Navigating Yahoo Groups

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Finding groups that interest you

Go to <http://groups.yahoo.com/>

In the Find a Yahoo Group field type a word or phrase that describes your interests. Read through the group descriptions and choose the group(s) that is of interest to you.

Joining a group

 When you are on a group’s home page there is a link on the top right that says Join this group. Click that and provide the information required. If there is a place for a comment say something that indicates you are interested in the subject you have selected. Many groups require that the application be approved by a moderator. This is for your protection from spam and worse. They are looking for something here that tells them you are a real person with valid interest in the group. You might also want o scroll down the home page and see how many emails they have sent per month in the past. If there are a large number you may want to edit the way you receive your notices which is discussed later in Edit membership section.

Exploring a new group

 Truly explore the new group when you become a member. Read some of the threads, check the files and photos, see what might me in the database, links, etc.

 This is also a good time to check the homepage and see the information that the group leader has placed there.

Finding a group to which you already belong

 Go to <http://groups.yahoo.com/mygroups>

 You may be asked to log in to Yahoo with your Yahoo ID and password if you are not already logged in. If you have not logged in recently be aware that Yahoo has changed the IDs to the IDname@email address.

 This should bring you to a list of your groups. You can view this in simple or expanded format.

From an email

 At the bottom of every group email under Recent activity there is a link that says Visit Your group. Just click it and you are there.

From a bookmark or as an address

<http://groups.yahoo.com/mygroups>

Following a thread from an email

 When you receive a group email there are several options at the bottom. Among these are Reply to **sender** | Reply to **group** | [Reply **via web post**](http://groups.yahoo.com/group/AllThingsTim/post;_ylc=X3oDMTJzcjFjNWlxBF9TAzk3MzU5NzE1BGdycElkAzIyOTAzNzE5BGdycHNwSWQDMTcwNTA2MzAwMwRtc2dJZAM2MTA0NARzZWMDZG1zZwRzbGsDcnBseQRzdGltZQMxMzExNTEwNTcw?act=reply&messageNum=61044)
[Messages in this topic](http://groups.yahoo.com/group/AllThingsTim/message/61043;_ylc=X3oDMTM4cDlnb2oyBF9TAzk3MzU5NzE1BGdycElkAzIyOTAzNzE5BGdycHNwSWQDMTcwNTA2MzAwMwRtc2dJZAM2MTA0NARzZWMDZG1zZwRzbGsDdnRwYwRzdGltZQMxMzExNTEwNTcwBHRwY0lkAzYxMDQz) (3)

 If you want to see an entire thread click messages in topic and all the related messages will appear in the grouping.

 This is also a good play to decide how to respond to a message… Just the sender, the group (everyone sees it) or as a web post to the entire group

Activity

 On the home page below the description and most recent messages there is a chart showing message history. This not only tells you how many messages were processed each month but each is a link to the archive of those messages. I rarely use this feature because it is easier to search the messages for key words.

Edit membership

 At the top of the page above the group name your Yahoo ID, Email Address, status and the very important Edit membership link can be found.

 Yahoo profile is where you list one or more Yahoo profiles or aliases

Email address allows you to direct the emails to the address you want assuming you have more than one

Message delivery and preference allows you to decide the frequency with which you want to receive emails. They are self-explanatory. Many groups do not allow you to select Web Mail because there is no way for an administrator to reach you if there is a problem with your account. When going away for an extended period select Special Notices. This allows the administrator to send an email to you if necessary. Most administrators rarely use it.

 Quick trick: If you are going away for an extended period and don’t want all these emails piling up in your mailbox go to Simple view at the My Groups page, switch to edit my groups, scroll to the bottom and select the message delivery you desire for all the groups on this page. If you belong to a great many groups this may need to be done on the other pages of the list as well. When you come back Just change them back. Note that you can do this as well by changing each individual group. There is also an option here for leaving a group but I usually to that from the group’s home page (discussed elsewhere in this article).

Left Side Bar What you can see here depends on your status and the choices made by the owner when setting up the group and sometimes impacted by Yahoo itself.

 Messages - all past emails in chronological order. By clicking the arrow at the top of the date column you can reverse the sort order so that the most recent appear at the top.

 Files – This place is usually used to store documents and other information to which members may wish to refer. Look here for notes from meeting in this group.

 Photos – In many groups, particularly those with large memberships share photos are place in member albums. If you want to find the ones that were just discussed in an email click photos and then select List at the top. Make sure the sort order is from most recent back (that little arrow on the date field again) and you will get a list with live links.

 Links – Different groups use this section different ways but all of them include live links to interesting sources or companies. There is a field requesting a description so you know what you are opening before you click.

Database – The format for the database is set by the owner/moderator when the database is created. Some groups allow members to create a database and others leave that as an administrative task.

Polls – One can set up a poll to which members respond to a given question. Choices are limited to between 2 and 25. The person setting up the poll decides if you can vote for 1 or more than one answer. Results may show immediately or only when the poll closes and then person setting it up will also decide if the whole group gets the results or if the results are only sent to the creator of the poll.

Calendar – Works just like the regular calendar except that it is group entries.

Management is only visible if you are an owner or moderator with those privileges. BTW I recommend there be at least 2 owners (a moderator can be promoted to owner by the current owner) in case something happens.

 I will not address all the features for management here. If you are an owner or moderator and need more information just contact me and I will be happy to help.

Finally remember you can create a group for any interest or even a group just for you family for which you as the owner can restrict membership only to those who receive invitations.. The price is right…Free and it is lots of fun.