

Hello...

Here are do several things that will help you with google groups:

Step 1) E-mail: If you already have an e-mail address (any e-mail address will work) you may skip this and go to step 2:

1A) If you need to create an e-mail...by choosing Gmail (google mail), you will save some work...so I would recommend that...

1B) To create a Gmail account, start by going to www.google.com

1C) In the upper left-hand corner of the window, click on Gmail

1D) On the right hand side, close to the bottom of the page there will be a link or button to "Create an Account", click on that button/link.

1E) Follow the prompts in the form to create your new Gmail account, this will also create your google account automatically.

Step 2) Google Account: If you already have a Gmail account for your e-mail, you automatically have a google account. I would recommend using that e-mail address for your google group experiences. You may use/create more than one google account with different e-mail addresses if you would like to manage groups that way.

2A) If you plan to use something other than Gmail to create a Google Account, you will need to create the account and verify your e-mail address so that you may see your google groups. Start by going to www.google.com and in the upper right hand corner click on Sign In.

2B) On the right hand side, close to the bottom of the page there will be a link or button to "Create an Account", click on that button/link.

2C) Follow the prompts in the form to create your new google account.

2D) Upon completing this form, you will receive a verification e-mail at your e-mail address. You will need to click on the verification link to complete the process. This happens very quickly, so if you do not see it when you go check it, first try the refresh window button. If it is still not there, check in you junk e-mail folder, sometimes it ends up there. Once this is complete, you will be able to see the google groups you have already joined.

Step 3) Google Groups

3A) There are many features you may use in google groups so explore and enjoy.

3B) Once you have created your google account, be sure to create your profile, you will be able to use this for each group you join.

3C) On the right side of each group window, you will be able to edit your membership. I recommend putting your Correct name in for Nickname in groups that you feel are secure, but only some other nickname for groups that you may not know who is in the group.