

Creating and Securing a Yahoo! Group

The following document takes you step by step through the process of first creating a Yahoo! Group, and then ensuring that it is secure. A secure group is one where no-one who is not a member of the group can access any information, and no one can join without an invitation.

Where possible, we have provided screen shots of the process. Note, however, that information in fields in these screen shots are examples of the appropriate information, not the information you yourself must fill in!

If at any stage you have any problems, either contact Yahoo! Direct, or email us at pbm@harlequingames.com for advice.

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Part 1: Creating a Yahoo! Group

Step 1

- Sign in to “Yahoo! Groups”.

Step 2

- Click on the “Start a Group” link at the right of the screen near the top.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Yahoo! Groups 'My Email Preferences' page. The browser's address bar shows the URL <http://groups.yahoo.com/myprefs>. The page header includes the Yahoo! Groups logo, a welcome message for 'john_doe_legends', and a search bar. A prominent orange banner for 'YAHOO! MESSENGER with Voice' is visible. Below this, there are links for 'Start a Group' and 'My Groups'. The main content area is titled 'My Email Preferences' and contains a table of email addresses. A note above the table states: 'The email addresses below are listed in Account Info for john_doe_legends. Unverified email addresses must be verified before you can use them. Please verify the addresses you want to use on Yahoo! Groups.'

Email addresses	Status	Bounce history	Allow Direct Adds	Allow Invitations	Options
john_doe_legends@yahoo.com	Normal	Show History	Yes	Yes	Edit

At the bottom of the page, there is a copyright notice: 'Copyright © 2006 Yahoo! Inc. All rights reserved.' and links for 'Privacy Policy', 'Terms of Service', 'Copyright Policy', 'Guidelines', and 'Help'.

Step 3

- The first thing you have to do is select a category for your group. Since this does not affect the group's security very much, assuming you are creating a group for a PBM game I'd suggest placing it under: Games > Play By Mail. To do this, first click on the "Games" group, then on "Play By Mail".

Yahoo! Groups : Start a Group - Microsoft Internet Explorer

Bestand Bewerken Beeld Favorieten Extra Help

Vorige Zoeken Favorieten

Adres <http://groups.yahoo.com/start>

Yahoo! My Yahoo! Mail

Welcome, **john_doe_legends**
[Sign Out, My Account]

Search the Web Search

Groups Home - Help

Yahoo! Groups News

Start a Group | My Groups

Start a Group

1 Categorize 2 Describe 3 Select Profile

Step 1 of 3: Select a Yahoo! Groups Category

Browse or search for the category that best describes your group. Please be as specific as possible when selecting the category. Groups containing sexual content must be placed under the [Romance and Relationships > Adult](#) category.

Search Group Categories: GO

OR

Browse Group Categories

- [Business & Finance](#)
- [Computers & Internet](#)
- [Cultures & Community](#)
- [Entertainment & Arts](#)
- [Family & Home](#)
- [Games](#)
- [Government & Politics](#)
- [Health & Wellness](#)
- [Hobbies & Crafts](#)
- [Katrina](#)
- [Music](#)
- [Recreation & Sports](#)
- [Regional](#)
- [Religion & Beliefs](#)
- [Romance & Relationships](#)
- [Schools & Education](#)
- [Science](#)

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[Privacy Policy](#) - [Terms of Service](#) - [Copyright Policy](#) - [Guidelines](#) - [Help](#)

<http://groups.yahoo.com/start?stage=1&sub=/Games&referer=%2Fmygroups> Internet

Step 4

- When you have chosen a category that you are happy with, click on the “Place my group here” button.

Yahoo! Groups : Start a Group - Microsoft Internet Explorer

Bestand Bewerken Beeld Favorieten Extra Help

Vorige Zoeken Favorieten

Adres http://groups.yahoo.com/start?stage=1&sub=/Games/Play_By_Mail&referer=%2Fmyprefs

Yahoo! My Yahoo! Mail

Search the Web Search

YAHOO! GROUPS Welcome, **john_doe_legends**
[Sign Out, My Account] [Groups Home](#) - [Help](#)

[Yahoo! Groups News](#)

Start a Group | [My Groups](#)

Start a Group

1 Categorize 2 Describe 3 Select Profile

Step 1 of 3: Select a Yahoo! Groups Category (Continued)

Browse or search for the category that best describes your group. Please be as specific as possible when selecting the category. Groups containing sexual content must be placed under the [Romance and Relationships > Adult](#) category.

