

# Lancashire Family History & Heraldry Society

## LFHHS Members Forum - E-mail Discussion Group - Guidelines

The Society has set up a members' e-mail discussion group called LFHHS Members Group on Yahoo. The list is restricted to LFHHS members only and is moderated by the Membership Secretary.

Members should note that their email address will be visible on the messages they post, enabling others to reply privately off list.

### Joining

- (1) If you are a BT Internet subscriber or have previously joined Yahoo, go to step (15)
- (2) If you are not registered with Yahoo, go to their website at: [www.yahoo.co.uk](http://www.yahoo.co.uk)
- (3) Click on More Yahoo Sites at the bottom of the left hand list, and then click on Groups
- (4) Click on Sign Up and complete the registration
- (5) You are required to have a Yahoo e-mail address. To receive e-mails from the Group at your usual address, enter that in as your alternative address and verify this when requested.\*
- (6) Click Create your Account
- (7) You have now created a Yahoo Account and been given a Yahoo ID and Yahoo e-mail address. Make a note of the details. Once happy with the details click Continue.
- (8) Note: You will not find the LFHHS Group using the Search box.
- (9) Before proceeding ....
- (10) Yahoo will send you an e-mail to verify your alternative e-mail address. Retrieve this and click the link to verify your address.
- (11) Sign in using your new Yahoo ID and Password
- (12) Click Continue and sign in again.
- (13) You then get an option to receive Group messages either to your Yahoo e-mail address or to your Alternative Address by selecting which one you want as your Primary Address.
- (14) You now have a Yahoo Groups Account.
- (15) To join the LFHHS Members Group, send an ordinary email to <LFHHS\_Members-subscribe@yahoogroups.co.uk> including your Name or Membership Number.
- (16) You will get a message back inviting you to join the LFHHS Members Group. Respond by clicking on the link.

You will have a choice as to whether you wish to join the Group or just the Mailing List. Joining the Group gives you greater access to the Group features. Please include your **Name or Membership Number** in the Comments Box

A message will go to the Membership Secretary to verify your membership. You will receive an email back to confirm that your name has been added to the Group. This may take a few days as it is a manual process and dependent on volunteers' availability.

\* As part of the Yahoo Groups enrolment procedure you have a choice as to which e-mail address you wish to have as your primary address. If the alternative address is not selected and a Yahoo address is not your current one, Group messages will be sent to the Yahoo e-mail address you have just set up, unless you opt to receive them at your normal e-mail address (See (5) above). Post to your Yahoo e-mail address may only be accessible via a Yahoo mailbox on the Yahoo website. You can change to an alternative address at anytime by logging onto Yahoo Groups and selecting "My Account".

### Subscription Options

Members of the Group may select from the following options on the LFHHS Members Group web page:

- Individual Emails
- Daily Digest
- Special Notices
- No Email

To do this go to "My Groups" and "Edit my Groups" and select as appropriate to your needs.

Note: Members will automatically receive all e-mails on joining, by default. You only need to go to the options if you wish to change to another option, eg when going on holiday.

### Leaving (unsubscribing)

Members can leave the Group by sending an e-mail to:  
LFHHS\_Members-unsubscribe@yahoogroups.co.uk

Note: If you are just going on holiday you can select an option in your personal settings on the website not to receive e-mails from the Group for the period you are away. When you return you can change the settings back. This saves you having to subscribe again. To do this:

Go to [www.yahoo.co.uk](http://www.yahoo.co.uk); Click on More Yahoo Sites at the bottom of the left hand list, then click on Groups  
Sign In - At the top of the page  
Type in the box your Yahoo Id and Password  
Click on the relevant Group (if in more than one)  
Click Edit Membership - at the top of the page  
Change your settings.

### **Going on holiday**

If going on holiday and you don't wish to receive e-mails it is suggested you select Web Only. When you return from holiday you will need to repeat the procedure to receive e-mails. You can view the messages you have missed on the Group web page.

### **Sending a message**

You can send a message from your normal email address to:

LFHHS\_Members@yahoogroups.co.uk

Always sign off with your name, and, if you are making a request for information, your location so answers can be tailored to where you are.

You can reply to a Group message in the normal way by using your email 'Reply' function.

NB. As you no doubt appreciate, websites are subject to change and these instructions are current as at June 2011. If you encounter any difficulties with your registration please do not hesitate to contact the LFHHS Group Moderator, by emailing <membership@lfhhs.org.uk>.

## **User Hints**

### **Subject Lines**

The subject line should be sufficient to grab the attention of the reader. This will enable them to open the message as potentially interesting or binning the message as unlikely to be of interest.

Subject lines such as "Family History" or "Help" are not good subject lines. A subject line of "SMITH, Chorley, c1850" will attract those who have an interest in that name and place and the message can be safely rejected by those with no interest.

### **Asking for help**

When asking for help/advice it would be helpful if your location, eg county/country could be mentioned. A member in the locality of the source of information, eg local library, will get a different response to those living overseas or the far corners of the UK.

### **Off-topic Messages**

Only subjects that are "on-topic" should be posted to the Forum; ie they are about Genealogy or Family History. Messages that are "off-topic" should not be posted to this mailing list.

If a topic starts to drift the mailbox moderator will ask for a halt on the topic.

Please do not send "Test messages" to the list. Think about the effect with every member on the list getting a message which has no relevance to anyone. If you have something of interest to post, then post that.

### **Replying to messages**

When replying, it is sometimes useful to retain a part of the original message so that other readers can understand the significance of what you are saying. However, please delete what is not relevant and don't allow long strings to develop in individual e-mails. The strings can be viewed on the Group website.

If the topic might be of general interest, please reply to the list as it is likely that others are interested and, more to the point, it will inform others who can provide advice that the query has been dealt with.

### **Things you may regret saying**

Some messages may irritate, although that was not the intention by the writer. The list should not be used for personal criticism or insinuation which may be regretted later.

David Burgess  
Group Moderator