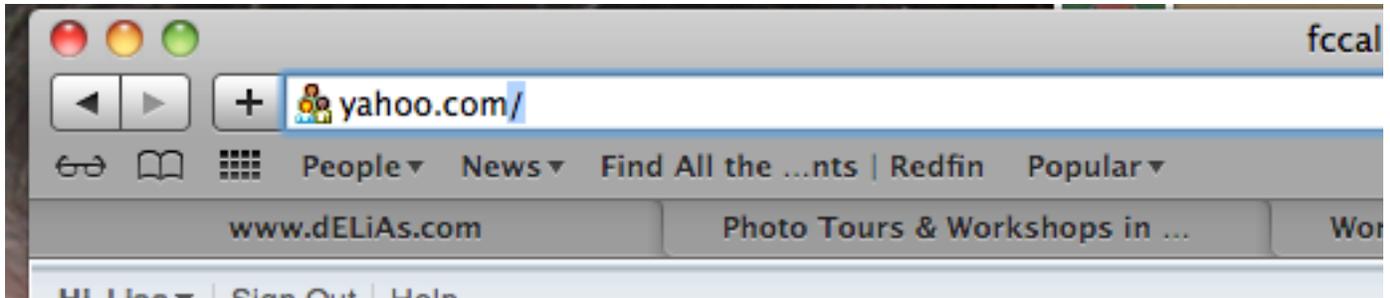


# FCCA List Serve How-To Manual

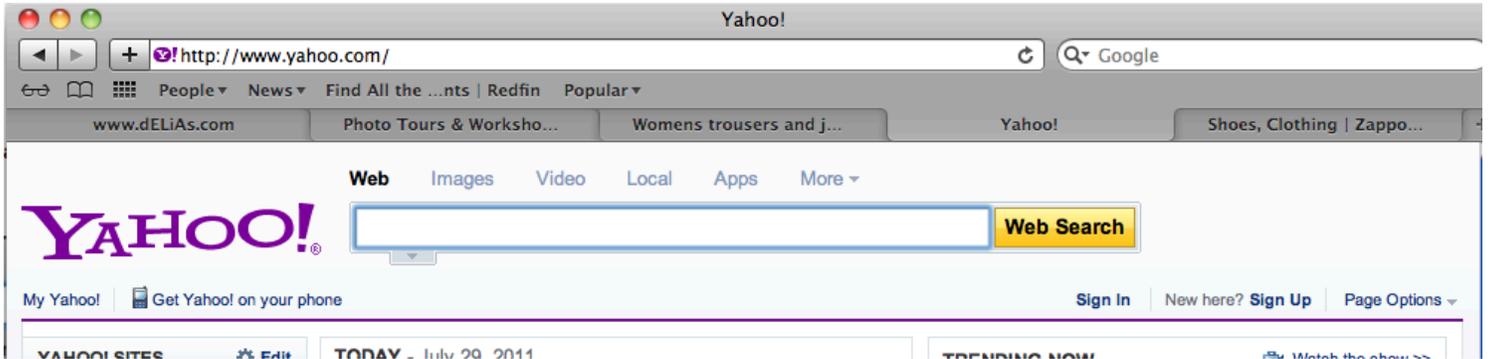
The FCCA List Serve is a Group on the Yahoo! web site.

On your computer, open your preferred web browser (e.g., Internet Explorer, Safari, Firefox, etc.) and type yahoo.com in the address line:



When you get to the Yahoo web site, sign in using a Yahoo account.

# Creating a Yahoo Account



If you do not already have a Yahoo account, you can create one by selecting Sign Up:

When you select Sign Up, the following screen is displayed:

**YAHOO!** Yahoo! | Help

With a Yahoo! Account, get free email and other leading web services.

Sign in with an ID you already have  
  
[Can't access my account](#)

---

Name  Last Name   
Gender   
Birthday  Day  Year   
Country   
Postal Code

**Select an ID and password**

Yahoo! ID and Email  @    
Password  Password Strength     
Re-type Password

**In case you forget your ID or password...**

Alternate Email (optional)   
Secret Question 1   
Your Answer   
Secret Question 2   
Your Answer

---

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



Type the code shown

By clicking the "Create My Account" button below, I certify that I have read and agree to the [Yahoo! Terms of Service](#), [Yahoo! Privacy Policy](#) and [Communications Terms of Service](#), and to receive account related communications from Yahoo! electronically. To deliver product features, relevant advertising and abuse protection, Yahoo!'s automated systems [scan and analyze](#) all email, IM and other communications content.

