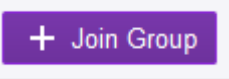# Joining the Luxmanor Listserv

Yahoo! requires that you have a Yahoo! account to join a Yahoo! Group (and we wish they didn't). If you use Yahoo! Mail, you already have an account and can log in (as seen on page 1 and then skip to page 5). If you do not use Yahoo! Mail and would prefer to use another email address (work, Hotmail, Gmail, etc), you must first create a Yahoo! account, link your other email address to the Yahoo! account, and then select the other email address as the address where you want to receive your Listserv emails (go to page 2).
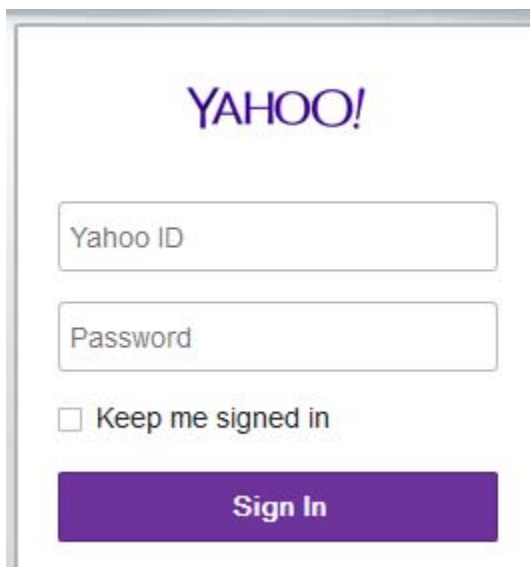
- Go to http://groups.yahoo.com/group/luxmanor

- Right side of the screen, click the box

If you have a Yahoo! Account

- If you have a Yahoo account, log in with it here. If you are already signed in to Yahoo!, you will not see this box.
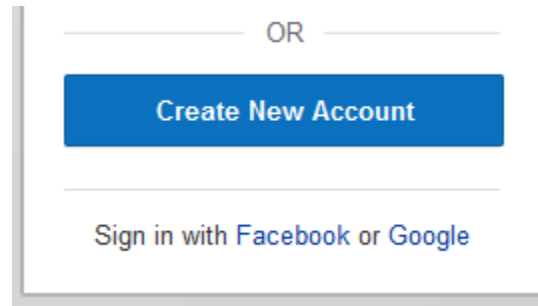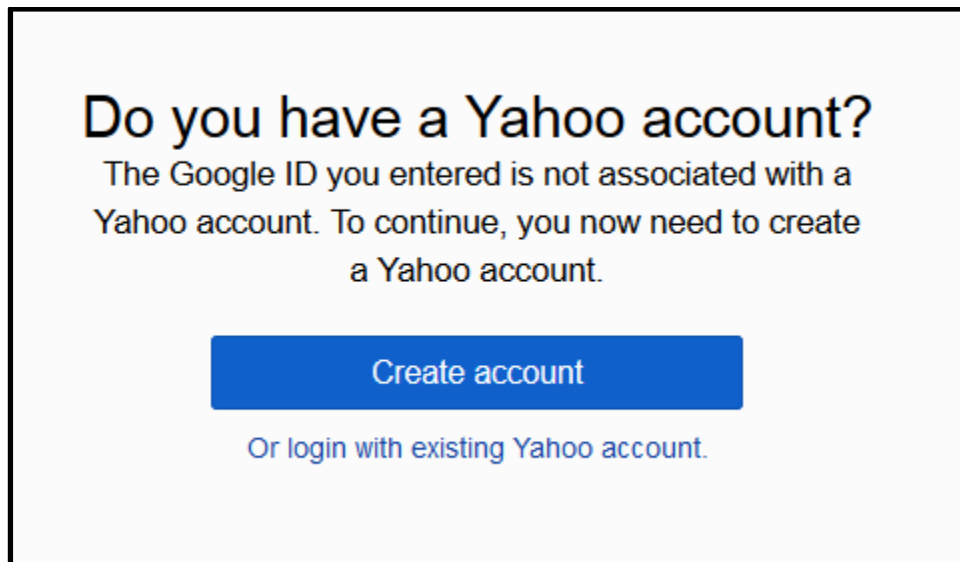

Skip to page 5 for next steps.

