

## Creating and Securing a Yahoo! Group

*The following document takes you step by step through the process of first creating a Yahoo! Group, and then ensuring that it is secure. A secure group is one where no-one who is not a member of the group can access any information, and no one can join without an invitation.*

*Where possible, we have provided screen shots of the process. Note, however, that information in fields in these screen shots are examples of the appropriate information, not the information you yourself must fill in!*

*If at any stage you have any problems, either contact Yahoo! Direct, or email us at [pbm@harlequingames.com](mailto:pbm@harlequingames.com) for advice.*

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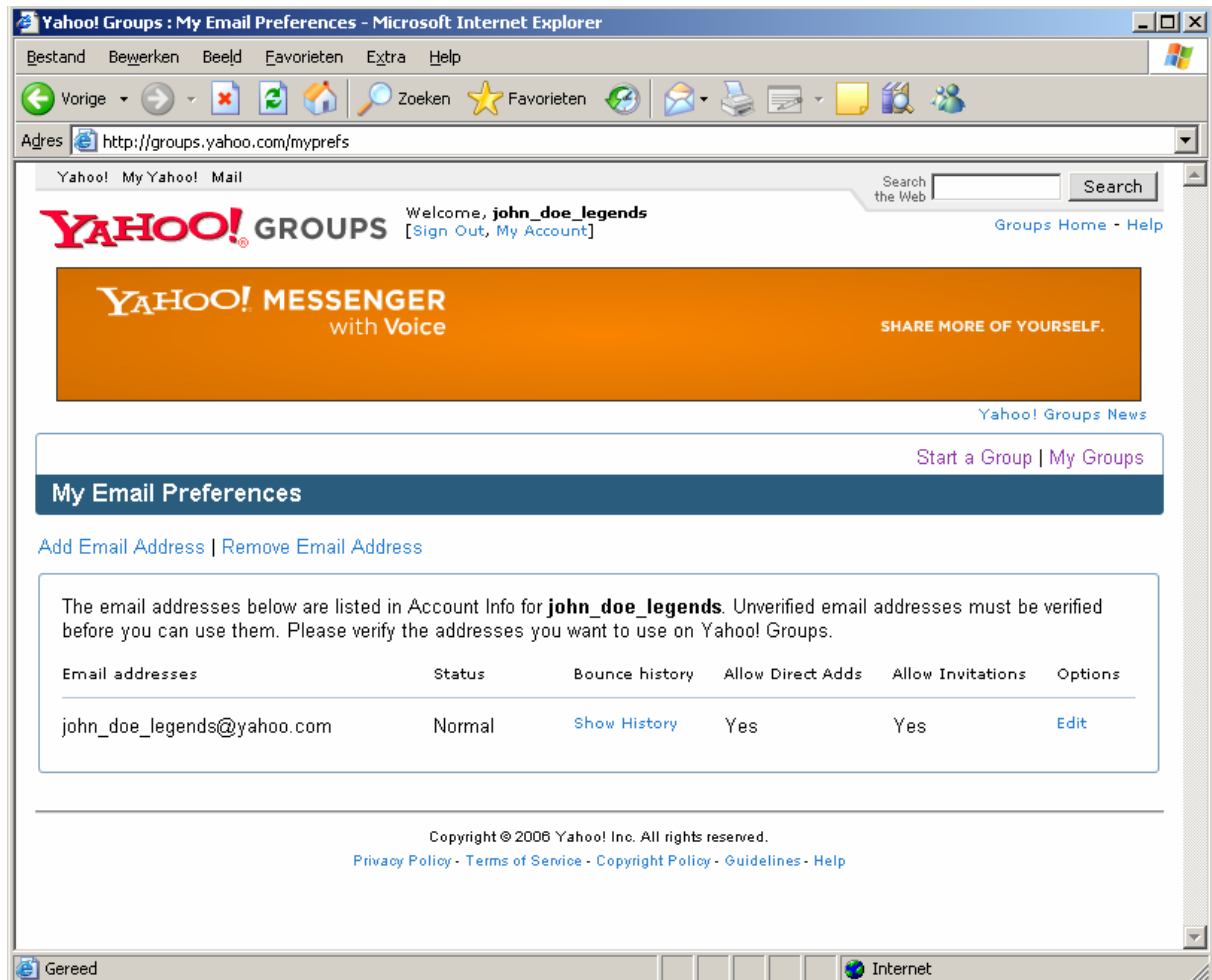
## Part 1: Creating a Yahoo! Group

### Step 1

- Sign in to “Yahoo! Groups”.