Search Group Categories:

OR

Browse Group Categories

[Top](#) > [Games](#) > **Play By Mail**

Select a more specialized subcategory

· [Email Chess](#)

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[Privacy Policy](#) · [Copyright/IP Policy](#) · [Terms of Service](#) · [Guidelines](#) · [Help](#)

Internet

Step 5

- In the next screen you need to choose the group's name. You can choose a name that is appropriate for the group's purpose, or you can choose a name that has nothing at all to do with the group, so no one could discover it by attempting to guess your group's name.
- Choose the group's email address. This is usually the same as the group's name.
- Add a description of the group if you wish.
- Click on "Continue".

Yahoo! Groups : Start a Group - Microsoft Internet Explorer

Bestand Bewerken Beeld Favorieten Extra Help

Vorige Zoeken Favorieten

Adres <http://groups.yahoo.com/start?stage=2&catn=1600057088&hide=0&referer=%2Fmygroups&start=Place+my+group+here>

Yahoo! My Yahoo! Mail Search the Web Search

WELCOME, john_doe_legends [Sign Out, My Account] Groups Home - Help

Start a Group | My Groups

Start a Group

1 Categorize 2 Describe 3 Select Profile

Step 2 of 3: Describe Your Group

Group Name
This name will appear on your Group page and in search results.

Example: The Coolest Group

Enter Your Group Email Address
This email address is for your group. When you send a message to this address, all members of your group will receive a copy. (60 characters maximum, no spaces or special characters allowed)

@yahoogroups.com
Example: **coolestgroup** or **coolest_group**

Describe Your Group
This description will appear at the top of your Group page.

Text or HTML, 1964 characters left, 2000 characters max

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[Privacy Policy](#) - [Copyright/IP Policy](#) - [Terms of Service](#) - [Guidelines](#) - [Help](#)

Internet

Step 6

- To finalise the group's creation you need to complete the word verification.
- Click on "Continue".

Yahoo! Groups : Start a Group - Microsoft Internet Explorer

Bestand Bewerken Beeld Favorieten Extra Help

Vorige Zoeken Favorieten

Adres <http://groups.yahoo.com/start>

Yahoo! My Yahoo! Mail

Welcome, **john_doe_legends**
[Sign Out, My Account]

Search the Web Search

Groups Home - Help

Yahoo! Groups News

Start a Group | My Groups

Start a Group

1 Categorize 2 Describe 3 Select Profile

Step 3 of 3: Select your Yahoo! Profile and Email Address

Email Address

If you choose to receive group messages by email, they will be sent to the email address you select below.

john_doe_legends@yahoo.com

Yahoo! Profile


The profile you select will be used when other members want to learn more about you, or communicate with you via Yahoo! Messenger.

Member	Real Name	Gender	Age
john_doe_legends	(Not Provided)	(Not Provided)	(Not Provided)

[Create new profile](#)

Word Verification

Enter the text as it is shown in the box below. This step helps Yahoo! prevent automated registrations.



If you can not see this image [click here](#).

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[Privacy Policy](#) - [Copyright/IP Policy](#) - [Terms of Service](#) - [Guidelines](#) - [Help](#)