Copyright © 2011 Yahoo! Inc. All rights reserved. [Copyright/IP Policy](#) | [Terms of Service](#) | [Guide to Online Security](#)  
NOTICE: We collect personal information on this site. To learn more about how we use your information, see our [Privacy Policy](#)

In the first section, fill in your First and Last Names, Gender, Birthday, Country, and Postal Code accurately. This information will not show up on in the list serve itself.

Next, create a Yahoo ID. This is the ID you will use to log in to Yahoo.com and to access the FCCA List Serve. You can choose to use identifying information such as your own name, or you can choose a name that means something only to you, such as "superstar123". Your log in ID will be <name-you-chose>@yahoo.com. After typing in your choice, hit the Check button to the right of the field. Yahoo checks to see that the ID is available and not currently used by someone else. The ID you choose is what will show up on messages you post to the FCCA List Serve.

When you have a valid ID, select a password. To the right of the Password field is a Password Strength box. You should select a strong password, which is usually a combination of letters and numbers and sometimes punctuation marks. When you are satisfied with the strength of your password, retype it in the Re-Type Password field.

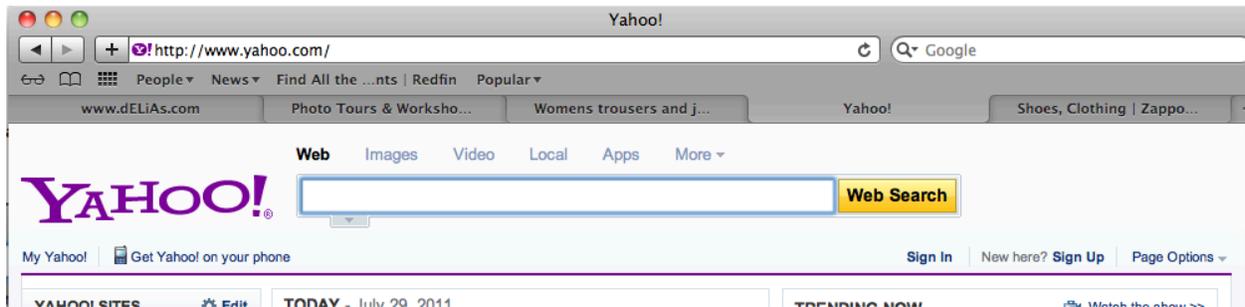
Select two security questions and the appropriate answers in case you forget your Yahoo ID or password and have to have it reset.

Finally, enter the security code you see on your screen, exactly as you see it.

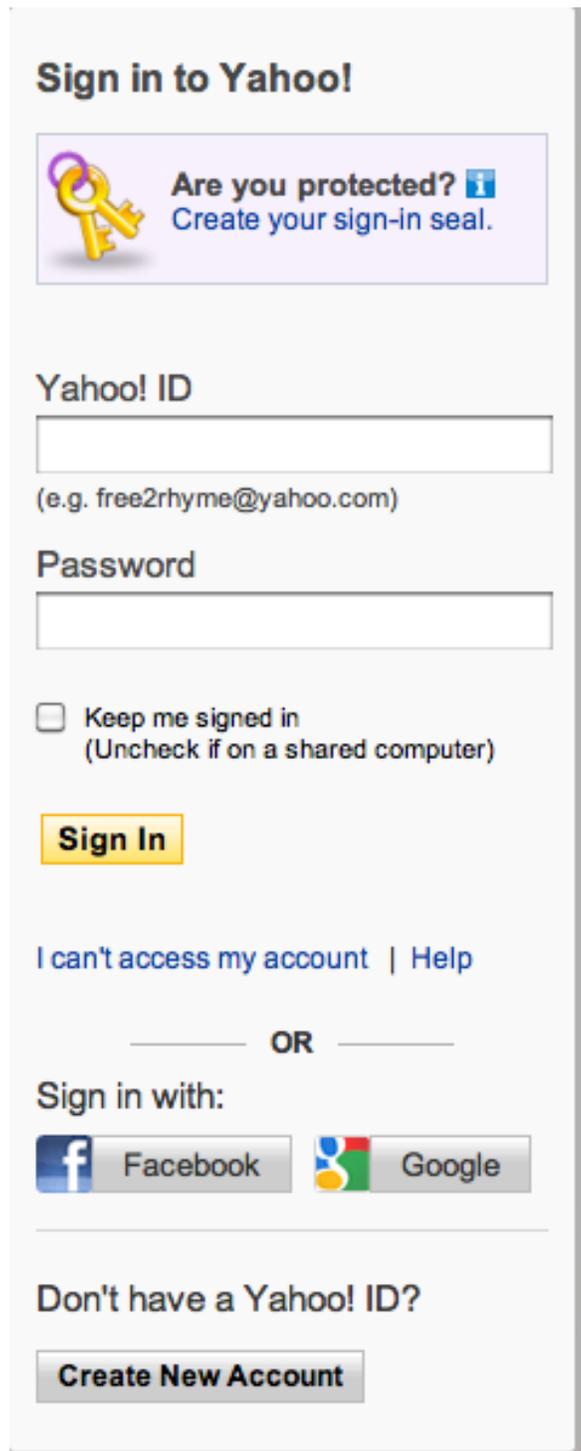
Hit the Create My Account button.