### Step 2

- Click on the “Start a Group” link at the right of the screen near the top.



The screenshot shows a Microsoft Internet Explorer browser window displaying the Yahoo! Groups 'My Email Preferences' page. The browser's address bar shows the URL <http://groups.yahoo.com/myprefs>. The page header includes the Yahoo! Groups logo, a welcome message for 'john\_doe\_legends', and a search bar. Below the header is a large orange banner for 'YAHOO! MESSENGER with Voice' with the text 'SHARE MORE OF YOURSELF.' and a link to 'Yahoo! Groups News'. A navigation bar contains links for 'Start a Group' and 'My Groups'. The main content area is titled 'My Email Preferences' and includes links for 'Add Email Address' and 'Remove Email Address'. A text block explains that the listed email addresses are for 'john\_doe\_legends' and must be verified. Below this is a table with columns for 'Email addresses', 'Status', 'Bounce history', 'Allow Direct Adds', 'Allow Invitations', and 'Options'. The table contains one row for the email address 'john\_doe\_legends@yahoo.com' with a status of 'Normal', a 'Show History' link, and 'Yes' for both 'Allow Direct Adds' and 'Allow Invitations'. The page footer includes copyright information for 2006 and links for 'Privacy Policy', 'Terms of Service', 'Copyright Policy', 'Guidelines', and 'Help'.

Yahoo! Groups : My Email Preferences - Microsoft Internet Explorer

Bestand Bewerken Beeld Favorieten Extra Help

Vorige Zoeken Favorieten

Adres <http://groups.yahoo.com/myprefs>

Yahoo! My Yahoo! Mail

Welcome, **john\_doe\_legends**  
[Sign Out, My Account]

Search the Web Search

Groups Home - Help

YAHOO! MESSENGER with Voice

SHARE MORE OF YOURSELF.

Yahoo! Groups News

Start a Group | My Groups

My Email Preferences

[Add Email Address](#) | [Remove Email Address](#)

The email addresses below are listed in Account Info for **john\_doe\_legends**. Unverified email addresses must be verified before you can use them. Please verify the addresses you want to use on Yahoo! Groups.

Email addresses	Status	Bounce history	Allow Direct Adds	Allow Invitations	Options
john_doe_legends@yahoo.com	Normal	<a href="#">Show History</a>	Yes	Yes	<a href="#">Edit</a>

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Gereed Internet

### Step 3

- The first thing you have to do is select a category for your group. Since this does not affect the group's security very much, assuming you are creating a group for a PBM game I'd suggest placing it under: Games > Play By Mail. To do this, first click on the "Games" group, then on "Play By Mail".

Yahoo! Groups : Start a Group - Microsoft Internet Explorer

Bestand Bewerken Beeld Favorieten Extra Help

Vorige Zoeken Favorieten

Adres <http://groups.yahoo.com/start>

Yahoo! My Yahoo! Mail

Welcome, **john\_doe\_legends**  
[Sign Out, My Account]

Search the Web Search

Groups Home - Help

Yahoo! Groups News

Start a Group | My Groups

**Start a Group**

1 Categorize 2 Describe 3 Select Profile

**Step 1 of 3: Select a Yahoo! Groups Category**

Browse or search for the category that best describes your group. Please be as specific as possible when selecting the category. Groups containing sexual content must be placed under the [Romance and Relationships > Adult](#) category.

Search Group Categories:  GO

OR

**Browse Group Categories**

- [Business & Finance](#)
- [Computers & Internet](#)
- [Cultures & Community](#)
- [Entertainment & Arts](#)
- [Family & Home](#)
- [Games](#)
- [Government & Politics](#)
- [Health & Wellness](#)
- [Hobbies & Crafts](#)
- [Katrina](#)
- [Music](#)
- [Recreation & Sports](#)
- [Regional](#)
- [Religion & Beliefs](#)
- [Romance & Relationships](#)
- [Schools & Education](#)
- [Science](#)

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<http://groups.yahoo.com/start?stage=1&sub=/Games&referrer=%2Fmygroups> Internet

#### Step 4

- When you have chosen a category that you are happy with, click on the “Place my group here” button.