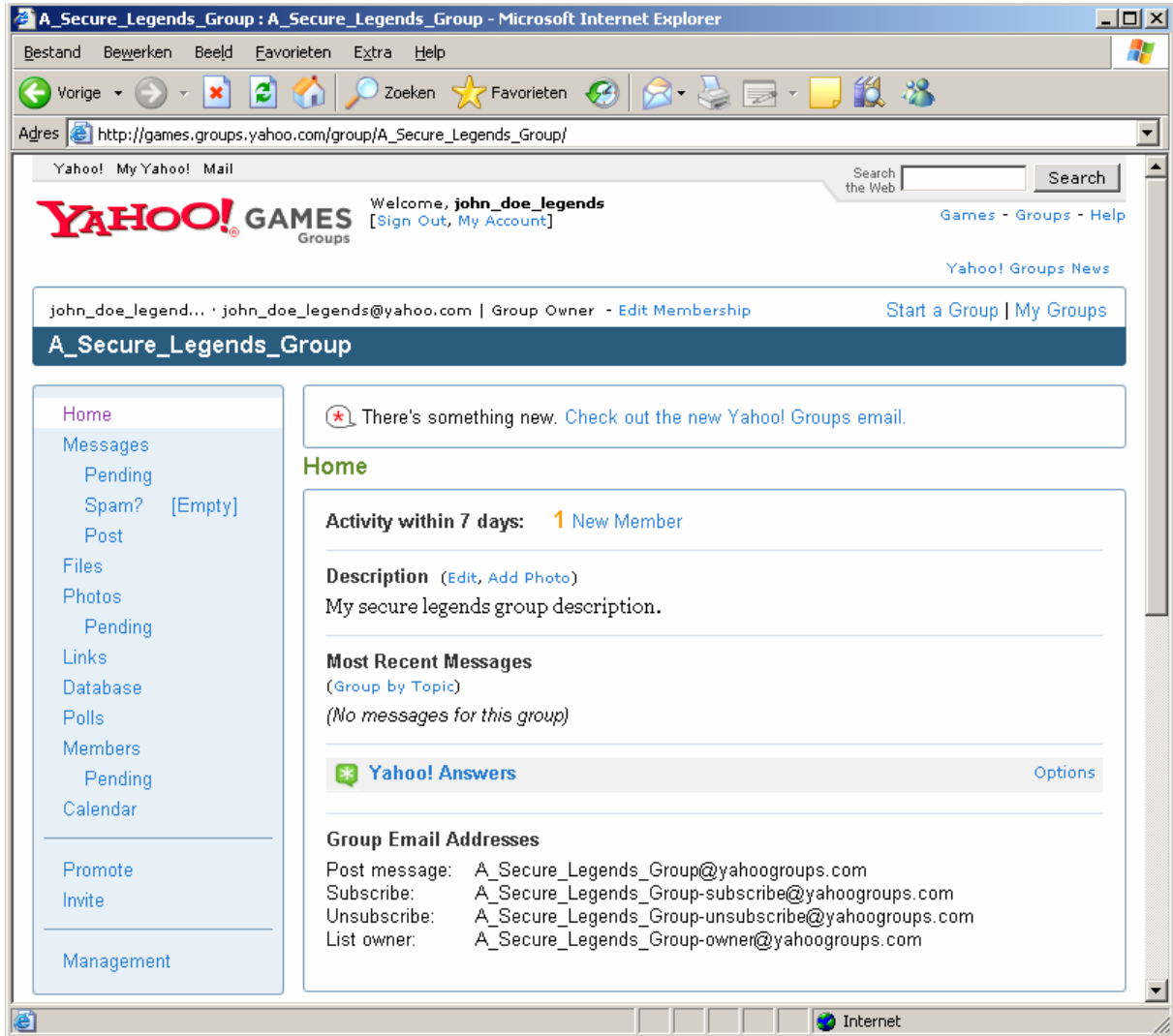
Gereed Internet

This completes the creation of your yahoo groups account!

Part 2: Securing a Yahoo! Group

Step 1

- Log in to your Yahoo! Groups account
- Go to your group's main page
- Click on the "Management" link at the bottom left hand side of the page.



Step 2

- Click on the “Description & Appearance” link, under “Group Settings”.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Yahoo! Games Groups Management page for the group 'A_Secure_Legends_Group'. The browser's address bar shows the URL: http://games.groups.yahoo.com/group/A_Secure_Legends_Group/manage. The page header includes the Yahoo! logo, the user's name 'john_doe_legends', and a search bar. Below the header, there are several promotional banners for 'Get ready for back to school' and 'YAHOO! SHOPPING'. The main content area is titled 'Management' and is divided into three columns. The left column contains a navigation menu with links for Home, Messages, Files, Photos, Links, Database, Polls, Members, and Management. The middle column, titled 'Pending Tasks', shows that there are no pending messages or members. The right column, titled 'Group Settings', contains links for 'Description & Appearance', 'Membership', 'Web Tools', and 'Messages'. Below the 'Group Settings' section, there is a 'Delete Group' section with a 'Delete' link. At the bottom of the page, there is a message about improved Yahoo! Groups email.

