

YahooGroups for Smarties

How to Access the Radiant Recovery E-mail Lists

Hi there!

So you have discovered the online Radiant Recovery community... all the wonderful e-mail discussion lists that are available.

Along with the Community Forum, the e-mail lists are the heart of the **Radiant Recovery** community. This is where you can come for support, new information, answers to all of your "how do I do it?" questions. You'll also get to experience the camaraderie and warmth that makes this community such a healing place.

Our community is conveniently online, yet not everyone considers themselves to be a "computer whiz." If you are feeling apprehensive, or if the Yahoo! system seems overwhelming... take heart, we have lots of ways to help guide you through it.

Starting with this "YahooGroups for Smarties" guide we created to help you. Take a moment to peruse it and if your questions aren't answered, please don't hesitate to send a message to help@radiantrecovery.com.

Welcome to the Radiant Recovery Community!



Kathleen DesMaisons, Ph.D.
radiantkd@mindspring.com

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WHAT IS AN E-MAIL LIST?

If you are new to the idea of an online community, this may seem strange. But it is a wonderful concept: a group of people with an interest in common can talk to each other by sending e-mail messages to the group. It's sort of like sitting in a big classroom and anyone can join in the discussion. Or you can just listen quietly if you like.

What Does Yahoo! Have to do With This?

You've probably heard of Yahoo! because it's a very popular search engine. Well Yahoo! also has other features, including free e-mail discussion groups. They call this feature "Yahoogroups." We decided to use Yahoogroups for our e-mail lists because it is a great tool, has lots of features and options, it works very well (most of the time!), and best of all... it is free.

Each of the Radiant Recovery e-mail lists are facilitated by an experienced community member, who serves as Kathleen's liaison. You'll see Kathleen on the lists too, but the liaisons are a great resource and keep things flowing smoothly with the list.

HOW TO SIGN UP FOR THE LISTS: 3 STEPS

Before you go to sign up, print out this document so you can follow along. Remember if at any time you get stuck, scared, or frustrated about the process, send an e-mail to help@radiantrecovery.com and we will get you a helper as soon as possible.

Signing up for the first time can take about 10-15 minutes, but it is worth the effort <smile>... It may seem a little complicated at first, but we are going to walk you through it. Do this when you are rested, have eaten and are not distracted. If you have a 14-year-old techie in the house, ask for help.

Ready? Let's give it a whirl... [if you are already a Yahoo! member and know your user id and password, go directly to Step 2]

Step 1. The first step is to become a Yahoo! member. This is free and there are no strings attached.

Please know that Yahoo! sometimes changes it's systems and while we try to keep these instructions up-to-date, you might find that the screen says something slightly different. If you are ever confused, please contact us at help@radiantrecovery.com.

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Okay, now go to http://www.radiantrecovery.com/list_serves.html and find the list you would like to join. Click on the link for that list. If you are not currently a Yahoo! member, you will see a link asking you to "Sign up Now" with Yahoo. It is free to sign up.

You do not need to answer all of Yahoo's questions. Make something up if you are uncomfortable giving your information. Fill in the form where you'll choose your Yahoo! ID and password. There are lots and lots of Yahoo subscribers worldwide, so make sure the ID you choose is unique. Write down your Yahoo! ID and password in the following spaces, or in some other place you will remember. Assume you will forget them – nearly everyone does – so writing them down is important:

Yahoo! ID _____
Yahoo! Password _____

IMPORTANT: Put your current e-mail address in the field called "Alternate E-mail Address" (Example: janedoe@earthlink.net). **There is no need to switch to a Yahoo! e-mail address.**

If you do not wish to receive offers/messages from Yahoo! be sure to indicate that.

You'll get a page that says, "Registration Complete: Please Activate Your Account," which tells you that you will receive an email with instructions. The e-mail will appear in your in-box very quickly, so you can go open it up and activate your account right away.

NOTE: On the registration confirmation screen, you will see a link to edit your "Marketing Preferences." We recommend that you click that link and indicate your preferences if you want to avoid getting their advertisements in your mailbox. Be sure to save your changes.

