Workshop Preparation

During the workshop, you will need to provide some information about which you may not have thought before. If you prepare this ahead of time, you will be able to get a lot more done in the workshop. I have provided examples of the materials I developed for the Class of '56 which you can use as a starting point. Please look it over and, ideally, prepare what you will use.

Mail Group Setup

To set up a Yahoo mail group (aka listserv), you will need to provide some messages for your subscribers. During the setup process, Yahoo will ask for them. Below I have shown the text I wrote for the Culver Class of '56 group, CMA56. The audience for all the messages will be your group subscribers. The content is entirely at your discretion.

You will also need to specify your group's name. This will be used in several ways by Yahoo. Choose a name that will be easy for your members to remember, as it will be a part of group's e-mail address to which any member sends messages. I chose CMA56.

Group Name

CMA56

Yahoo Mail Group Home Page Message

Web Address: This is the Yahoo URL for your mail group, where subscribers can search the message archive, change their member profiles and use optional features you choose to enable.

http://groups.yahoo.com/group/**CMA56**

Title:

For Culver Military Academy Class of 56

Description:

This list is for the exclusive use of members of Culver Military Academy Class of 1956.

As a subscriber to this list, please use it freely and enjoy the connection it provides to your classmates.

Also join the CMA56 Group at Flickr (http://www.flickr.com/) to see lots of photos of CMA Class of '56.

Related Link: If you have a website, put its URL here

http://www.cma56.com

Subject Tag and Footer
Appears in all group postings and digests delivered to members.

Subject Tag: This will appear in the subject line of each e-mail message from the group.

{CMA56}

Footer: This will appear at the end of each e-mail message from the group, along with some Yahoo-provided messages over which you have no control.

NOTE: YOU CAN STAY SUBSCRIBED AND CHOOSE TO NOT RECEIVE MESSAGES - THEY ARE AVAILABLE TO READ AT YOUR LEISURE ON THE eGroups WEBSITE, at: http://groups.yahoo.com/group/CMA56/messages
To change your profile or e-mail address, log on to http://www.egroups.com/mygroups.

We have lots of photos posted to the CMA56 Group on Flickr. You'll find it at http://www.flickr.com/ You can only see our photos if you join - drop Skip Ross a line for an invitation.

Don't forget to visit the CMA Class of '56 web site from time to time. It is at: http://www.cma56.com

Welcome Message:
This message is sent to members when they join your group.

Hello CMA Class of 1956 member,
Welcome to the CMA56 e-mail group (a single e-mail address which you can use to send a message to all subscribed class members without having all their individual e-mail addresses). You can post messages to the group members, read messages posted by others, and reply to posted messages.

You may be interested in knowing that Yahoo maintains a web site with a variety of group-related features. Your use of their web site is optional. Use of the Yahoo web site is not a prerequisite for posting/receiving messages. The URL for the Yahoo site is: http://groups.yahoo.com/mygroups

I hope you will find this e-mail group useful and enjoyable to use.

Regards,
Skip Ross '56 -- List moderator

Inviting Mail Group Members

After you have set up your mail group, you will invite people to join it. Yahoo provides a screen on which you enter each potential member's e-mail address and name, as well as an invitation message. Below I have shown the text I use for the Culver Class of '56 group.

Mail Group Invitation Message

Dear classmate,

Welcome to the CMA56 E-mail Group (a single e-mail address which you can use to send a message to all subscribing CMA Class of 1956 members without having all their individual e-mail addresses). You can post messages to the group, read messages posted by others, and reply to posted messages.

As a new member or one whose e-mail address has recently changed, this is an invitation to subscribe this address to the group. I would accept this invitation by clicking the button to log into the Yahoo web site and establishing a profile, giving you a password so that you can search the e-mail messages from the past.

If you do not care to be included in the mail group, simply ignore this invitation.

To start sending messages to this group, once you have accepted the invitation, address them to: CMA56@yahoogroups.com

Should you ever want to unsubscribe from this group, simply send an e-mail message to : CMA56-unsubscribe@yahoogroups.com - no subject or content are required.

You may be interested in knowing that Yahoo maintains a web site with a variety of group-related features. Your use of their web site is optional. Use of the Yahoo web site is not a prerequisite for posting/receiving messages. The URL for the Yahoo site is: http://groups.yahoo.com/

I have posted a procedure for signing up for the web site in case you ever have difficulty. You can find it at: http://www.closereach.com/egroups.html

I hope you will find this E-mail Group useful and enjoyable to use.

Regards,
Skip Ross   --   List moderator

Web Site Design

Web Site Hosting Alternatives

	Culver Connect	Yahoo GeoCities Free	Yahoo GeoCities Plus l Pro	Yahoo Web Hosting
Cost	Free	Free	$5/mo l $9/mo	$12/mo
Ads	No	Yes	No	No
Tools	Template, HTML Wizard	Template, PageBuilder	Same + 3rd Party Tools	SiteBuilder + 3rd Party Tools
URL*	alumni.culver.org/ web sites/web siteView.asp? web siteId=*2*	www.geocities. com/*yourname*	Free Domain Name, e.g. *www.cma56.com*	Free Domain Name, e.g. *www.cma56.com*
Size	5 pages No size limit	15 MB	500 MB l 2 GB	5 GB
Upgradable	No	Yes	Yes	Yes
* Note: You can reserve a domain name for <$10/year and have it automatically link to any URL.				

There are many services that will host your web site. Free ones tend to be ad-supported and limited. Charges for a fairly elaborate site are reasonable, but it is a monthly or annual charge for as long as the site exists. The table above features Yahoo's products because they are highly rated and I am most familiar with them. A Google search on web site hosting service returns >200,000,000 hits, so there are lots of alternatives. It's probably not worth a lot of time trying to optimize the choice.

Culver Connect offers a very nice starter capability. If you want to just establish a web presence. it is a good option. Unlike the Yahoo products, Culver Connect doesn't provide a natural upgrade path.

Unless you are looking for a totally zero-cost solution, I recommend registering a domain name. Once you have it, it is yours forever unless you let it lapse. No matter how you start your web site, you can link to it from your domain name, so the only URL you need to publish is that domain name, and it need never change. If you change hosting services in the future, just change

the link - no need to notify everyone that uses the web site. I have had a good experience using Yahoo as my domain name registrar - their prices are good, and they often run specials that make them excellent. With their paid hosting services, the domain name is free. To see what Yahoo is offering, go to **www.yahoo.com** and follow the links to either **GeoCities** or **Small Business > Domain Names**.