

Pacific Northwest Conference UCC, Yahoo Email Group

Over the years, there have been a number of people who have struggled in the process of joining the Yahoo Email Group that the Conference has had since 1999. This is a step-by-step guide that includes screen shots that might help in navigating through the options.

The first step to using this guide to being part of the Conference Email Group is to print this document. It will lead you through the process, step by step.

Description of Group

This is a mailing list for clergy, churches, and folk working in churches (youth leaders, etc.) in the Pacific Northwest Conference of the United Church of Christ. This is not an official list of the Conference and is not managed by any official arm of the Conference. It is intended for anyone connected to the Conference who would like to share information. It is to be used to exchange information (especially announcements). ALL emails posted to this list MUST be signed (first and last name and name of church you are affiliated with). The list manager is Jim CastroLang who can be contacted at jcastrolang@gmail.com.

Thank you for using PNWC-UCC@yahoogroups.com

A Little More Information on the Group

To send an email to all the group members, send it to pnwc-ucc@yahoogroups.com.

This group is not listed in the yahoogroups directory in an effort to keep spammers out of the group. If you know a pastor, church leader, active conference volunteer, or someone else who should be part of the group, please forward this email to him/her.

There are two ways to join the email list. 1) You can send an email to the Moderator, Jim CastroLang jcastrolang@gmail.com if you want to join the email list and he will send you an invitation. 2) Without an invitation, the easiest way to become part of the list is to send an email (from the email account you want to receive/send to pnwc-ucc-subscribe@yahoogroups.com email. Put the word "subscribe" in the subject line and message – nothing else.

If you have multiple email address, remember that you belong to this list by your email address, not your name. You will receive messages from this group only in the email that belongs to the group. Also, you can only send messages to the group from the email address that belongs to the group. You can repeat the process described in this document for each email address if you want to receive and send from multiple email addresses.

If you're changing email addresses, there are two step I'd like you to take:

First, please send an email from your OLD email account to pnwc-ucc-unsubscribe@yahoogroups.com.

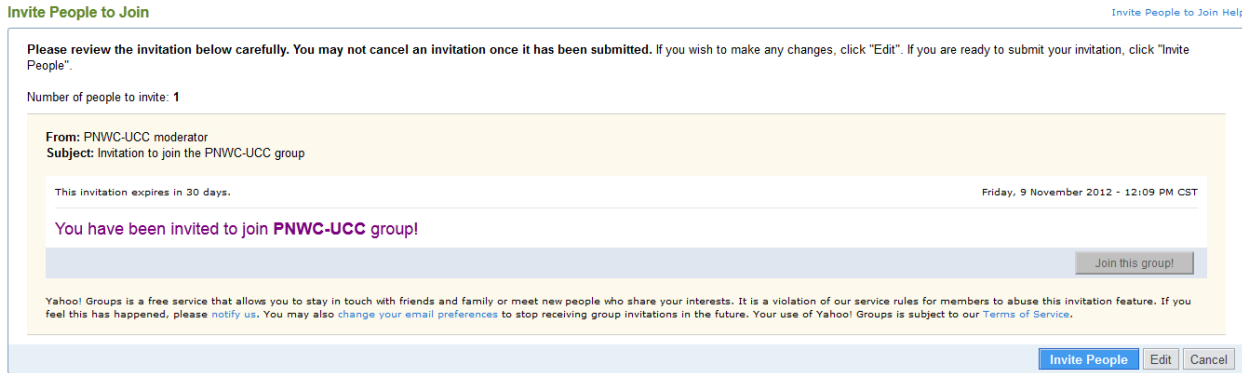
Second, send an email from your NEW email account to pnwc-ucc-subscribe@yahoogroups.com.

If you just want to leave the group, simply send an email (from the email account in which you receive messages from this group) to pnwc-ucc-unsubscribe@yahoogroups.com.

Finally, a warning of sorts -- if the group tries to send you email and it bounces back as undeliverable ("your mailbox is full" is the likely culprit, but there can be other problems, like spam filters), yahoogroups automatically pulls you off the list. It may attempt to get you relisted by sending a "reactivation request" to you. You need to respond to this. Periodically, I check to see who is bouncing and will manually send a reactivation request. You need to respond to that too.

Any issues, send an email to Jim CastroLang, group moderator jcastrolang@gmail.com

Screenshot of Invitation to Join Group



- When you receive the email to join the group, click on “Join the Group” button as shown in screenshot above

Process for Joining the Email List or Group

Invitation to Join PNWC-UCC

Welcome to Yahoo! Groups! You have been invited to join the group PNWC-UCC.

Note: This is a pre-approved invitation. If you join from the group home page, the moderator must approve your membership.

Learn about PNWC-UCC ([See the homepage for this group](#))

Members: 234

Date Founded: Mar 6, 1999

Mailing list type: Members Discussion

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Thank you for using PNWC-UCC@yahoogroups.com

Join the group.

You will be subscribed to the mailing list, and will have access to all the group's Web tools such as Message Archives, Polls, Files and Photos

Note: If you select this option you will be asked to sign in or register for a Yahoo! ID.