Yahoo! My Yahoo! Mail

Search the Web  Search

**YAHOO! GROUPS** Welcome, **john\_doe\_legends**  
[Sign Out, My Account] [Groups Home](#) - [Help](#)

[Yahoo! Groups News](#)

Start a Group | [My Groups](#)

**Start a Group**

1 Categorize 2 Describe 3 Select Profile

**Step 1 of 3: Select a Yahoo! Groups Category (Continued)**

Browse or search for the category that best describes your group. Please be as specific as possible when selecting the category. Groups containing sexual content must be placed under the [Romance and Relationships > Adult](#) category.

Search Group Categories:  GO

OR

**Browse Group Categories**

[Top](#) > [Games](#) > **Play By Mail**

**Select a more specialized subcategory**

· [Email Chess](#)

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Internet

## Step 5

- In the next screen you need to choose the group's name. You can choose a name that is appropriate for the group's purpose, or you can choose a name that has nothing at all to do with the group, so no one could discover it by attempting to guess your group's name.
- Choose the group's email address. This is usually the same as the group's name.
- Add a description of the group if you wish.
- Click on "Continue".

The screenshot shows a Microsoft Internet Explorer browser window displaying the Yahoo! Groups 'Start a Group' page. The browser's address bar shows the URL: `http://groups.yahoo.com/start?stage=2&catn=1600057088&hide=0&referer=%2Fmygroups&start=Place+my+group+here`. The page header includes the Yahoo! logo, the text 'YAHOO! GROUPS', and a welcome message for 'john\_doe\_legends'. A search bar is visible in the top right corner. The main content area is titled 'Start a Group' and features a progress indicator with three steps: '1 Categorize', '2 Describe' (the current step), and '3 Select Profile'. Below the progress indicator, the page is titled 'Step 2 of 3: Describe Your Group'. The form contains three sections: 'Group Name' with a text input field containing 'A\_Secure\_Legends\_Group' and an example 'The Coolest Group'; 'Enter Your Group Email Address' with a text input field containing 'A\_Secure\_Legends\_Group@yahoogroups.com' and an example 'coolestgroup or coolest\_group'; and 'Describe Your Group' with a large text area containing 'My secure legends group description.' and a character count of '1964 characters left, 2000 characters max'. At the bottom of the form are 'Continue' and 'Cancel' buttons. The footer of the page includes copyright information for 2006 Yahoo! Inc. and links to 'Privacy Policy', 'Copyright/IP Policy', 'Terms of Service', 'Guidelines', and 'Help'.

Yahoo! Groups : Start a Group - Microsoft Internet Explorer

Bestand Bewerken Beeld Favorieten Extra Help

Vorige Zoeken Favorieten

Adres `http://groups.yahoo.com/start?stage=2&catn=1600057088&hide=0&referer=%2Fmygroups&start=Place+my+group+here`

Yahoo! My Yahoo! Mail Search the Web Search

YAHOO! GROUPS Welcome, john\_doe\_legends [Sign Out, My Account] Groups Home - Help

Yahoo! Groups News Start a Group | My Groups

Start a Group

1 Categorize 2 Describe 3 Select Profile

Step 2 of 3: Describe Your Group

Group Name

This name will appear on your Group page and in search results.

Example: The Coolest Group

Enter Your Group Email Address

This email address is for your group. When you send a message to this address, all members of your group will receive a copy. (60 characters maximum, no spaces or special characters allowed)

@yahoogroups.com

Example: **coolestgroup** or **coolest\_group**

Describe Your Group

This description will appear at the top of your Group page.

Text or HTML, 1964 characters left, 2000 characters max

Continue Cancel

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Internet

## Step 6

- To finalise the group's creation you need to complete the word verification.
- Click on "Continue".

Yahoo! Groups : Start a Group - Microsoft Internet Explorer

Bestand Bewerken Beeld Favorieten Extra Help

Vorige Zoeken Favorieten

Adres <http://groups.yahoo.com/start>

Yahoo! My Yahoo! Mail

Welcome, **john\_doe\_legends**  
[Sign Out, My Account]

Search the Web Search

Groups Home - Help

Yahoo! Groups News

Start a Group | My Groups

### Start a Group

1 Categorize 2 Describe 3 Select Profile

#### Step 3 of 3: Select your Yahoo! Profile and Email Address

**Email Address**

If you choose to receive group messages by email, they will be sent to the email address you select below.

john\_doe\_legends@yahoo.com

**Yahoo! Profile**


The profile you select will be used when other members want to learn more about you, or communicate with you via Yahoo! Messenger.

Member	Real Name	Gender	Age
john_doe_legends	(Not Provided)	(Not Provided)	(Not Provided)

[Create new profile](#)

**Word Verification**

Enter the text as it is shown in the box below. This step helps Yahoo! prevent automated registrations.