Yahoo! My Yahoo! Mail

Welcome, **john_doe_legends**
[Sign Out, My Account]

Games - Groups - Help

Cell Phones Girls Clothing Laptops Boys Clothing Digital Cameras

Get ready for back to school.
Stock up on everything you need.

YAHOO! SHOPPING
Enter your search
Search Shopping

john_doe_legend... | john_doe_legends@yahoo.com | Group Owner - Edit Membership

Start a Group | My Groups

A_Secure_Legends_Group

Management

Management Help

Pending Tasks

Members: No Pending
Messages: No Pending
Spam?: No Pending

Pending messages and members require your approval before they can be displayed to your group members.

Group Activity

Memberships Web Features
Moderator Activity Message Posts
Email Commands

The activity area allows you to keep track of group activity, including email messages, membership changes, web feature usage and changes to the group's settings.

Group Settings

Description & Appearance Membership
Web Tools
Messages

The settings area enables you to edit your group description, posting options, feature access, and other important settings.

Delete Group

Delete

Deleting a group will permanently remove it from Yahoo! Groups.

We've improved Yahoo! Groups email. [Learn more](#) and then let the rest of your group in on these great changes.

Step 3

- Click on “(Edit)” link of the “Description” section.

A_Secure_Legends_Group - Microsoft Internet Explorer

Bestand Bewerken Beeld Favorieten Extra Help

Vorige Zoeken Favorieten

Adres http://games.groups.yahoo.com/group/A_Secure_Legends_Group/settings?mode=1

Yahoo! My Yahoo! Mail

Welcome, **john_doe_legends**
[Sign Out, My Account] Games - Groups - Help

YAHOO! GAMES Groups

Halle Berry Stacey Keibler
Kate Hudson Erika Christensen
Family Guy Hell's Kitchen

Most Popular Entertainment Searches on Yahoo!
Yahoo! Search

Source: Yahoo! Search

Yahoo! Groups News

john_doe_legends... john_doe_legends@yahoo.com | Group Owner - Edit Membership Start a Group | My Groups

A_Secure_Legends_Group

Group Settings < Back to Management Group Settings Help

Home
Messages
Pending
Spam? [Empty]
Post
Files
Photos
Pending
Links
Database
Polls
Members
Pending
Calendar

Promote
Invite

Management

Yahoo! Groups Tips
Did you know...
Check out the new improvements in Yahoo! Groups email.

Yahoo! 360°

Web Address (Edit)
Web Address: http://groups.yahoo.com/group/A_Secure_Legends_Group

Description (Edit)
Title: A_Secure_Legends_Group
Description: My secure legends group description.
Related Link: (None selected)
Primary Language: English
Listing Type: Not listed in Yahoo! Groups directory

Category (Edit)
This category determines where listed groups appear in the directory. Unlisted groups are not visible in the directory.
Category: Games > **Play By Mail**

Colors and Photo
Yahoo! (Edit) Photo (Edit)
Header Tab Border Left Highlight Background
ADD PHOTO

Gereed Internet

Step 4

- Make sure that your Listing type is set to “Not listed” (at the bottom of the page).
- Click on the “Save Changes” button. This will send you back to the “Group settings” page.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Yahoo! Groups settings page for the group "A_Secure_Legends_Group". The browser's address bar shows the URL: http://games.groups.yahoo.com/group/A_Secure_Legends_Group/settings?mode=10. The page header includes the Yahoo! Games logo and a welcome message for "john_doe_legends". A navigation menu on the left lists various group features like Home, Messages, Files, and Management. The main content area is titled "Group Settings" and contains a form with the following fields:

- Title:** A_Secure_Legends_Group (40 characters max)
- Description:** My secure legends group description. (2000 characters max)
- Related Link:** (Example: <http://www.yourgroup.com>)
- Primary Language:** English
- Listing Type:** Not listed in Yahoo! Groups directory

Buttons for "Save Changes", "Reset", and "Cancel" are visible at the top and bottom of the settings form. A "Yahoo! Groups Tips" box is located in the bottom left corner.

