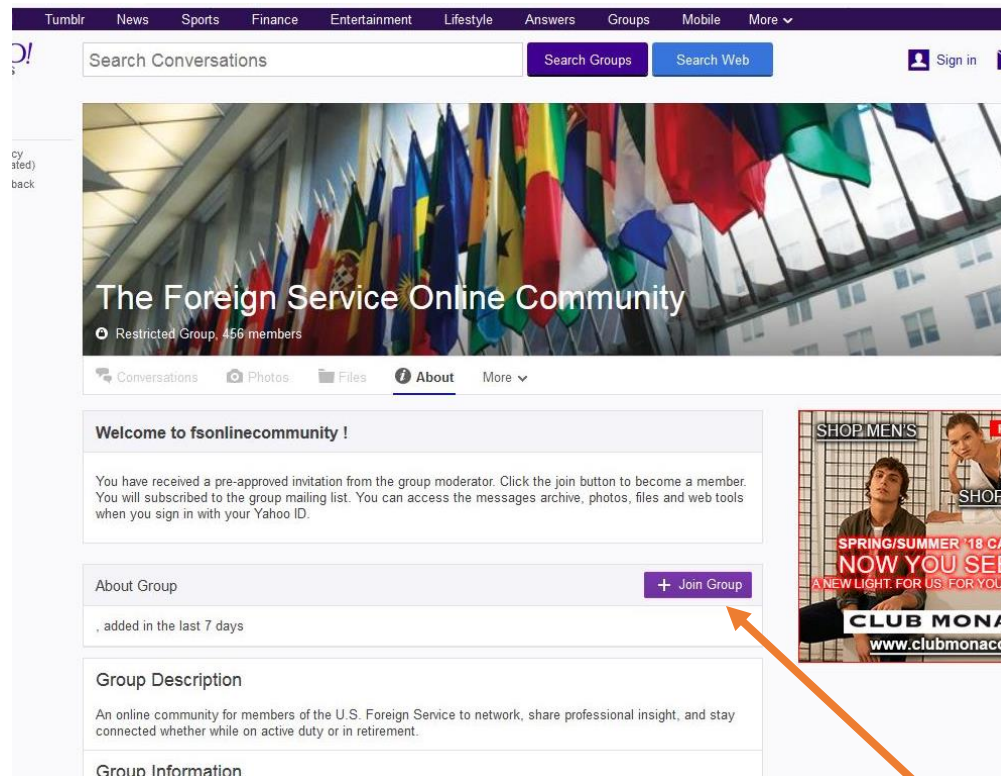


## Joining the Foreign Service Online Community

To join the Foreign Service Online Community, send an email to [FSCommunity@afsa.org](mailto:FSCommunity@afsa.org). Please provide your first and last name and the email address you would like to use.

You will receive an email from Yahoo Groups inviting you to join the FS Online Community. Please click the link in that email to get started.

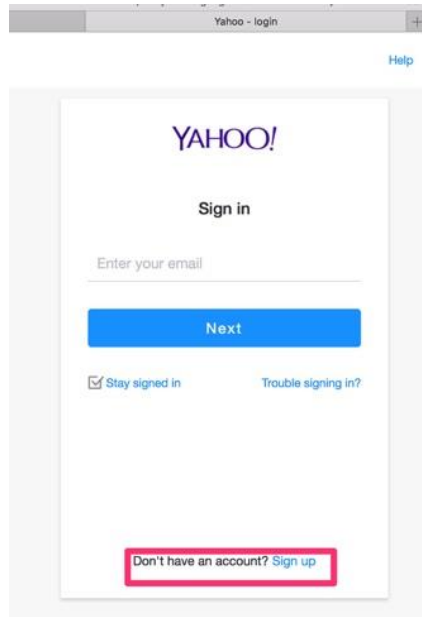
From the Foreign Service Online Community homepage, click the “Join Group” button.



The screenshot shows the Yahoo Groups interface for the 'The Foreign Service Online Community'. At the top, there is a navigation bar with links for Tumblr, News, Sports, Finance, Entertainment, Lifestyle, Answers, Groups, Mobile, and More. Below this is a search bar with 'Search Conversations' and buttons for 'Search Groups' and 'Search Web'. A 'Sign in' button is also visible. The main header features a banner image of various national flags with the text 'The Foreign Service Online Community' and 'Restricted Group, 456 members'. Below the banner are tabs for 'Conversations', 'Photos', 'Files', 'About', and 'More'. The 'About' tab is selected, showing a 'Welcome to fsonlinecommunity !' message. The message states: 'You have received a pre-approved invitation from the group moderator. Click the join button to become a member. You will be subscribed to the group mailing list. You can access the messages archive, photos, files and web tools when you sign in with your Yahoo ID.' Below the message is an 'About Group' section with a '+ Join Group' button highlighted by an orange arrow. The 'Group Description' section reads: 'An online community for members of the U.S. Foreign Service to network, share professional insight, and stay connected whether while on active duty or in retirement.' The 'Group Information' section is partially visible at the bottom. On the right side of the page, there is an advertisement for 'CLUB MONA' with the text 'SHOP MEN'S', 'SHOP', 'SPRING/SUMMER '18 CAN', 'NOW YOU SEE', 'A NEW LIGHT FOR US! FOR YOU!', and 'www.clubmonaco.com'.

