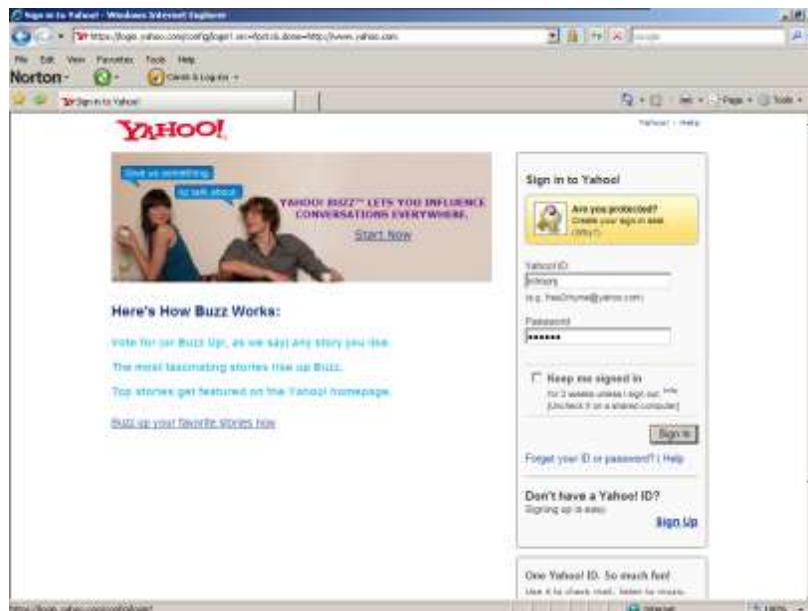


# How To Sign Into The Yahoo Group Site

The first thing you need to do is sign in (1) or sign up (2). If you are not a member of Yahoo then hit the sign up link and follow the steps to sign up for Yahoo then follow the directions below.



After going to the Sign In link you will sign in as shown below. Enter you screen name and password then hit the Sign in button



You are signed in and will go to the main page where you will see many things but the two we are interested in are Groups (1) and Mail (2). As you can see the picture below shows I have five new emails. We will come back to that later.

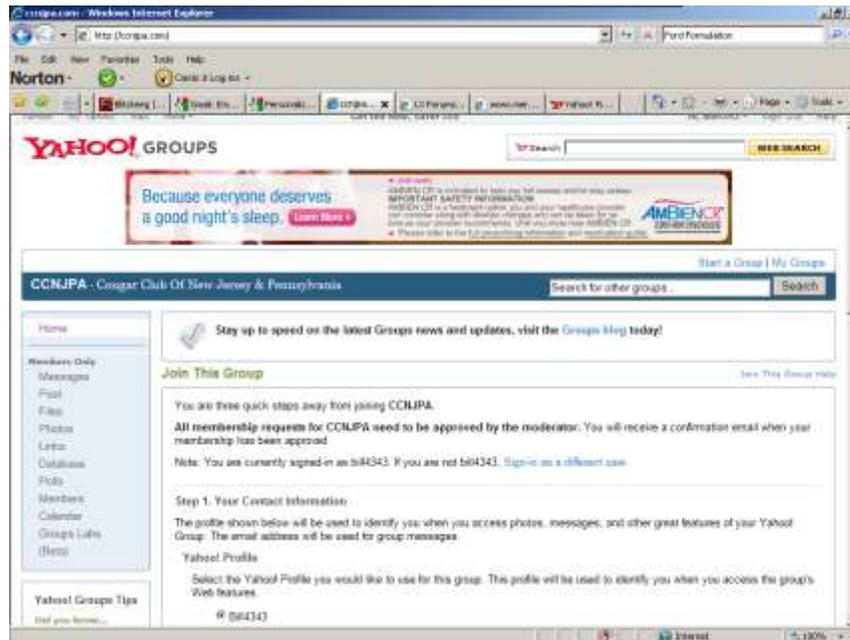


Now you need to open a new browser and got to the CCNJPA.com web site. Once there you will see a link to the Yahoo group hitting the link will bring you to the group site.



The following three pictures will be on the same web page but I separated them into sections so I can talk about what you need to do in each one.

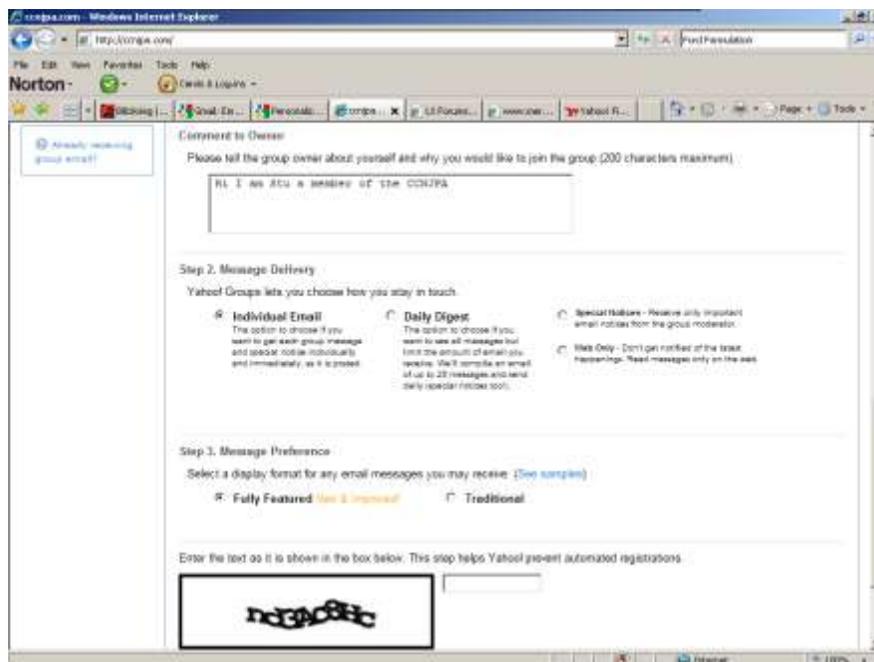
At the top of the page you will see the group name. On the left you will see the sections in the group and in the center you will see the steps you need to perform to Join the Group. Step one is pick which profile you want to use. If you just signed up for yahoo then you will only have one.



The next step is to let the approver know who you are and that you are a member of CCNJPA. Below that you will find the CCNJPA Group settings where you define your profile:

- **Individual Email** means you will receive every message that is sent from the members.
- **Daily Digest** means 25 messages will be grouped together and sent to you in one e-mail
- **Special Notices** means you will only get messages from specified members in the group like the President or Vice President.
- **Web Only** means you will have to come to the CCNJPA Group site to check for messages.

The last setting is how you will see an e-mail if you wish to get e-mails. I would suggest you leave it to the default **Fully Featured**. It is new & improved. You then need to enter in the text as shown in the box below, after which you have one more step.



HIT JOIN!!!!!!!!!!!!

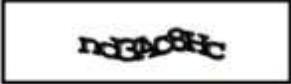
Step 3: Message Preferences

Select a display format for any email messages you may receive. (See samples)

Fully Featured [View Sample](#)  Traditional

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Enter the text as it is shown in the box below. This step helps Yahoo! prevent automated registrations.



If you can not see this image [click here](#).

The approver will get an e-mail saying you want to join and your membership to the group will be approved within a couple of days.

There will be other documents for how to use the Yahoo Group Web Site. Any questions please contact the CCNJPA officers found on the main page of the CCNJPA.com