Step 5

- In the “Group Settings” page click on the “< Back to Management” link to go to the management page.
- In the management page, click on the “Messages” link in the “Group Settings” section.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Yahoo! Groups Management page for the group 'A_Secure_Legends_Group'. The browser's address bar shows the URL: http://games.groups.yahoo.com/group/A_Secure_Legends_Group/manage. The page header includes the Yahoo! logo, the user's name 'john_doe_legends', and a search bar. Below the header, there are several promotional banners for 'Get ready for back to school' and 'YAHOO! SHOPPING'. The main content area is titled 'Management' and features a sidebar with navigation links: Home, Messages (Pending, Spam? [Empty], Post), Files, Photos (Pending), Links, Database, Polls, Members (Pending), Calendar, Promote, and Invite. The 'Management' section is highlighted. The main content area is divided into three columns: 'Pending Tasks' (Members: No Pending, Messages: No Pending, Spam?: No Pending), 'Group Activity' (Memberships, Web Features, Moderator Activity, Message Posts, Email Commands), and 'Group Settings' (Description & Appearance, Membership, Web Tools, Messages). The 'Group Settings' section includes a 'Delete Group' link and a warning that deleting a group will permanently remove it from Yahoo! Groups. At the bottom, there is a message about improved Yahoo! Groups email.

Step 6

- Click on “(Edit)” in the “Posting and Archives” section.

The screenshot shows a Microsoft Internet Explorer browser window displaying the settings page for the Yahoo! Group "A_Secure_Legends_Group". The address bar shows the URL: http://games.groups.yahoo.com/group/A_Secure_Legends_Group/settings?mode=8. The page features a navigation menu on the left with options like Home, Messages, Pending, Spam?, Post, Files, Photos, Links, Database, Polls, Members, and Calendar. The main content area is titled "Group Settings" and includes sections for "Email Address" (with a group email of A_Secure_Legends_Group@yahoo.com), "Subject Tag and Footer" (with a subject tag of [A_Secure_Legends_Group]), "Posting and Archives" (with options for who can post, reply-to, moderation, attachments, and spam filtering), and "Scheduled Messages". The footer contains copyright information for 2006 Yahoo! Inc. and links to Privacy Policy, Terms of Service, Copyright Policy, Guidelines, and Help.

Step 7

- Here you need to change the following settings:
 1. Set “Who can post” to “Members”
 2. Set “Archive Options” to “Members”
- Click on the “Save Changes” button. This will send you back to the “Group settings” page.

The screenshot shows the Yahoo! Games Groups settings page for the group 'A_Secure_Legends_Group'. The user is logged in as 'john_doe_legends'. The page is titled 'Group Settings' and has a 'Group Settings Help' link. The 'Posting Options' section contains a table with the following settings:

Who can post	Reply-to	Moderation	Attachments	Spam Filtering
<input type="radio"/> Anyone	<input checked="" type="radio"/> All members	<input checked="" type="radio"/> Unmoderated	<input checked="" type="radio"/> Distribute	<input type="radio"/> Off
<input checked="" type="radio"/> Members	<input type="radio"/> Sender	<input type="radio"/> Moderated	<input type="radio"/> Remove	<input checked="" type="radio"/> On
<input type="radio"/> Moderators	<input type="radio"/> Group owner	<input type="radio"/> New members		
<input type="radio"/> Off	<input type="radio"/> Leave group			

The 'Archive Options' section has the following settings:

Access

- Anyone
- Members
- Moderators
- Off

At the bottom of each section, there are 'Save Changes', 'Reset', and 'Cancel' buttons.