If you can not see this image [click here](#).

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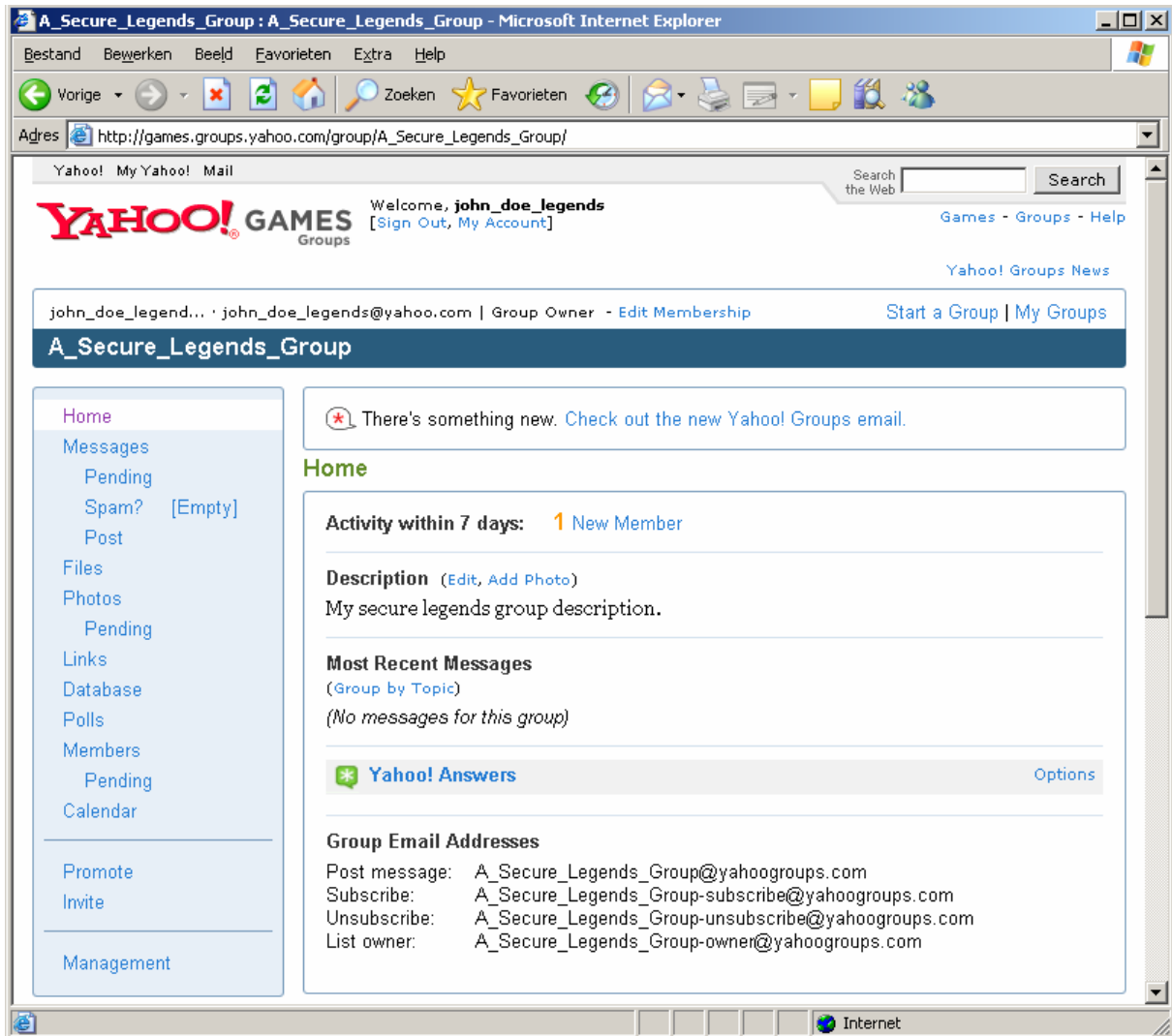
Gereed Internet

This completes the creation of your yahoo groups account!

## Part 2: Securing a Yahoo! Group

### Step 1

- Log in to your Yahoo! Groups account
- Go to your group's main page
- Click on the "Management" link at the bottom left hand side of the page.



