

Join the Email List (Yahoo) for Caldwell

Caldwell is currently using Yahoo for mass email communications regarding church related activities and messages from our pastor. If you are interested in receiving Caldwell emails, you may join the email list by following the directions below. Please note that the email list is used only for church related announcements; it is not a forum for communication between specific individuals.

Instructions for Joining the Yahoo List

As you work through the instructions, please note there may be some differences in what you see on your screen depending on which internet navigator you use (e.g. Internet Explorer, Safari, Firefox, etc).

1. To join the Caldwell Yahoo list, you must have a Yahoo account. If you already have an account, skip to #2. Setting up a free Yahoo account is easy, and it does not impact any other email provider that you are using.
 - a. Go to www.yahoo.com. On the left side of the homepage, select **GROUPS** from the list of choices.
 - b. On the Groups page, near the top right side, select **New to Groups? Sign Up.**
 - c. You'll be asked to provide basic information and to select an ID and password. Then select **Create Account**. Be sure to remember your ID and password!
 - d. When setting up your account you may be asked to verify the email address to which you want to receive emails. If you already have an email carrier/address that you prefer to use, you may need to select "edit" or "add" to add the address to your profile.
2. Go to www.yahoo.com. On the left side of the homepage, select **GROUPS** from the list of choices. On the right side of the page, click on: **Sign In.**
3. Enter your ID and password. On the bar at the very top of your screen, enter:
Groups.yahoo.com/group/caldwellmemorial/
Please note that if you search on Caldwell Memorial, you will not find the group as it is excluded from the group search function.
4. You will now be on the Caldwell site. On the right side of the screen, click on the blue button that says **JOIN THIS GROUP.**
5. Complete the requested information. Be sure to verify the email address to which you want the Caldwell emails sent (e.g., the email address that you normally use). Make sure that you click on the blue button at the bottom of the page to **JOIN GROUP.**
6. You'll see a message saying that your membership is pending approval. Once approved (usually less than 24 hours), you'll receive an email confirming that you've joined the group.

The email confirming that you are on the Caldwell list will also include the Caldwell site address, and the instructions for sending an email via this site.
7. Feel free to look around on the Caldwell site. You'll find a history of the messages that have been sent and a list of other members on the site.
8. Emails sent via the Caldwell site will come from the following address: CaldwellMemorial@yahogroups.com. If you think you aren't getting the messages, check your trash bin and make sure your spam filter is set to allow this address.
9. If you send a message via the Caldwell site, please be aware that it will go to all email addresses. Such messages should be for church related activities or other appropriate community announcements. If you send messages considered inappropriate, the Site Administrator may contact you. The Administrator has the ability to ban you from the site if deemed necessary.