Step 8

- In the “Group Settings” page click on the “< Back to Management” link to go to the management page.
- In the management page, click on the “Membership” link in the “Group Settings” section.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Yahoo! Games Groups Management page for the group 'A_Secure_Legends_Group'. The browser's address bar shows the URL: http://games.groups.yahoo.com/group/A_Secure_Legends_Group/manage. The page header includes the Yahoo! logo, the user's name 'john_doe_legends', and a search bar. Below the header, there are several promotional banners for 'Get ready for back to school' and 'YAHOO! SHOPPING'. The main content area is titled 'A_Secure_Legends_Group' and features a navigation menu on the left with options like Home, Messages, Files, Photos, Links, Database, Polls, Members, Calendar, Promote, and Invite. The 'Management' section is highlighted in green and contains three main panels: 'Pending Tasks' (Members: No Pending, Messages: No Pending, Spam?: No Pending), 'Group Activity' (Memberships, Web Features, Moderator Activity, Message Posts, Email Commands), and 'Group Settings' (Description & Appearance, Membership, Web Tools, Messages). The 'Group Settings' panel includes a 'Delete Group' section with a 'Delete' button and a warning that deleting a group will permanently remove it from Yahoo! Groups. At the bottom of the page, there is a message: 'We've improved Yahoo! Groups email. [Learn more](#) and then let the rest of your group in on these great changes.'

Step 9

- Click on the “(Edit)” link, to the right of the “Membership Type and Welcome Message” title.

The screenshot shows a Microsoft Internet Explorer browser window displaying the settings page for the Yahoo! Group "A_Secure_Legends_Group". The address bar shows the URL: http://games.groups.yahoo.com/group/A_Secure_Legends_Group/settings?mode=6. The page header includes the Yahoo! Games logo and a welcome message for "john_doe_legends". A navigation sidebar on the left lists various group features: Home, Messages (Pending, Spam? [Empty], Post), Files, Photos (Pending), Links, Database, Polls, Members (Pending), and Calendar. Below this is a "Promote" section with an "Invite" button, and a "Management" section. The main content area is titled "Group Settings < Back to Management" and contains the "Membership Type and Welcome Message" section. This section has an "(Edit)" link. The "Membership Type" is set to "Restricted (you approve all requests for membership)". The "Email Address Display" option is selected, with a note that members' email addresses will be visible in member listings. The "Welcome Message" is displayed as: "Hello, Welcome to the A_Secure_Legends_Group group at Yahoo! Groups, a free, easy-to-use email group service. Please take a moment to review this message. To learn more about the A_Secure_Legends_Group group, please visit <http://groups.yahoo.com/> ...". Below this is the "Additional Messages" section, which is currently empty, with a note: "(No messages have been selected. To add messages go to the Files section)". At the bottom left, there is a "Yahoo! Groups Tips" box with a "Did you know..." message about a site redesign. The browser's taskbar at the bottom shows the "Gereed" icon and the "Internet" connection status.

Step 10

- Select “Closed”. This will mean that only people who are invited to do so can join the group (no-one will be able to apply by sending an email to “subscribe.<groupname>@groups.yahoo.com”). This is an irreversible change!
- Click on the “Save Changes” button.