# Logging in To Your Yahoo Account

To log in to your Yahoo account, select Sign In:



The following screen appears:



**Sign in to Yahoo!**

 **Are you protected?**   
Create your sign-in seal.

Yahoo! ID  
  
(e.g. free2rhyme@yahoo.com)

Password

Keep me signed in  
(Uncheck if on a shared computer)

**Sign In**

[I can't access my account](#) | [Help](#)

OR

Sign in with:

 Facebook  Google

Don't have a Yahoo! ID?  
**Create New Account**

Type your Yahoo ID and password in the appropriate fields and hit Sign In.

## Finding the FCCA List Serve

### MORE YAHOO! SITES

- Answers
- Associated Content
- Autos
- Finance
- Games
- Groups
- Health
- International
- Local
- Maps
- Movies
- Music
- News
- omg!
- Real Estate
- Shine
- Shopping
- Sports
- Travel
- TV
- Yahoo! en Español
- Discover Inspiring Stories
- Downloads
- Get the Yahoo! Toolbar
- Get Yahoo! on Your Phone
- Get Yahoo! on Your Tablet
- The Emmy Awards
- More Services

Scroll to the bottom of the Yahoo.com site to the heading MORE YAHOO! SITES: Select Groups to display the Yahoo! Groups page. Then type fccalistserve in the Find a

### Find a Yahoo! Group

(Example: [grooming](#), [antiques](#), [podcasting](#))

Easy as [Start yo today.](#)

Yahoo! Group field and hit Search:

results: 1-1 of 1

### **fccalistserve**



[Join This Group!](#)

A community bulletin board for residents of the Foxhall area represented by the Foxhall Community Citizens Association.

Members: 3      Archive: Public  
Latest Activity: yesterday      Moderated: No  
Created: 2 days ago

The following screen appears:  
To join the group, select Join This Group.

The Join This Group screen appears:

**Join This Group** Join This Group Help

You are three quick steps away from joining **fccalistserve**.

**All membership requests for fccalistserve need to be approved by the moderator.** You will receive a confirmation email when your membership has been approved.

Note: You are currently signed-in as **pgm\_307**. If you are not **pgm\_307**, [Sign-in as a different user](#).

---

**Step 1. Your Contact Information**

The profile shown below will be used to identify you when you access photos, messages, and other great features of your Yahoo! Group. The email address will be used for group messages.

**Yahoo! Profile**

This profile will be used to identify you when you access the group's Web features.

**pgm\_307** ([Add new profile](#))

**Email Address**

This email address will be used for group messages.

**pgm\_307@yahoo.com** ([Add new email address](#))

The following email addresses from Account Info are not available for this membership:

**patrick.maco@verizon.net** ([Verify](#))

If you want to use one of the unverified email addresses, please click on the "Verify" links. Verification ensures that you are the owner of the email address.

