

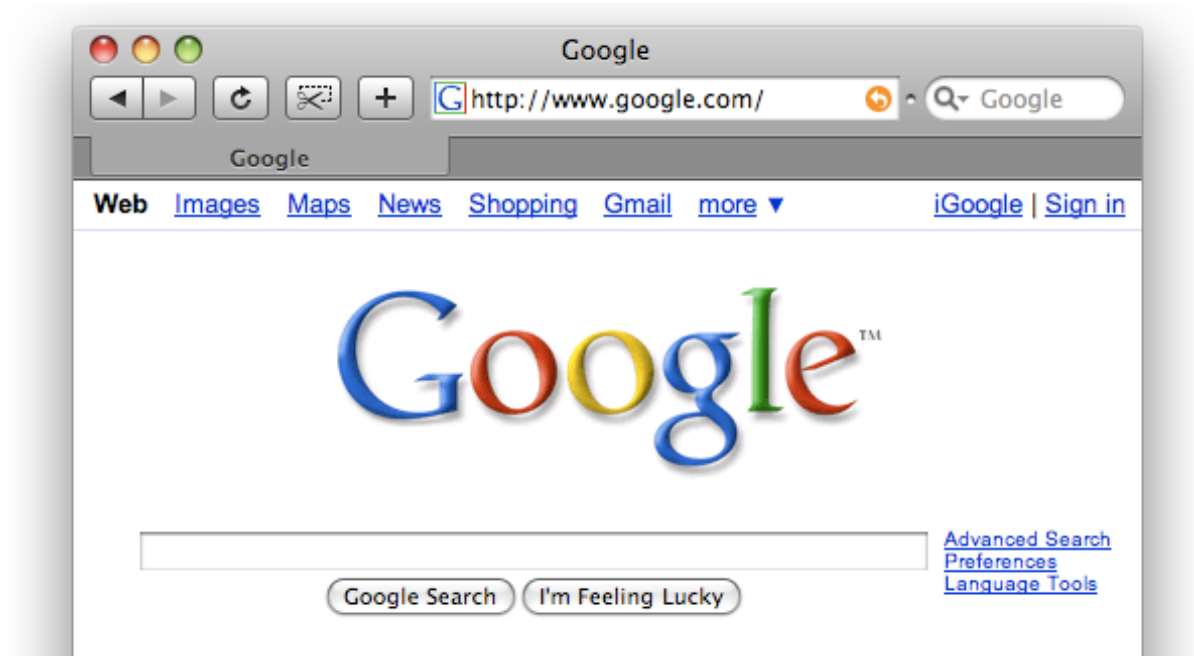


Tutorial: Signing up for the new QCMUG email list

<http://groups.google.com/group/qcmug>

The purpose of this tutorial is to communicate to the users of the former QCMUG email list serve that have been unable to access the new list, which now resides on Google Groups. The following documentation will show you how to use your *existing* email address. You do NOT need to create a Gmail account (Google email address) in order to access the new list, but you may if you wish. If you have a Gmail account, please start with step 12 on page 5.

1. Use your web browser, such as Safari or Firefox, and navigate to www.google.com (clicking the blue text above will also take you there).



2. Click on the "Sign in" located in the upper right-hand corner.

[iGoogle | Sign in](#)

3. Click the "Create an account now" link.

Don't have a Google Account?
[Create an account now](#)

4. You should now be on the "Create a Google Account" page. This is where you need to setup a Google account in order to access the Group's page on Google Groups.

5. Fill out the email address & password items (shown below). For added security & privacy, UNCHECK the “Remember me on this computer” & “Enable web history.” If you wish to participate, you may leave these checked.

Required information for Google account

Your current email address:
e.g. myname@example.com. This will be used to sign-in to your account.

Choose a password: **Password strength:** Strong
Minimum of 8 characters in length.

Re-enter password:



Remember me on this computer.

Creating a Google Account will enable Web History. Web History is a feature that will provide you with a more personalized experience on Google that includes more relevant search results and recommendations. [Learn More](#)

Enable Web History.

6. Finish the registration by typing in the Word Verification & clicking the “I accept. Create my account.”

Location:

Word Verification: Type the characters you see in the picture below.

 
Letters are not case-sensitive

Terms of Service: Please check the Google Account information you've entered above (feel free to change anything you like), and review the Terms of Service below.
[Printable Version](#)

Welcome to Google!
1. Your relationship with Google

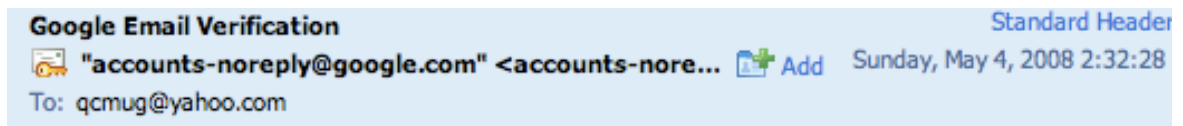
By clicking on 'I accept' below you are agreeing to the [Terms of Service](#) above and the [Privacy Policy](#).