On the Sign In which displays you can either log in to an existing Yahoo account (if you have one) or if not, **please select the link at the bottom of the page which says, “Don't have an account? [Sign up](#)”**. You should not fill out any of the other boxes on this page.

*(Please note, that while Yahoo allows users to use a non-Yahoo email address to participate in a Yahoo group, that email address must have a Yahoo ID. You may be familiar with this idea from creating an AppleID which is associated with your personal email when using Apple products. Selecting to “Sign up” is the process for creating a Yahoo ID.)*



On the "Sign Up" page **you will see a link under the email address field which says, "[I'd rather use my own email address](#)".** Please select that link without filling out any of the other fields.

A new sign up form will display that allows you to use your non-yahoo email address. Please complete that form. *(Please note, the password you enter is what you will use on Yahoo and has nothing to do with your other email account.)*

**Sign up**

First name Last name

Email address @yahoo.com

**I'd rather use my own email address**

Password

+1 Mobile phone number

Birth Month Day Year

Gender (optional)

By clicking "Continue", you agree to the [Terms \(Updated\)](#) and [Privacy \(Updated\) Policy](#)

**Continue**

Already have an account? [Sign in](#)

**Sign up**

First name Last name

Your current email address

[I'd rather create a new Yahoo email address](#)

Password

Birth Month Day Year

Gender (optional)

By clicking "Continue", you agree to the [Terms \(Updated\)](#) and [Privacy \(Updated\) Policy](#)

**Continue**

Already have an account? [Sign in](#)

**Complete this form and select "Continue".**

Once you submit this Sign Up form, you will see a message that Yahoo would like to confirm your email address and send an "Account Key" to your email. This is to verify that you own the email account. Select the "Send me an Account Key Button".

**YAHOO!**

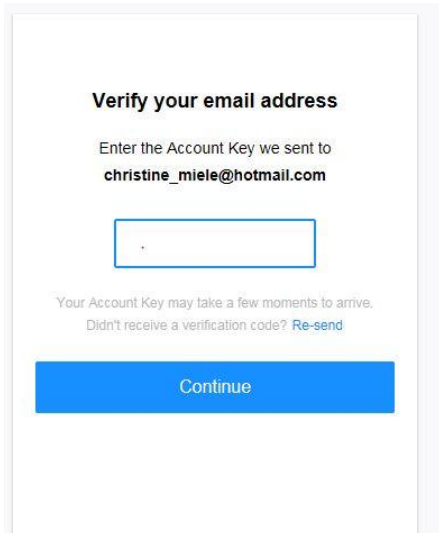
**Verify your email address**

christine\_miele@hotmail.com

We will send you an Account Key to verify you're the owner of this email to get you signed in.

**Send me an Account Key**

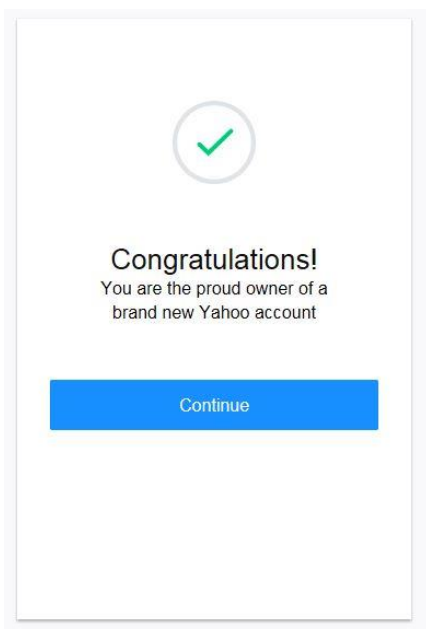
Retrieve the account key from your email account and enter it on the screen and select the “Continue” button.




**Verify your email address**

Enter the Account Key we sent to  
**christine\_miele@hotmail.com**

You will receive a “Congratulations” message. Select the “Continue” button.





**Congratulations!**  
You are the proud owner of a  
brand new Yahoo account

Continue

This will create a Yahoo ID associated with your email address, so you can log into Yahoo and have full access to the FS Online Community group features.

Select “Continue” to return to the group homepage.

On the group homepage a pop-up will display allowing you to complete your group settings. Please complete and select “Send Request”.

Join Group (fsonlinecommunity) [X]

This is a restricted group.

Display Name :   [X]

Yahoo! Alias :  cmockiele2@gmail.com

Email Address :  cmockiele2@gmail.com

Message Delivery :  Individual Email  
 Daily Digest  
 Special Notices  
 No Email

Visual code | Audio code | Help

Type the code shown  [Try a new code](#)

This completes the process. If you have any questions, please email [fcommunity@afsa.org](mailto:fcommunity@afsa.org).