---

**Comment to Owner**

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

---

**Step 2. Message Delivery**

Yahoo! Groups lets you choose how you stay in touch.

<input checked="" type="radio"/> <b>Individual Email</b> The option to choose if you want to get each group message and special notice individually and immediately, as it is posted.	<input type="radio"/> <b>Daily Digest</b> The option to choose if you want to see all messages but limit the amount of email you receive. We'll compile an email of up to 25 messages and send daily (special notices too!).	<input type="radio"/> <b>Special Notices</b> - Receive only important email notices from the group moderator.
		<input type="radio"/> <b>Web Only</b> - Don't get notified of the latest happenings. Read messages only on the web.

---

**Step 3. Message Preference**

Select a display format for any email messages you may receive: ([See samples](#))

**Fully Featured** *New & Improved!*     **Traditional**

Type the code below

[Need help?](#)



In Step 1, verify your contact information, modifying as necessary. In the Comment to Owner box, please enter your full name and street address. This information is only for

the Moderators to identify you; it will not show up on messages you post to the FCCA List Serve.

In Step 2, select how you want to receive messages. We recommend the Daily Digest to receive only 1 email message each day.

In Step 3, select the display format, then type in the security code and press Join at the bottom right-hand corner of the screen.

When you press Join, a request is sent to the Moderators, who must approve your membership. Please be patient; the moderators will only be checking requests and post periodically.

You will receive an email message when a Moderator approves your membership. At that point, you can read and post messages.

## Reading a Message

When you enter the fccalistserve group, you will see the Home screen, which contains all messages for the last 7 days. It will look similar to the following:

### Membership Pending

[Membership Pending Help](#)

Your membership request has been submitted to the group fccalistserve! You will receive a confirmation email when your membership has been approved. Until then, you can find other groups to join or create your own by visiting the Yahoo! Groups home page.

[Back to Yahoo! Groups Home Page](#)

To read a message, click on the blue subject line and the entire message will be displayed:

You will see the body of the message, the date it was posted, and the author of the message.

## Home

Activity within 7 days: [2 New Members](#) - [4 New Messages](#) - [New Questions](#)

---

**Description**  
A community bulletin board for residents of the Foxhall area represented by the Foxhall Community Citizens Association.

---

**Most Recent Messages** ([View All](#))  
(Group by Topic) Search:   [Advanced](#) [Start Topic](#)

---

**question**  
Posted - Wed Aug 10, 2011 9:06 am

Smart Jan  
[smartjuanita](#)  
Offline  
[Send Email](#)

---

**Re: ficus tree**  
XXXXXXXXXX  
Posted - Wed Aug 10, 2011 7:47 am

[smartjuanita](#)  
Offline  
[Send Email](#)

---

**test message 2**  
This is a test after my wonderful mom changed the moderation status.  
Posted - Sun Aug 7, 2011 2:17 pm

[pgm\\_307](#)  
Offline  
[Send Email](#)

---

**test post**  
This is a test post from Patrick Maco (via Lisa) to test the moderator function.  
Posted - Sun Aug 7, 2011 2:00 pm

[pgm\\_307](#)  
Offline  
[Send Email](#)

---

**ficus tree**  
Free small ficus tree available. Needs lots if indirect sunlight, low maintainance.  
Charlotte, Greenwich Parkway  
Posted - Fri Jul 29, 2011 3:56 pm

[charlotteelizabethdv89](#)  
[charlotteeli...](#)  
Offline  
[Send Email](#)

---

**Message History**

2011 [Jan](#) [Feb](#) [Mar](#) [Apr](#) [May](#) [Jun](#) [Jul](#) [Aug](#) [Sep](#) [Oct](#) [Nov](#) [Dec](#)

## ficus tree

[Message List](#)

[Reply](#) Message #4 of 10 < [Prev](#) | [Next](#) >

---

Free small ficus tree available. Needs lots if indirect sunlight, low maintainance.