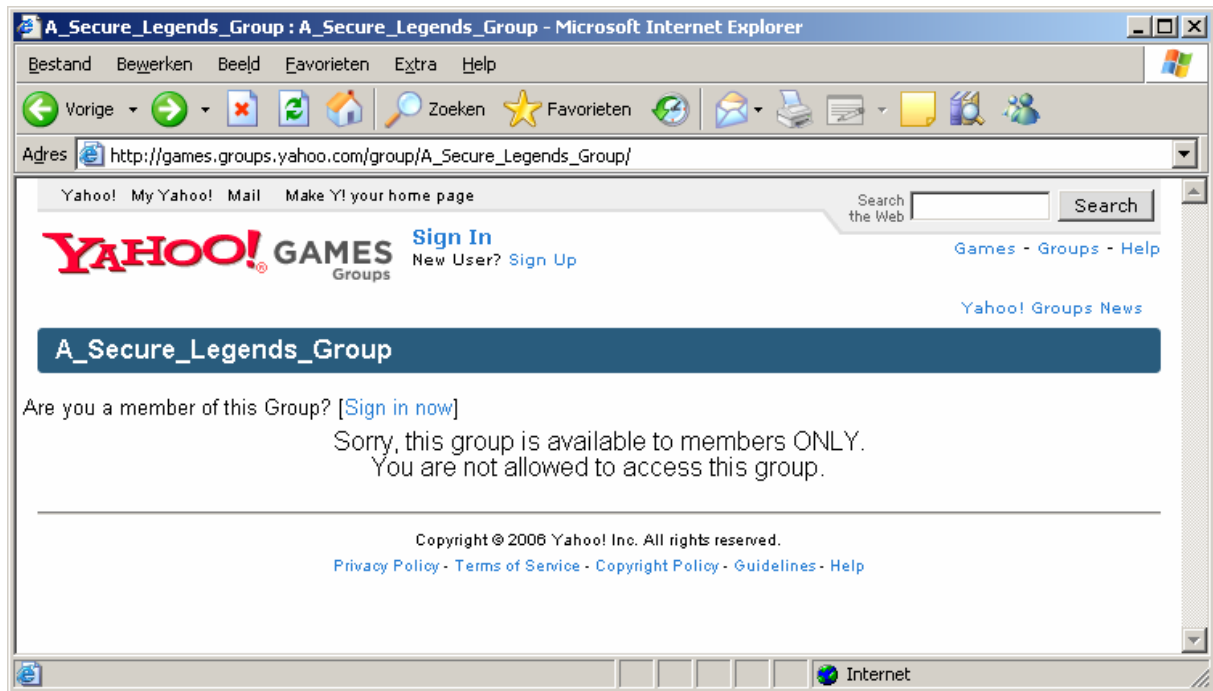
The screenshot shows a Microsoft Internet Explorer browser window displaying the settings page for the 'A_Secure_Legends_Group' on Yahoo! Games Groups. The browser's address bar shows the URL: http://games.groups.yahoo.com/group/A_Secure_Legends_Group/settings?mode=12. The page header includes the Yahoo! logo, the user's name 'john_doe_legends', and a search bar. A green banner with the text 'straps strings' is visible. Below the banner, the group name 'A_Secure_Legends_Group' is displayed. The main content area is titled 'Group Settings' and contains the following options:

- Membership Type and Welcome Message**
- Membership Type: Open (anyone can join), Restricted (you approve all requests for membership), Closed (only invited members can join) If you select this option, web tools that were previously set to "public" will be restricted to members only. **Once you have selected this option, you may not change it later.**
- Email: Allow members to hide their email address from the group.
- Address Display: Your group will not be able to use the Polls feature. Members who hide their email address will not be able to post messages via email. **Once you have selected this option, you may not change it later.**
- Welcome Message: This message is sent to members when they join your group. The message text is: "Hello, Welcome to the A_Secure_Legends_Group group at Yahoo! Groups, a free, easy-to-use email group service. Please take a moment to review this message. To learn more about the A_Secure_Legends_Group group, please visit http://groups.yahoo.com/group/A_Secure_Legends_Group To start sending messages to members of this group, simply" (1304 characters left, 2000 characters max).

At the bottom of the settings area, there are three buttons: 'Save Changes', 'Reset', and 'Cancel'. The 'Save Changes' button is highlighted in blue. A sidebar on the left contains navigation links such as Home, Messages, Pending, Spam?, Post, Files, Photos, Links, Database, Polls, Members, and Calendar. A 'Yahoo! Groups Tips' section is also present at the bottom left.

Congratulations! You have now made your Yahoo! group's data secure, so that only members of your group can access it.

Anyone who is not a member will see this screen when they visits your group's webpage:



Please check this! This is the only way to be sure no mistakes have been made.

In order to do so:

- Sign out of Yahoo! Groups by clicking on the "Sign Out" button at the top of your Yahoo! Groups screen.
- Visit your group without being logged in.

If you wish to provide a link to your group's page, the link will be as follows, where <your group's name> is replaced with the name of your group:

<http://games.groups.yahoo.com/group/<your group's name>/>