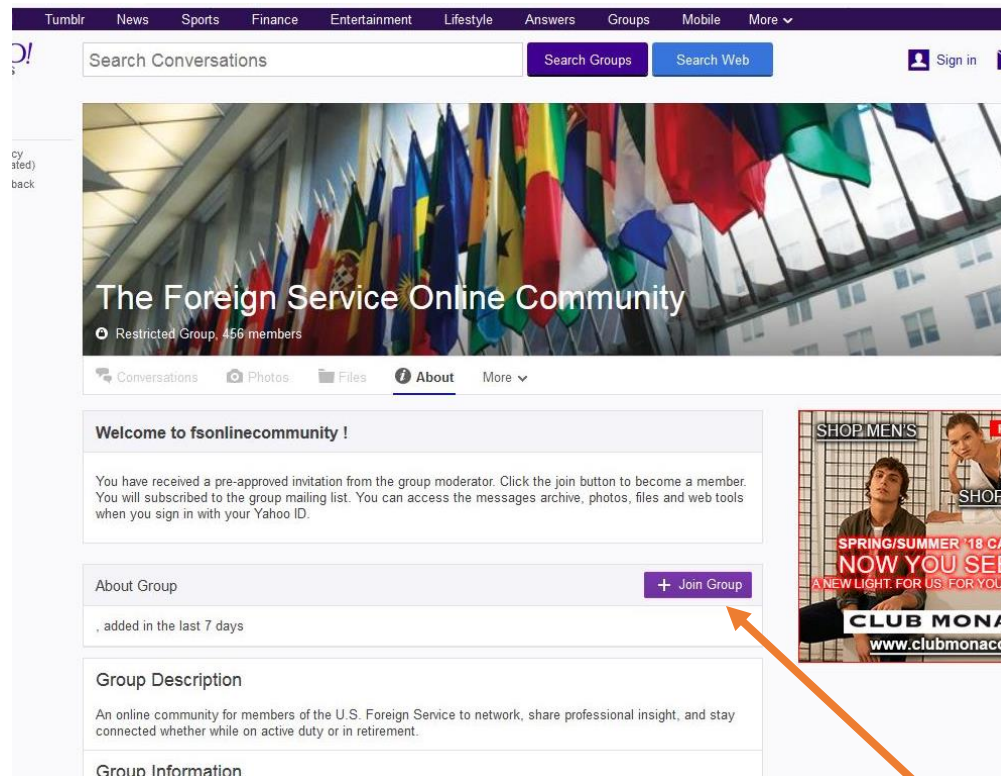## Joining the Foreign Service Online Community

To join the Foreign Service Online Community, send an email to <u>FSCommunity@afsa.org</u>. 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.
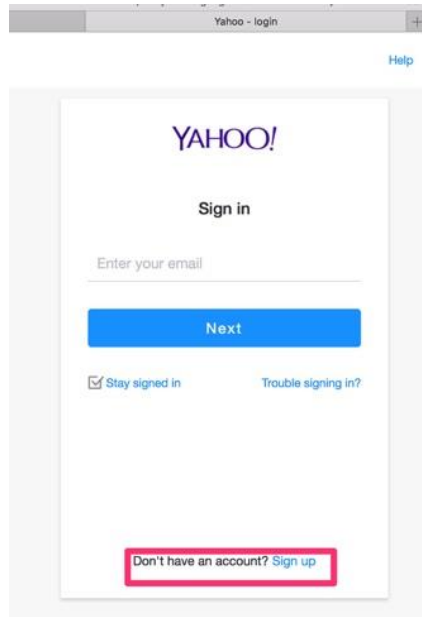
From the Foreign Service Online Community homepage, click the "Join Group" button.

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.*)

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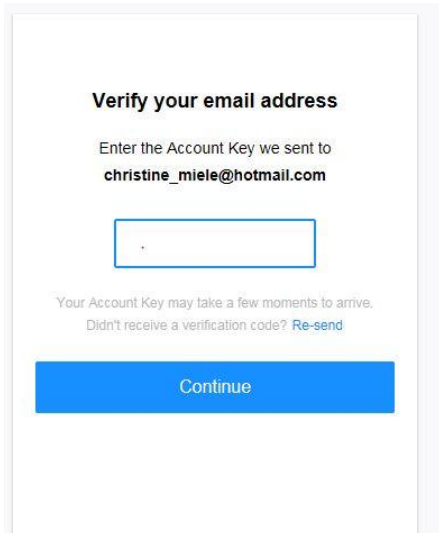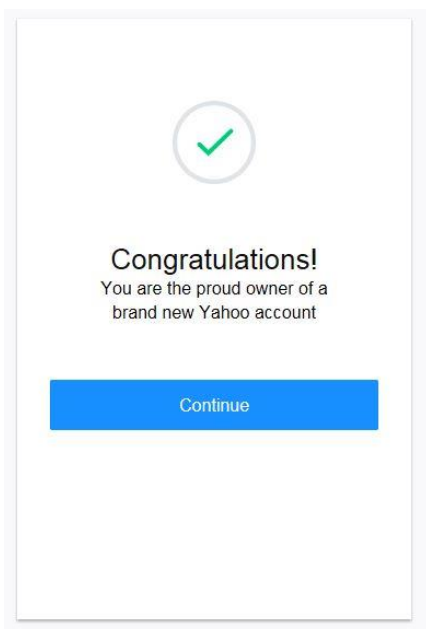
Retrieve the account key from your email account and enter it on the screen and select the "Continue" button.

Verify your email address

Enter the Account Key we sent to
christine_miele@hotmail.com

Your Account Key may take a few moments to arrive.
Didn't receive a verification code? Re-send

Continue

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".

This completes the process. If you have any questions, please email fscommunity@afsa.org.