Charlotte, Greenwich Parkway

Fri Jul 29, 2011 3:56 pm

[Show Message Option](#)

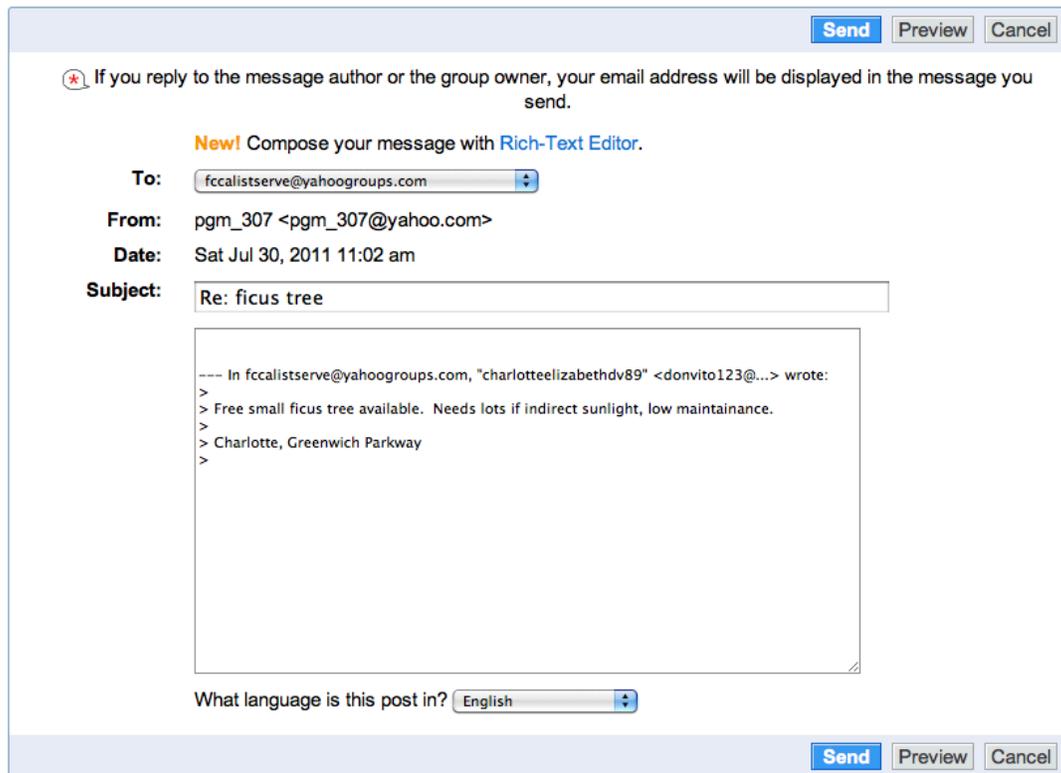
---

**"charlotteelizabethdv89"**  
<donvito123@...>  
[charlotteeli...](#)  
Offline  
[Send Email](#)

[Reply](#) Message #4 of 10 < [Prev](#) | [Next](#) >

## Replying to a Message

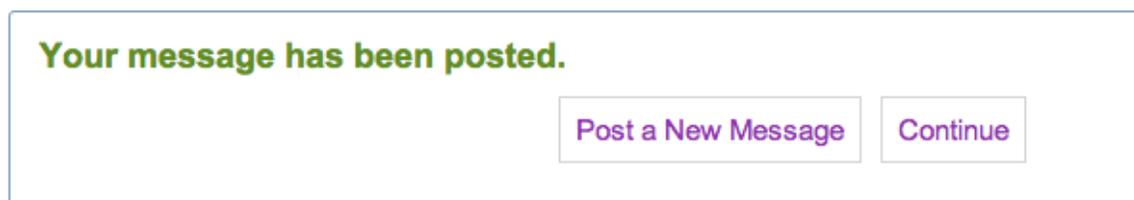
To reply to a posted message, hit the Reply button and the following screen appears:



The screenshot shows a web-based email reply interface. At the top right, there are three buttons: "Send" (highlighted in blue), "Preview", and "Cancel". Below these is a warning icon and text: "If you reply to the message author or the group owner, your email address will be displayed in the message you send." A "New!" notification says "Compose your message with Rich-Text Editor." The form fields are: "To:" with a dropdown menu showing "fcalistserve@yahoogroups.com"; "From:" with the text "pgm\_307 <pgm\_307@yahoo.com>"; "Date:" with the text "Sat Jul 30, 2011 11:02 am"; and "Subject:" with a text box containing "Re: ficus tree". Below the subject field is a large text area containing a quoted message: "---- In fcalistserve@yahoogroups.com, 'charlotteelizabethdv89' <donvito123@...> wrote: > Free small ficus tree available. Needs lots if indirect sunlight, low maintainance. > Charlotte, Greenwich Parkway >". At the bottom of the text area is a language selection dropdown menu labeled "What language is this post in?" with "English" selected. At the bottom right, there are three buttons: "Send" (highlighted in blue), "Preview", and "Cancel".