## Step 2

- Click on the “Description & Appearance” link, under “Group Settings”.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Yahoo! Games Groups Management page for the group 'A\_Secure\_Legends\_Group'. The browser's address bar shows the URL: [http://games.groups.yahoo.com/group/A\\_Secure\\_Legends\\_Group/manage](http://games.groups.yahoo.com/group/A_Secure_Legends_Group/manage). The page header includes the Yahoo! logo, the user's name 'john\_doe\_legends', and a search bar. Below the header, there are several promotional banners for 'Get ready for back to school' and 'YAHOO! SHOPPING'. The main content area is titled 'Management' and is divided into three columns. The left column contains a navigation menu with links for Home, Messages, Files, Photos, Links, Database, Polls, Members, and Management. The middle column, titled 'Pending Tasks', shows that there are no pending messages or members. The right column, titled 'Group Settings', contains links for 'Description & Appearance', 'Membership', 'Web Tools', and 'Messages'. Below the 'Group Settings' section, there is a 'Delete Group' section with a 'Delete' link. At the bottom of the page, there is a message about improved Yahoo! Groups email.

**A\_Secure\_Legends\_Group : Management - Microsoft Internet Explorer**

Bestand Bewerken Beeld Favorieten Extra Help

Vorige Zoeken Favorieten

Adres [http://games.groups.yahoo.com/group/A\\_Secure\\_Legends\\_Group/manage](http://games.groups.yahoo.com/group/A_Secure_Legends_Group/manage)

Yahoo! My Yahoo! Mail Search the Web Search

WELCOME, john\_doe\_legends [Sign Out, My Account] Games - Groups - Help

Cell Phones Girls Clothing Laptops Boys Clothing Digital Cameras

Get ready for back to school. Stock up on everything you need.

YAHOO! SHOPPING Enter your search Search Shopping

john\_doe\_legends... john\_doe\_legends@yahoo.com | Group Owner - Edit Membership Start a Group | My Groups

**A\_Secure\_Legends\_Group**

Home Messages Pending Spam? [Empty] Post Files Photos Pending Links Database Polls Members Pending Calendar Promote Invite Management

**Management** Management Help

**Pending Tasks**

Members: No Pending  
Messages: No Pending  
Spam?: No Pending

Pending messages and members require your approval before they can be displayed to your group members.

**Group Activity**

Memberships Web Features  
Moderator Activity Message Posts  
Email Commands

The activity area allows you to keep track of group activity, including email messages, membership changes, web feature usage and changes to the group's settings.

**Group Settings**

Description & Appearance Membership Web Tools  
Messages

The settings area enables you to edit your group description, posting options, feature access, and other important settings.

**Delete Group**

Delete

Deleting a group will permanently remove it from Yahoo! Groups.

We've improved Yahoo! Groups email. [Learn more](#) and then let the rest of your group in on these great changes.

Gereed Internet

### Step 3

- Click on “(Edit)” link of the “Description” section.

The screenshot shows the Yahoo! Groups settings page for the group 'A\_Secure\_Legends\_Group'. The browser is Microsoft Internet Explorer. The page header includes the Yahoo! Games Groups logo and a welcome message for 'john\_doe\_legends'. A navigation menu on the left lists various group features like Home, Messages, Files, Photos, Links, Database, Polls, Members, and Calendar. The main content area is titled 'Group Settings < Back to Management' and contains several sections:

- Web Address (Edit):** Web Address: [http://groups.yahoo.com/group/A\\_Secure\\_Legends\\_Group](http://groups.yahoo.com/group/A_Secure_Legends_Group)
- Description (Edit):** Title: A\_Secure\_Legends\_Group; Description: My secure legends group description.; Related Link: (None selected); Primary Language: English; Listing Type: Not listed in Yahoo! Groups directory
- Category (Edit):** This category determines where listed groups appear in the directory. Unlisted groups are not visible in the directory. Category: Games > **Play By Mail**
- Colors and Photo:** Includes color selection for Header, Tab, Border, Left, Highlight, and Background, and a section for adding a group photo.

At the bottom of the page, there is a 'Yahoo! Groups Tips' section with a 'Did you know...' message and a 'Yahoo! 360°' link. The browser's status bar shows 'Gereed' and 'Internet'.

## Step 4

- Make sure that your Listing type is set to “Not listed” (at the bottom of the page).
- Click on the “Save Changes” button. This will send you back to the “Group settings” page.