BRAVO!!! You got through the hardest part.

Step 2. Once you are a Yahoo! member, go to http://www.radiantrecovery.com/list_serves.html and find the list you want to join. Just click on it directly and you'll get right to the sign-up page. You may see a box asking you to sign in. There should be a box with two fields – one for your Yahoo! ID and the other for your Yahoo! password. Fill those in and you'll come to the "Join this Group" page where you can specify your e-mail preferences. (See the section on the next page, "Which Delivery Option Should I Choose"). Be sure to click the "Join" button at the bottom of the page when you have completed your selections.

Step 3. For most lists, you will be immediately signed up and can access the messages right away. For some lists, we approve members (for example, guys, bigones, counselors). If you are signing up for a list that requires membership approval, it may take about a day for one of our volunteers to approve your

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membership. Once you have been approved, you will receive an e-mail confirmation welcoming you to the list you have signed up for. Because a volunteer is doing the list authorization, it may take just a little time for your membership to be processed. Be patient. If you have not been approved in a day or so, send an e-mail to help@radiantrecovery.com and we will check to see if there is a problem.

Which Delivery Option Should I Choose?

An E-mail List sends all the messages posted to every person on the list. This means you can read everything that every person (including you) writes. This process allows all the list members to benefit from the discussions. You get to choose how you would like to read the list mail. You may choose Individual E-mails, a Daily Digest, or Special Notices. Whatever you select now, you can change it later if you like.

Individual E-mails – If you choose “Individual E-mails,” you will begin receiving mail from the people on the list as soon as they are sent. All e-mails sent to a Radiant Recovery list have the list name in brackets in the subject line (e.g., [RadiantDepression]). You will be able to reply to the e-mails just as you normally reply to any e-mail, by hitting *Reply* and typing in your own message in response. All messages go to the entire group. You also will receive any special notices that are sent to the group.

Daily Digest – If you specify “Daily Digest,” you will receive only one e-mail each day containing all the messages sent to the list the day before. When you reply to a message in a digest e-mail, please be sure to delete the rest of the digest – otherwise it becomes too cluttered. If you sign up for digests, you also will receive any special notices that are sent to the group.

Special Notices – If you select “Special Notices,” you will receive only the special notices that are sent to the group. To read the list’s messages, go to the Yahoo! website page for the list: <http://groups.yahoo.com/group/RadiantDepression> [or substitute “RadiantDepression” with the exact name of whatever list you are wanting to read]. You’ll see the last 4 or so messages on the screen, just click on the message subject name (a link) to read the actual message. To read more messages, click on the word “Messages” on the left side of the screen. You’ll see a list of the most recent, organized by date.

Note: You will also see a “No E-Mail” option in the delivery options. Please do not use this option because we want to be able to contact you if necessary. If you don’t want to receive mail, simply select “Special Notices.”

You can always change your delivery option by going to the list site at yahoogroups.com and clicking on Delivery Options.

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SENDING MAIL TO THE LIST

Be sure you have read the Guidelines (see next page) before you proceed. Here is how to send a message to any of the lists: Either go to the list's page at the YahooGroup website and click "Post." Or, if you are using an e-mail message program like Outlook, type up your message to the group and in the "To" box, put [NameOfList@yahoogroups.com – be sure to substitute the actual name of your list for "NameOfList," for example: RadiantDiabetes@yahoogroups.com]

MESSAGE ARCHIVE – IT'S ALL THERE!

If you ever suspect that you have missed an e-mail, or if you want to see what the group was talking about before you joined, the e-mail archive contains all the e-mails that have been sent since the list was set up. You can get an idea of some of the discussions we've had by reading through the archives for each group, which can be found by going to the group's main page at Yahoo!:

Once you get to the page, click on "Messages." There is a lot to be found. Start by poking around. If you find a *thread* you like, follow it. If you find a topic you like, you can investigate further by using the search function. The more you play with the archives, the easier this will become.

REMOVING YOURSELF FROM THE LIST

To remove yourself from any of the lists, go to the group's main page at Yahoo! and click "Leave Group," which is on the right side of the screen. When you click on this button, you will no longer be on the e-mail list, you will no longer get e-mails, and you will no longer have access to the e-mail archives.