Type your text into the text box, preferably above the quoted text of the original message so the author of the message doesn't have to scroll down to find your reply.

When complete, hit Send and the following confirmation screen is displayed:



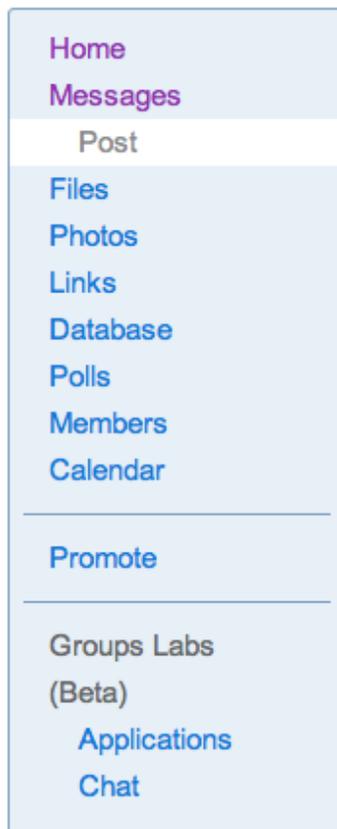
The confirmation screen is a rectangular box with a light blue border. It contains the text "Your message has been posted." in a bold green font. Below this text are two buttons: "Post a New Message" and "Continue", both in a purple font.

## Posting a Message

There are two ways to post a message to the FCCA List Serve: from the FCCA List Serve page and by sending an email message to the FCCA List Serve. In both cases, a moderator must approve the message before it is posted to the list serve.

### Posting from the FCCA List Serve Page

From within the FCCA List Serve page, select Post under the Messages heading in the left-hand sidebar:



and the following screen is displayed:

**Post Message** [Post Message Help](#)

[Send](#) [Preview](#) [Cancel](#)

**New!** Compose your message with [Rich-Text Editor](#).

**To:** fccalistserve@yahoo.com  
**From:** pgm\_307 <pgm\_307@yahoo.com>  
**Date:** Sat Jul 30, 2011 11:06 am  
**Subject:**

What language is this post in?

[Send](#) [Preview](#) [Cancel](#)

Enter a short description in the Subject box and then the body of your message in the main box. Be sure to include your first name and street name in the body of the message. When your message is complete, press Send and the following message is displayed:

**Post Message** [Post Message Help](#)

**Your message has been posted.**

[Post a New Message](#) [Continue](#)

## **Posting a Message Via Email**

The other way to post a message is to send an email message to [fccalistserve@yahogroups.com](mailto:fccalistserve@yahogroups.com).

## Deleting a Message

To delete a message you have posted, select the message from the home screen to enter the message:

**ficus tree** Message List

Reply | Delete Message #5 of 5 < Prev | Next >

**Re: ficus tree**

This is a test reply.

--- In [fcalistserve@yahogroups.com](mailto:fcalistserve@yahogroups.com), "charlotteelizabethdv89" <donvito123@...> wrote:

- >
- > Free small ficus tree available. Needs lots if indirect sunlight, low maintainance.
- >
- > Charlotte, Greenwich Parkway
- >

Sat Jul 30, 2011 11:04 am  
[Show Message Option](#)

**"pgm\_307"**  
**<pgm\_307@yahoo.com>**  
[pgm\\_307](#)  
Offline  
[Send Email](#)

**Reply** Delete Message #5 of 5 < Prev | Next >

Then press the Delete button at the bottom of the screen. Before the message is deleted, you are prompted to be sure you want to delete it:

**Messages** Messages Help

[Start Topic](#)

Are you sure you want to delete message 5 (Re: ficus tree)?

[Start Topic](#)

To delete the message, press Delete Topic. After deleting your message, the previous message in the listing is displayed.