

## WVOS Listserv

### **Enrollment Instructions:**

#### **1) Yahoo Email Address**

Because this listserv is part of Yahoo Groups you will need to set yourself up with a Yahoo email account. This is a very simple process that can be completed at Yahoo.com. (Note: You can also setup your new Yahoo email account to forward directly to your preferred email account.)

#### **2) Submit Request**

Email Julie Shroyer ([Julie@wvos.info](mailto:Julie@wvos.info)) your request for enrollment into the listserv and be sure to include your Yahoo email address.

#### **3) Invitation from WVOSlistserv Group**

This invitation will arrive shortly after you have submitted your enrollment request.

#### **4) "Join this group!"**

Once you have opened this email invitation simply select "Join this group!"

#### **5) "Join the group"**

A new window will appear with more detailed information about the group – select "Join the group".

#### **6) "Sign In"**

A new window will appear where you will need to enter your Yahoo ID and Password and then select "Sign In".

#### **7) "Join"**

A new window will appear and unless you are familiar with Yahoo Groups, you will **NOT** make any changes – simply select "Join" at the bottom of the page.

#### **8) "Continue"**

A new window will appear where you will simply select "Continue".

#### **9) "Sign Out"**

CONGRATULATIONS! This new window is YOUR home page to the WVOS listserv. There are many options available to you at this point, but none of them are necessary for your participation. Simply "Sign Out" at the top of the page.

If you should need assistance with setting up your Yahoo account to forward to your preferred email account please contact [admin@wvos.info](mailto:admin@wvos.info).

**WE LOOK FORWARD TO HEARING FROM YOU!**