



NSA TENNESSEE YAHOO GROUPS

LISTSERV FAQ S

1. What is the Yahoo Groups ListServ?

Yahoo Groups ListServ is a free, highly functional, user-friendly, advertiser supported email discussion list, provided by Yahoo, the search directory.

2. Who is able to use the ListServ?

Individuals and/or organizations who have paid membership in NSA Tennessee have access to this discussion group as a benefit of membership.

3. Can people outside of NSA Tennessee or the general public take part in this service?

No, the ListServ is a "closed" list, meaning that only persons having membership in NSA Tennessee will be permitted to join and/or use the service. Messages are not available for public display.

4. Why do I want to use the NSA Tennessee ListServ?

The ListServ provides members with the ability to communicate with all registered members at one time by simply sending an email message to nsatennessee@yahoo.groups.com. This could be an announcement of a book signing, where you are making a speech, the announcement of a Nashville or Knoxville Chamber of Commerce event, a question about contracts, etc. The ListServ also has the ability to store files (like one-sheets), photos, sample contracts, and other such items.

5. How do I sign up to begin using this service?

Participation in the ListServ is by "invitation-only." This invitation will be provided in the form of an email message to members, with a special link. You will then be required to perform a one-time registration at the site, including setting your own user name and password. Invitations will be sent out by the Chapter Moderator, Greg Maciolek. New members will receive their invitation via email from the Chapter Moderator once they have joined.

Usage Questions

6. How do I send a message?

There are two ways of posting messages: (a) using your computer's email software (AOL, Outlook, Eudora, Pegasus), send a message to this address: <mailto:nsatennessee@yahoogroups.com>
OR (b) using your computer's web browser, visiting the link: <http://groups.yahoo.com/group/nsatennessee/> (If you are displayed the message - "*Sorry, this group is available to members ONLY. You are not allowed to access this group.*" - sign in at the upper right of the page in the yellow bar area. **YOU DO NOT NEED WEB ACCESS TO USE THE LISTSERV**, you can send messages to members of this group with this email address: nsatennessee@yahoogroups.com

IF YOU DESIRE TO USE A WEB BROWSER TO ACCESS THE NSA Tennessee ListServ, YOU WILL NEED TO CREATE A FREE YAHOO! E-GROUPS ACCOUNT (if you don't already have one). Call Greg Maciolek (865-539-3700 or greg.maciolek@imrtn.com) for assistance. Directions are available right on the Yahoo Groups webpage. You can use the same login for several different Yahoo Groups.

7. Will everyone be notified when my message is sent?

Everyone who is a registered member of the ListServ will receive messages as they are posted. It is important to remember that NSA Tennessee members who are not registered with the service WILL NOT have the ability to send/receive/view messages until they register. You have the option of receiving individual emails as they are sent, receive a daily digest, receive just special notices or not

receive emails at all. You can always go to the yahoo groups site to review all posted messages.

8. Can I use Yahoo Groups while traveling?

Yes, you can access the NSA Tennessee ListServ from any computer that has an internet connection and a web browser. Just visit the link: <http://groups.yahoo.com/group/nsatennessee>

9. How can I view a history of previous messages?

Once you log in, from the main menu, choose "Messages" from the left side navigation bar.

10. Can I search the messages?

There is a free-form full text searching capability built in.

11. I forgot/lost my username and/or password. How do I retrieve them?

When you first register, you are provided a username and password. Please write them down and store in a safe place. In the event that you can't remember them, Yahoo Groups provides the ability to retrieve them — from the login screen - based on your username, or other criteria (such as mother's maiden name) that you set during registration. PLEASE DO NOT CONTACT THE CHAPTER MODERATOR OR WEBMASTER for your username and password - they are not kept on file.

If the username and/or password cannot be retrieved (rare occurrence), you will need to re-register with Yahoo Groups in order to continue using the service.

In order to join the NSA Tennessee listserv at YahooGroups, all that is needed is to respond to an invitation. You've already done that and you're now receiving messages.

However, to access the NSA Tennessee members area on YahooGroups to see pictures, participate in surveys, etc., you must first register with YahooGroups and get a Yahoo ID. The link below will take you to the registration page. If you have any difficulty, make sure that cookies are turned on in your browser. Please feel free to contact me if you have any questions. Thanks.

Yahoo is confusing everyone because people think they can get right into the web site. The Yahoo Group invitation and reply message allows one to send EMAILS only. If they want web access, they MUST sign up as a new Yahoo groups user, and provide personal information. Then they can access from the web. If they are already a Yahoo groups user, they will need to attach their invitation to their existing Yahoo groups account, again something they have to do from a web browser.

Invitation Message

Hello,

Welcome to the NSA Tennessee group at Yahoo! Groups, an easy-to-use email group service, provided as one of the benefits of membership in NSA Tennessee. Please take a moment to review this message.

To learn more about the NSA Tennessee group, please visit:
<http://groups.yahoo.com/group/nsaTennessee>

YOU DO NOT NEED WEB ACCESS TO USE THE LISTSERV, you can send messages to members of this group with this email address:
nsatennessee@yahoogroups.com

IF YOU DESIRE TO USE A WEB BROWSER TO ACCESS THE NSA Tennessee ListServ, YOU WILL NEED TO CREATE A FREE YAHOO! E-GROUPS ACCOUNT (if you don't already have one). NSA Tennessee will not provide support in the creation or maintenance of this web Browser based e-Groups Account.

If you do not wish to belong to the NSA Tennessee ListServ, you may unsubscribe by sending an email to NSA Tennessee:
unsubscribe@yahoogroups.com

To see and modify all of your groups, go to <http://groups.yahoo.com/mygroups>

Regards,

Greg Maciolek
Moderator, NSA Tennessee
865.539.3700 / greg.maciolek@imrnt.com

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