

How to set up your Yahoo Groups Account

1. If you already have a Yahoo Groups account then go to step 7.

If you don't already have a Yahoo account then follow the instructions below.
2. To set up a Yahoo account follow this link <http://login.europe.yahoo.com/> and then click on the "Sign Up" link which is displayed in the bottom of the "Sign in to Yahoo" box.
3. Complete the form which includes creating a "Yahoo ID", this can be anything you choose provided someone else is not already using it, and is created from a combination of any number or letter, the underscore character (_) and a single dot. You can't use any other symbols.
4. In the "Alternate email:" box enter the email address that you have given us to use for the group email.
5. Once you have completed this form you will be taken to a page that lists the details you have entered. Print this page for your records.
6. You will be sent an email from Yahoo asking you to verify your email address. Follow the instructions on this email.

Registering the RoSPA email groups with your Yahoo Account

7. If you're not already signed in to your Yahoo account then follow this Link (<http://uk.groups.yahoo.com/>) and sign in using your Yahoo ID and password.
8. If you can see one or more RoSPA SMART logos then you have completed the setup.

If you can't see the RoSPA SMART logo then continue with the remainder of the instructions.

9. New Yahoo groups users: Click on the "Membership Wizard" link and follow the instructions. This will then search for any Groups that your email address is associated with and then give you access to them. In future when you sign in to Yahoo Groups you should see the RoSPA SMART logo(s).

Existing Yahoo groups users: Click on the "Don't see all your groups?" link and follow the instructions. This will then search for any Groups that your email address is associated with and give you access to them. In future when you sign in to Yahoo Groups you should see the RoSPA SMART logo.