7. If your submission was successful, you should see this on the webpage:

Email Verification

In order to verify that the email address associated with your account is correct, we have sent an email message to **qcmug@yahoo.com** . To activate your Google account, please access your email and click on the link provided.

8. Check your email account inbox that you selected for the Google Account. If you don't see anything with the subject "Google Email Verification" in your Inbox, please check your Spam or Junk Email folder. It should read something like this:



Welcome to Google Accounts. To activate your account and verify your e-mail address, please click on the following link:

<http://www.google.com/accounts/VE?c=CNK08-CquJqhggEQ1JvEzfiNvobnAQ&hl=en>

If you have received this mail in error, you do not need to take any action to cancel the account. The account will not be activated, and you will not receive any further emails.

If clicking the link above does not work, copy and paste the URL in a new browser window instead.

Thank you for using Google.

For questions or concerns regarding your account, please visit the Google Accounts FAQ at <http://www.google.com/support/accounts/>.

This is a post-only mailing. Replies to this message are not monitored or answered.

9. Click the first link that is provided in the email:

Welcome to Google Accounts. To activate your account and verify your e-mail address, please click on the following link:

<http://www.google.com/accounts/VE?c=CNK08-CquJqhggEQ1JvEzfiNvobnAQ&hl=en>

10. There should be a new webpage displaying this message:

Email Address Verified

Thank you for verifying your Google account. Your account is now activated.

You can also [click here to manage your account profile](#).

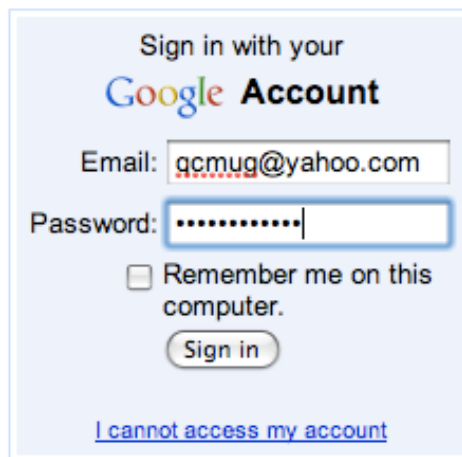
11. Navigate to the QCMUG Google Groups page by clicking the following link:
<http://groups.google.com/group/qcmug>

12. The final task you need to complete is to apply to be a member of the group. Click the “Apply for membership” (if you are logged into Google with your account) or “Sign in and apply for membership” link (if not logged into Google).

You must be signed in and a member of this group to view its content.

- [Sign in to Google Groups](#)
- [Sign in and apply for membership](#) or [contact the owner](#).

13. If prompted to sign on, you will do so with your FULL email address that you used for the Google Account. Click “Sign in.”



Sign in with your
Google Account

Email:

Password:

Remember me on this computer.

[I cannot access my account](#)

14. You should now hopefully see the “Welcome to Google Groups” page where you will now setup your Nickname & click “continue.”

Welcome to Google Groups

Welcome back, qcmug. Before using Google Groups, we need to know a information below.

If you want to use the Google Groups service as part of a separate Google Account (not linked into one Google Account at a time)

Get started with Google Groups

Nick name:

15. The final page will ask you about how you would like to receive the email threads MUG members submit to the group. These options are similar to the old list serve.

Join

How do you want to read this group?

No Email
I will read this group on the web

Abridged Email (*No more than 1 email per day*)
Get a summary of new activity each day

Digest Email (*Approximately 1 email per day*)
Get up to 25 full new messages bundled into a single email

Email (*Approximately 5 emails per day*)
Send each message to me as it arrives

What nickname do you want people in this group to see?

Joining this group requires approval. The manager has requested that you answer the following question:

How long have you been a Mac user? What city do you call home in the Quad-Cities? You do not need to be a member of the QCMUG to join this list, but do presently belong now? (You may also include additional comments to the manager.)

16. Fill out the requested information box (How long have you been a Mac user? etc.) and click the “Apply to this group” button. You should see the following screen:

You cannot view the group's content or participate in the group because you are not currently a member. Members must be approved before joining.

Your subscription to this group is still pending.

Try again later or [contact the owner](#).

The QCMUG president is in charge of the approvals. Depending on their availability, it may take 1-3 days for this to be completed. If you have questions, concerns, or the approval takes longer than one week, you may contact the president at qcmugpresident@gmail.com.

The group's email address is qcmug@googlegroups.com & once you are approved, you can submit messages to the group, using the above address, from your preferred email client or webmail service!

QCMUG President email - qcmugpresident@gmail.com

QCMUG website : <http://www.qcmug.org>

QCMUG listserv: qcmug@googlegroups.com

QCMUG Bulletin Board: <http://compevoqc.com/forum>