I hope you find these instructions helpful, but in case you get stuck, feel free to send an e-mail to: help@radiantrecovery.com.

GUIDELINES FOR RADIANT RECOVERY E-MAIL LISTS

Please remember that all of the Radiant Recovery and E-mail lists are public spaces – whatever you share will be read by everyone on the list, not just the person you are responding to.

We created some guidelines for our list members to follow when participating in our community. I work very hard to keep all the lists safe, helpful, and fun.

The following guidelines – "Rules of the Road" – will help you understand my expectations for the tone and style of meeting and talking with people in the

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Radiant Recovery program. Again, all with the intention of keeping the lists safe, enjoyable, and useful for you.

Please read these guidelines before you send mail to the list. Don't just glaze over now <smile>. Actually read these guidelines carefully so that you know what is expected of you and what you are agreeing to when you come on board. If you are unwilling to abide by these guidelines, please do not go ahead with your signup. By participating in the lists, you are agreeing to abide by these guidelines. If you have any questions or concerns, please e-mail me at radiantkd@mindspring.com.

1. Messages go to Everyone

When you send a note to the list, it goes out to everyone on the list. This may seem confusing at first, but as you work with it, you will start to see the wonderful dynamic of our shared *dialogue*.

2. Double Check that "To" Address

Who are you are sending your message to? BEFORE hitting the send button, check and make sure it's going where you want it to go. You can end up with egg on your face if you send what you intend as a private message to the entire list.

3. Respect Others' Privacy

You may find that you know someone on the list and you learn about some pretty personal information. Be as respectful of privacy as you would like to be respected. Please don't forward a personal message to the list, even if the message is from a member, without clearing it through the owner first. Get permission from the author of any post BEFORE forwarding it to a non-member or sharing it with the forum or another list [most people are happy to give such permission].

4. The Subject Says it All

Make sure the subject line tells what is in the message. If you are responding to a digest, change the subject line BEFORE you hit send <smile> If the subject has changed throughout the thread, change the subject line <smile> so that folks can see what the conversation is about.

5. Declutter Your Message

When replying to a previous post, please only keep the sentence or two you are replying to, and delete everything else. If you need help learning how to do this, please ask - we can help!

6. Respect Each Other

As I am sure you realize from the books, I want to create a tone of acceptance, tolerance and compassion on all the radiant recovery lists. I know you will participate in this. I do not tolerate *flaming* on any of our lists. [If you are new to the internet, flaming is nasty comments made to someone about something they did or said.]

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7. No Ads/Religion/Politics

We do not allow anyone to promote their political or religious views, or any other product or program on the Radiant Recovery lists, either directly or via a signature tagline. Our goal is to stay on topic and to keep the discussion safe for our very diverse community. SPAM is strictly prohibited and all spammers will be banned and removed from the list. [SPAM is unsolicited e-mail advertising.]

8. No Virus Warnings

Please do not send virus warnings to the list. If the message says to send to as many people as you can, it is probably a hoax. A good site to check out viruses and hoaxes is: <http://www.symantec.com/avcenter/index.html>

9. No Phone Numbers

Never include your phone numbers in a post to the list. Remember this is a public place <smile> and we want to keep you safe.

10. Give Proper Credit

If you quote something that was written by someone else, always quote the source. Since I am a published author, honoring copyright is very important to me.

11. E-mail Delivery Options

Because we sometimes need to send out a special message from the moderator that everyone needs to see, we don't allow people to set their delivery options to No E-mail. You can set your delivery options to Individual E-mails, Daily Digest, or Special Notices. Special Notices is like No E-mail, except you will receive occasional announcements. For those on Individual E-mails and Daily Digest, you will also get special notices whenever they are sent.

12. These Rules are for Your Benefit

By continuing your subscription to the list, you are agreeing to these guidelines. I do reserve the right to review or remove your list membership if you are unwilling to abide by these guidelines. If you have any questions or concerns, please e-mail me at radiantkd@mindspring.com.