



About Yahoo E-Groups

E-groups are mailing lists with some useful added features.

Every time an e-mail (usually called a “post”) is sent to the E-group it goes to everyone in the whole group. You can choose to have individual posts sent to you, or to have one long list sent every day (called a “digest”) or to just go to the groups website and read the posts there. Each group has a website (run by Yahoo). It is possible for any members to store files on this website. All group members then have access to these files. Things like blank expenses claim forms, meeting minutes etc can be stored on the group’s website.

To gain access to the groups click on the links below. You may need to be approved by a moderator.

You first need to register with Yahoogroups. This is a safe process and does not result in spam.

You cannot send attachments to an egroup. If you want to send a document to everyone then please just put it into the shared files. (This is to protect members against viruses.)

NCT eGroups

This is a condensed list of NCT-related mailing lists .The number of messages each day varies with each group. Some (like NCTcoffee) have quite a few each day, others just one every few weeks. If in doubt you can always join and ask for a digest (ie one long e-mail) to be sent so that you can get a feel for how busy a particular group is.

Branch Team Roles, specialist workers and trainees etc.

Many of these are closed groups so once you have applied you need to be accepted by the moderator before joining them.

The key ones are

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|-------------------------------|---|
| Announce (open group) | http://groups.yahoo.com/group/nct_announce/ (Important NCT news and announcements for NCT Members only, from UK Office.) |
| NCT main (open group) | http://groups.yahoo.com/group/nct/ |
| Branch chair | http://groups.yahoo.com/group/NCT_chairs/ |
| Specialist workers | http://groups.yahoo.com/group/NCT-SWF/ |
| PSA’s | http://groups.yahoo.com/group/NCT-PSAs/ |
| Membership Secretaries | http://groups.yahoo.com/group/nct-membsec/ |
| Treasurers | http://groups.yahoo.com/group/NCT-Treasurers/ |
| Postnatal Support Coordinator | http://groups.yahoo.com/group/NCT_Postnatal_Supporter_group/ |
| Branch fundraising | http://groups.yahoo.com/group/nct_branch_fundraising/ |
| MSLC or other NCT Reps | http://groups.yahoo.com/group/nct_reps/ |

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|------------------------------|---|
| Nearly New Sales | http://uk.groups.yahoo.com/group/nct_nearlynewsales/ |
| Newsletter Editors | http://groups.yahoo.com/group/nct-editors/ |
| Publicity Officers | http://groups.yahoo.com/group/NCT-PublicityOfficers/ |
| Valley Cusion agents | http://groups.yahoo.com/group/nct-valley/ |
| Breastpump Agents | http://groups.yahoo.com/group/nct-breastpump/ |
| NCT Sales Agents/Bra fitters | http://groups.yahoo.com/group/nct-sales/ |

Registering with Yahoo Groups

First thing you need to do is register with Yahoo and get a Yahoo ID

- Go to <http://groups.yahoo.com> and click on 'new users - click here to register'. Up pops a registration form for you to fill in on-line. If you fill it in wrong, when you click 'submit' it will ask you to complete those bits again. The prompts should be quite self-explanatory, but if you'd like to be taken through the process step by step, here are a few tips to help:
 - You will probably find someone has already used your name as a user name. It will usually suggest alternatives (e.g. Katie1234 rather than Katie).
 - It doesn't like passwords that are too similar to your user name, and then make sure you don't forget your username and password.
 - 'Alternate email' means the email you want your group emails to be sent to.
 - Under 'industry' you can classify yourself as anything.
 - You will probably want to 'un-tick' the "send me special offers..." box, to minimise unwanted emails.
 - At the bottom there's a word written on a strange background. You just have to type that word in the box, as requested.
- When you've clicked on 'submit this form' it will ask you to read the Yahoo terms and conditions. Go to the bottom of the page and click on 'I have read and understood...'
- It will also come back to you to ask what country you live in and to re-enter your postcode.
- The screen will then say 'registration complete'. However, there are a couple of other things you need to do to get your registration fully processed. So 'un-tick' the "personalise my browser" and click on "continue to yahoo". Then just wait for an email from 'Yahoo! Membership Service' to the email address you gave it. This will ask you to click on the blue words:

["Important! Click here to activate your new account"](#)

You need to do this within the next 7 days for your registration to be processed, so make sure you log onto your emails before it expires!

Joining the Group

Next you need to choose which groups you want to join. There are thousands. A separate list of NCT related groups is below.

- To join most you need to send a blank e-mail to a specific address. E.g., to join the nct announce group send a blank e-mail to: nct_announce-subscribe@yahoogroups.com
- An email will come through to you from 'Yahoo!Groups' asking you to confirm your application. It gives 2 ways to do this and option 2 is the easiest - just reply to the message with a blank email and then you're a member. You must do this within 7 days.
- You can now go to the group's website (called the home page) and change any options you want changed. To do this go to: http://groups.yahoo.com/group/nct_announce/

4. Then click on "My Groups" (top right). Now click on "Edit my Groups" – half way down left hand side. You can now go to the "Message Delivery" box and decide whether to receive individual e-mails or digest (one long one). You can change this at any time.

To join the main nct group send a blank e-mail to nct-subscribe@yahoogroups.com

Leaving the group

If you want to leave the group just send a blank e-mail to:
nct_announce-unsubscribe@yahoogroups.com

Sending messages to the group

To send an e-mail to the main group (called "posting a message") just send the e-mail to:
nct@yahoogroups.com

Please note: you cannot send messages to the announce group.

If you have any difficulty, see if <http://help.yahoo.com/help/uk/edit> has the answer to your query, or ask one of the moderators.

Reading the Shared files

Go to the group's main page (<http://groups.yahoo.com/group/nct/>) and click on "files" - left hand side, then click on the file you want to look at - you will then need to wait a while whilst it down loads.

Adding to the Shared files

Go to the group home page page (<http://groups.yahoo.com/group/nct/>), click on "files" (this gets you to the files) and click "add file". Then you get a box and a "browse" button. Clicking on "browse" will put you into your "my documents" area so you can then find the file you want to up load and click on that. Then press return. There is also a descriptions box where you can type in a brief description of the file (e.g. "Expenses claim form").

Linking your e-mail address to your Yahoo Identity

Sometimes you need to do this (usually if you change your e-mail address). If you suddenly find that you cannot post messages but can still receive them then your e-mail address may need "linking". This process tells the Yahoo computer that your e-mail address and your Yahoo identity are the same person.

1. Go to the group's main page (<http://groups.yahoo.com/group/nct/>)
2. Click on "My Groups" (top right of page). This will take you to your group's page.
3. Then click on "don't see all your groups" (bottom left of this page).
4. Then click on "add a different e-mail address" (near bottom of page).
5. Then type your e-mail address into the box. Then click "continue" (bottom right) and do anything else it asks you to do (I don't think that there is anything else but can not check).

Yahoo will then send you an e-mail asking you to reply (or possibly click on something) just to check that the address is correct. Once you have done this you will be a "full, linked" member and will be able to post messages.