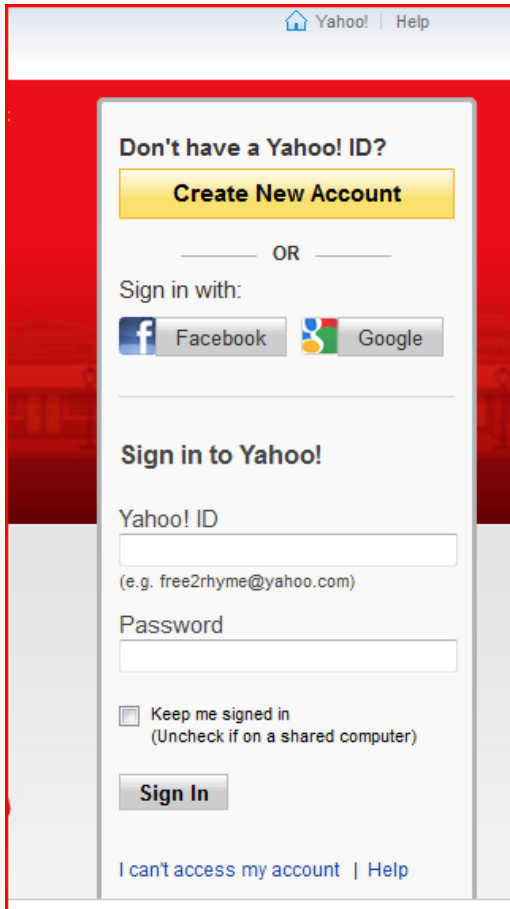
As an alternate option, you may [join the mailing list instead](#).

- First Advice – read everything carefully , don’t browse as your options are logically laid out and you don’t want to miss a step.
- Notice in the screen shot above that you are giving two options:
 - Option 1: Click on “Join the Group” – this way of joining gives you more options on how to use the group but is a little more complicated to complete. It will require you to go through the process of getting a Yahoo ID and will give you more options in managing how you use the group. Also, it will give you full access to the Website login where you can see all the messages to the group arranged according

to subject and threading as a conversation in the subject. Also, you will be able to send a message to the group from the website.

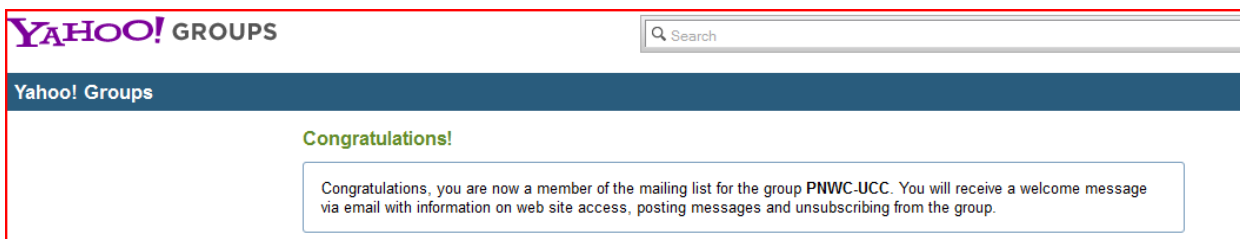
- Option 2: At the bottom of the screen, click on “join the mailing list instead”. This option will result in you getting all the messages to the group through your email. You can also send messages to the group from your email by sending to this address: PNWC-UCC@yahoogroups.com

Choosing Option 1



This is the screen you will see if you choose Option 1. If you don't have a Yahoo Account you would need to click on Create account and go through that process. Remember, this way in will give you more options and flexibility but it also will ask for more information from you and have more steps.

Choosing Option 2



- When you choose Option 2 and click on “join the mailing list instead” then this is the screen you will see.
- Check your email in a few minutes to see your welcoming message. I suggest that you print and save the welcome message as it has helpful information. Here is text from current welcome message...

Hello,

Welcome to the PNWC-UCC@yahoogroups.com email list. Please take a moment to review this message.

The purpose of this email list is to allow you to send email messages to others in the Pacific Northwest Conference, United Church of Christ who are also part of the list. To send a message, address it to PNWC-UCC@yahoogroups.com

Please don't send junk mail to the list. In my opinion, junk mail includes petitions, jokes, and other stuff like that. Use it to post announcements, invitations to events, job opennings, etc.

If you want to be removed from the list, email me at jimcl@icehouse.net

Thanks,
Jim CastroLang

Complete your Yahoo! Groups account:

Your email address has been added to the email list of a Yahoo! Group.

To gain access to all of your group's web features (previous messages, photos, files, calendar, etc.) and easier control of your message delivery options, we highly recommend that you complete your account by connecting your email address to Yahoo account. It is easy and free.

Please visit:

<http://groups.yahoo.com/convacct?email=pastorandy%40westminsterucc.org&list=PNWC-UCC>

Your use of Yahoo! Groups is subject to <http://docs.yahoo.com/info/terms/>