The screenshot shows the Yahoo! Groups settings page for the group 'A\_Secure\_Legends\_Group'. The browser is Microsoft Internet Explorer, and the address bar shows the URL: [http://games.groups.yahoo.com/group/A\\_Secure\\_Legends\\_Group/settings?mode=10](http://games.groups.yahoo.com/group/A_Secure_Legends_Group/settings?mode=10). The page header includes the Yahoo! Games logo and a welcome message for 'john\_doe\_legends'. A navigation menu on the left lists various group features like Home, Messages, Files, and Management. The main content area is titled 'Group Settings' and contains several form fields: 'Title' (set to 'A\_Secure\_Legends\_Group'), 'Description' (set to 'My secure legends group description.'), 'Related Link', and 'Primary Language' (set to 'English'). At the bottom, the 'Listing Type' is set to 'Not listed in Yahoo! Groups directory'. There are 'Save Changes', 'Reset', and 'Cancel' buttons at the top right and bottom right of the settings form.

## Step 5

- In the “Group Settings” page click on the “< Back to Management” link to go to the management page.
- In the management page, click on the “Messages” link in the “Group Settings” section.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Yahoo! Groups Management page for the group 'A\_Secure\_Legends\_Group'. The browser's address bar shows the URL: [http://games.groups.yahoo.com/group/A\\_Secure\\_Legends\\_Group/manage](http://games.groups.yahoo.com/group/A_Secure_Legends_Group/manage). The page header includes the Yahoo! logo, the user's name 'john\_doe\_legends', and a search bar. Below the header, there are several promotional banners for 'Get ready for back to school.' and 'YAHOO! SHOPPING'. The main content area is titled 'Management' and features a sidebar with navigation links: Home, Messages (Pending, Spam? [Empty], Post), Files, Photos (Pending), Links, Database, Polls, Members (Pending), Calendar, Promote, and Invite. The 'Management' section is highlighted. The main content area is divided into three columns: 'Pending Tasks' (Members: No Pending, Messages: No Pending, Spam?: No Pending), 'Group Activity' (Memberships, Web Features, Moderator Activity, Message Posts, Email Commands), and 'Group Settings' (Description & Appearance, Membership, Web Tools, Messages). The 'Group Settings' section includes a 'Delete Group' button and a warning that deleting a group will permanently remove it from Yahoo! Groups. At the bottom, there is a message: 'We've improved Yahoo! Groups email. [Learn more](#) and then let the rest of your group in on these great changes.'

## Step 6

- Click on “(Edit)” in the “Posting and Archives” section.

The screenshot shows a Microsoft Internet Explorer browser window displaying the settings page for the Yahoo! Group "A\_Secure\_Legends\_Group". The address bar shows the URL: [http://games.groups.yahoo.com/group/A\\_Secure\\_Legends\\_Group/settings?mode=8](http://games.groups.yahoo.com/group/A_Secure_Legends_Group/settings?mode=8). The page header includes a navigation menu with options like "Home", "Messages", "Pending", "Spam?", "Post", "Files", "Photos", "Links", "Database", "Polls", "Members", and "Calendar". The "Management" section is highlighted. The main content area is titled "Group Settings" and includes sections for "Email Address", "Subject Tag and Footer", "Posting and Archives", and "Scheduled Messages".

**Group Settings** < [Back to Management](#) [Group Settings Help](#)

**Email Address (Edit)**  
Group Email: [A\\_Secure\\_Legends\\_Group@yahoo.com](mailto:A_Secure_Legends_Group@yahoo.com)

**Subject Tag and Footer (Edit)**  
Appears in all group postings and digests delivered to members.  
Subject Tag: [\[A\\_Secure\\_Legends\\_Group\]](#)  
Footer: *(No custom footer)*

**Posting and Archives (Edit)**  
Posting Options  
Who can post: [Members](#)  
Reply-to: [All members](#)  
Moderation: [Unmoderated](#)  
Attachments: [Distribute](#)  
[What's This?](#) Spam Filtering: [On](#)  
Archive Options  
Access: [Members](#)

**Scheduled Messages**  
These messages are automatically sent to members using the schedule specified. You can add, edit, or delete these files in your group's [Files](#) section.

Time Interval	Message Sent
<i>(No messages have been selected. To add messages go to the <a href="#">Files</a> section)</i>	

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## Step 7

- Here you need to change the following settings:
  1. Set “Who can post” to “Members”
  2. Set “Archive Options” to “Members”
- Click on the “Save Changes” button. This will send you back to the “Group settings” page.