If you do NOT have a Yahoo! Account

- If you do not have a Yahoo account, create a new account or sign in with Facebook or Google and then create a Yahoo! Account.

- Next is an example signing up with a Google account and a Gmail address. You can create a new account and then link to any email address.

Sign up

First name	Last name

Enter first name.

Yahoo username	@yahoo.com

Password	☐ show

🇺🇸 ▼ +1 Mobile number   ⓘ

Birthday | Month ▼ | Day ▼ | Year ▼

○ Male   ○ Female

🇺🇸 ▼ +1 Optional recovery number   ⓘ | Relationship

I agree to the Yahoo Terms and Privacy.

Create Account

Your account has been successfully created!

Requesting to Join

Now you are either signed in via your Yahoo! account or have created a Yahoo! account

- Choose your Yahoo! Alias, your Email Address, your message delivery option, and enter the code shown on your screen. In the "Comment to Owner" box, identify yourself (name) and your connection to Luxmanor so that your subscription may be validated. If the email address you want to use is not listed on the screen, the next page shows how to link a different email and then use it for Listserv emails.

- After the moderator approves your request, you will receive an email from Yahoo! Groups saying you have been approved (as seen here)

```
Welcome to the Luxmanor listserve.  Here are some general pointers for new members.

The Luxmanor listserve is designed to foster communication within the Luxmanor
school community. It is very good for posting announcements, soliciting volunteers,
and asking questions about school events, schedules, procedures, and so forth.  We
also encourage discussion of school-related issues.  Please remember to post
responsibly and respectfully.

The website for our listserve is http://groups.yahoo.com/group/luxmanor/.

You might want to bookmark this URL for easy access in the future. It contains all
of the options you need to manage your membership (e.g., choosing individual e-mails
or a daily digest) as well as allows you access to the archives.  Please note that
if you opt to receive a daily digest, you will be unable to open attachments.

To send a message to everyone on the listserve, send an email to
luxmanor@yahoogroups.com.  Please remember that when you send a message to this
address, you are sending a message to EVERYONE subscribed to the list.
```

If you had to create a new Yahoo! account

- If you had to create a new Yahoo! account and you want the emails to go to a different address, click this icon in the upper right corner and when the dropdown menu appears, select "Account Info". Near the top of the "Account Info" page, you will see this:

- Click "Change" (as circled in red) and at the bottom, you will see this:
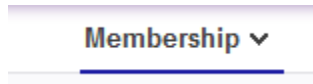
Manage your email addresses

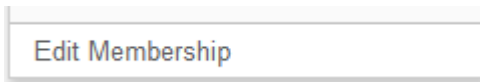These are the email addresses that Yahoo uses to communicate with you.

- Select "Add Another" at the bottom and enter your preferred email. Yahoo! will send an email to your preferred address to verify you are the owner of that address. There will be a link in the email for you to click to verify ownership. After you have verified your preferred email, go to
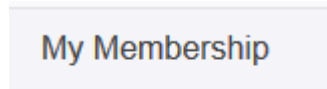
  https://groups.yahoo.com/group/luxmanor/info

  and in the upper right corner, click

  Membership ∨

  and then

  Edit Membership

  from the drop-down menu. Then click the pencil icon next to "Identity" as seen here

  My Membership

  Identity ✏

  and then pick the email where you want to receive your messages and click "save". Emails will be sent to your preferred address and NOT the Yahoo! account.

  Please make note of your Yahoo! username and password. You will need this to make changes to your listserv membership (i.e. changing message delivery, changing preferred email address, etc)