comfortable with you can specify it as the email address that PCBA-LIST Group messages will be sent to. Otherwise the messages will be sent to your new Yahoo email address.

So, how do you set this up?

1. Using your internet browser go to www.yahoo.com.
2. Near the upper right hand corner of the page click on Sign In.
3. You will be presented with a dialog that looks something like the following:



The image shows a screenshot of the Yahoo! login interface. At the top, the word "YAHOO!" is displayed in purple. Below it are two input fields: "Yahoo ID" and "Password". A checkbox labeled "Keep me signed in" is checked. A purple "Sign In" button is positioned below the input fields. Underneath the button, there are links for "I can't access my account" and "Help". A horizontal line with "OR" in the center separates the sign-in section from the account creation section. Below this line is a blue "Create New Account" button. At the bottom, there is a link that says "Sign in with Facebook or Google".

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4. Click on the “Create New Account” button. You will be presented with a page that looks something like the following:

YAHOO! Sign In Help

English (United States) ▼

Sign up

First name Last name

Yahoo username @yahoo.com

Password show

+1 Mobile number i

Birthday Month Day Year

Male Female

+1 Optional recovery number i Relationship

I agree to the [Yahoo Terms](#) and [Privacy](#).

Create Account

5. All the information except the optional recovery number is required. If you do not have a mobile phone, enter your land line number. Make sure that you remember or write down the password. If you click on the “Show” check box you will be able to see the password exactly as you entered it.
6. When you have entered everything and have memorized or recorded the password click on the “Create Account” button. At this point, if all has gone well, you should have a working Yahoo account that will allow you to go to the PCBA-LIST Group page and submit a request to join the group.

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7. Either click on groups and enter PCBA-LIST and hit the “Search Groups” button or go to <https://groups.yahoo.com/neo/groups/PCBA-LIST/info>
8. This is the home page of the PCBA-LIST user group. Look for a button in the middle of the page that says “+ Join Group”. Click this button and you will be presented with a page that looks something like the following (where xxx is the user id you specified):

This is a restricted group.

Yahoo! Alias : xxx

Email Address : xxx@yahoo.com

Message Delivery : Individual Email
 Daily Digest
 Special Notices
 No Email

Visual code | [Audio code](#) [Help](#)



Type the code shown [Try a new code](#)

Comment to Owner :

Please tell the group owner about yourself and why you would like to join the group (200 characters maximum)

9. Fill this page out, indicating in the comments section that you are a new PCBA member/bee school enrollee and then hit the “Send Request” button. The group administrator will notify you when your group membership has been activated.

10. To have group messages sent to another email address hover over the gear symbol  found on the upper right hand corner of most Yahoo pages when you are signed in. Click on “Account Info”. Note that you will probably be prompted to login again as an extra security measure. You will then be presented with a page that will allow you to enter alternate email addresses. These can then be substituted for the default Yahoo email address that you created within the PCBA-LIST Group settings.

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11. You may have noticed that it is possible to login to Yahoo via a Facebook or Google account. This can definitely be done but a Yahoo account must be created and linked to the Facebook or Google account.
12. Note that Yahoo uses the number you entered as the mobile phone number for lost or forgotten password recovery. If it is a mobile phone they will text you a password recovery code number. If it is not a valid mobile number, they will call the number by voice. In that case have the phone ready to answer when it rings, along with a paper and pencil to write down the code number.
13. Bear in mind that web sites are constantly being changed and that screen shots and instructions presented above are based on what was in effect at the time that this document was authored.