The screenshot shows the Yahoo! Games Groups settings page for the group 'A\_Secure\_Legends\_Group'. The user is logged in as 'john\_doe\_legends'. The page is titled 'Group Settings' and has a 'Group Settings Help' link. The 'Posting Options' section contains a table with the following settings:

Who can post	Reply-to	Moderation	Attachments	Spam Filtering
<input type="radio"/> Anyone	<input checked="" type="radio"/> All members	<input checked="" type="radio"/> Unmoderated	<input checked="" type="radio"/> Distribute	<input type="radio"/> Off
<input checked="" type="radio"/> Members	<input type="radio"/> Sender	<input type="radio"/> Moderated	<input type="radio"/> Remove	<input checked="" type="radio"/> On
<input type="radio"/> Moderators	<input type="radio"/> Group owner	<input type="radio"/> New members		
<input type="radio"/> Off	<input type="radio"/> Leave group			

The 'Archive Options' section has the following settings:

Access

- Anyone
- Members
- Moderators
- Off

At the bottom of each section, there are 'Save Changes', 'Reset', and 'Cancel' buttons. The 'Save Changes' button is highlighted in blue.

## Step 8

- In the “Group Settings” page click on the “< Back to Management” link to go to the management page.
- In the management page, click on the “Membership” link in the “Group Settings” section.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Yahoo! Games Groups Management page for the group 'A\_Secure\_Legends\_Group'. The browser's address bar shows the URL: [http://games.groups.yahoo.com/group/A\\_Secure\\_Legends\\_Group/manage](http://games.groups.yahoo.com/group/A_Secure_Legends_Group/manage). The page header includes the Yahoo! logo, the user's name 'john\_doe\_legends', and a search bar. Below the header, there are several promotional banners for 'Get ready for back to school.' and 'YAHOO! SHOPPING'. The main content area is titled 'A\_Secure\_Legends\_Group' and features a navigation menu on the left with options like Home, Messages, Files, Photos, Links, Database, Polls, Members, Calendar, Promote, and Invite. The 'Management' section is highlighted in the menu. The main content area is divided into three columns: 'Pending Tasks' (Members: No Pending, Messages: No Pending, Spam?: No Pending), 'Group Activity' (Memberships, Web Features, Moderator Activity, Message Posts, Email Commands), and 'Group Settings' (Description & Appearance, Membership, Web Tools, Messages). The 'Group Settings' section includes a 'Delete Group' link and a warning that deleting a group will permanently remove it from Yahoo! Groups. At the bottom, there is a message about improved Yahoo! Groups email.

## Step 9

- Click on the “(Edit)” link, to the right of the “Membership Type and Welcome Message” title.

A\_Secure\_Legends\_Group - Microsoft Internet Explorer

Bestand Bewerken Beeld Favorieten Extra Help

Vorige Zoeken Favorieten

Adres [http://games.groups.yahoo.com/group/A\\_Secure\\_Legends\\_Group/settings?mode=6](http://games.groups.yahoo.com/group/A_Secure_Legends_Group/settings?mode=6)

Yahoo! My Yahoo! Mail

Search the Web Search

Games - Groups - Help

Welcome, john\_doe\_legends  
[Sign Out, My Account]

YAHOO! GAMES Groups

Groovegal30  
0:04  
Things you did wrong

Yahoo! Groups News

john\_doe\_legends... john\_doe\_legends@yahoo.com | Group Owner - Edit Membership Start a Group | My Groups

A\_Secure\_Legends\_Group

Group Settings < Back to Management Group Settings Help

**Membership Type and Welcome Message (Edit)**

Membership Type: Restricted (you approve all requests for membership)

Email Address Display: Members of your group may not hide their email address. You can view their email address on member listings. Their address will be displayed on the messages they post.

Welcome Message: This message is sent to members when they join your group.

Hello, Welcome to the A\_Secure\_Legends\_Group group at Yahoo! Groups, a free, easy-to-use email group service. Please take a moment to review this message. To learn more about the A\_Secure\_Legends\_Group group, please visit <http://groups.yahoo.com/> ...

**Additional Messages**

These messages are automatically sent to a member when the following membership changes occur. You can add, edit, or delete these files in your group's Files section.

Membership Change	Message Sent
(No messages have been selected. To add messages go to the Files section)	

Home  
Messages  
Pending  
Spam? [Empty]  
Post  
Files  
Photos  
Pending  
Links  
Database  
Polls  
Members  
Pending  
Calendar

Promote  
Invite

Management

**Yahoo! Groups Tips**

**Did you know...**  
Yahoo! Groups gets a make over. See the new email design.

Gereed Internet

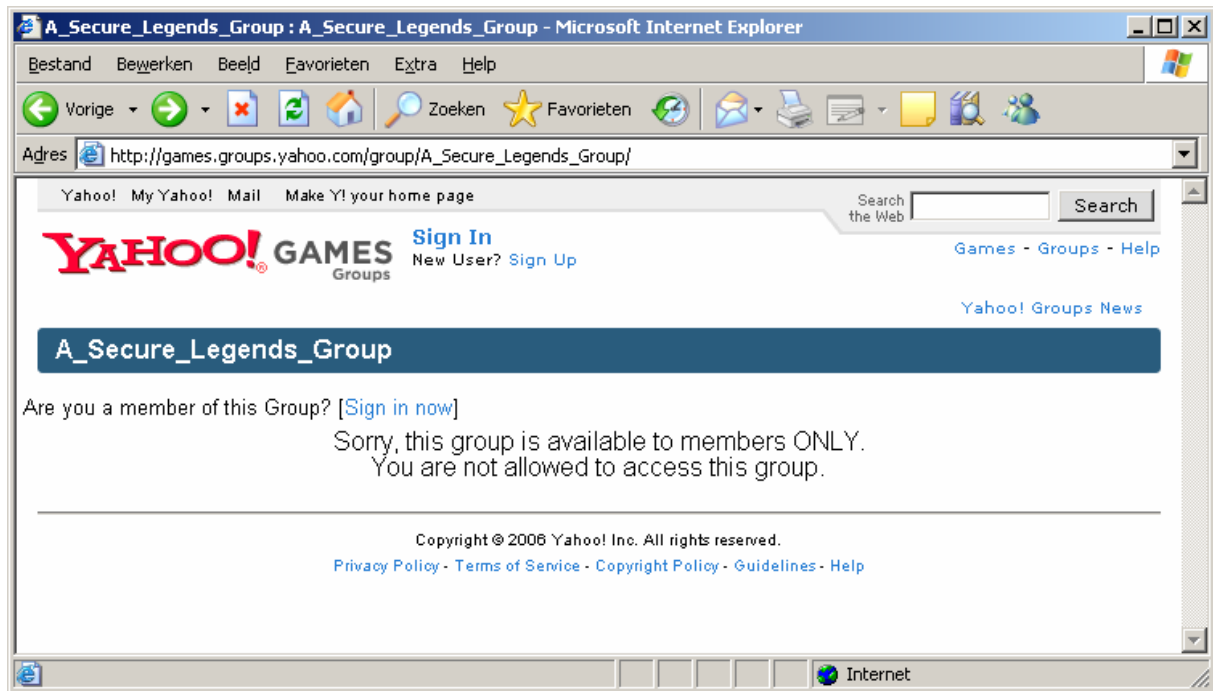
## Step 10

- Select “Closed”. This will mean that only people who are invited to do so can join the group (no-one will be able to apply by sending an email to “subscribe.<groupname>@groups.yahoo.com”). This is an irreversible change!
- Click on the “Save Changes” button.

The screenshot shows a Microsoft Internet Explorer browser window displaying the settings page for the Yahoo! Group "A\_Secure\_Legends\_Group". The browser's address bar shows the URL: [http://games.groups.yahoo.com/group/A\\_Secure\\_Legends\\_Group/settings?mode=12](http://games.groups.yahoo.com/group/A_Secure_Legends_Group/settings?mode=12). The page header includes the Yahoo! Games logo and a welcome message for "john\_doe\_legends". A green banner with the text "straps strings" is visible. The main content area is titled "Group Settings" and features a "Membership Type and Welcome Message" section. In this section, the "Closed" membership type is selected, and the "Save Changes" button is highlighted. The welcome message text is visible in a text area, starting with "Hello," and providing information about the group and a link to the group page. The browser's taskbar at the bottom shows the name "Gereed" and the "Internet" icon.

Congratulations! You have now made your Yahoo! group's data secure, so that only members of your group can access it.

Anyone who is not a member will see this screen when they visits your group's webpage:



***Please check this! This is the only way to be sure no mistakes have been made.***

In order to do so:

- Sign out of Yahoo! Groups by clicking on the "Sign Out" button at the top of your Yahoo! Groups screen.
- Visit your group without being logged in.

If you wish to provide a link to your group's page, the link will be as follows, where <your group's name> is replaced with the name of your group:

*<http://games.groups.yahoo.com/group/<your group's name>/>*