

OSALL Google ListServ Help Manual

Dear OSALL ListServ Members,

There are 3 different ways to get you onto the new ListServ:

1. By simply adding you as a member, without you going through the whole procedure of creating a Google account.
2. By inviting you to the OSALL group.
3. When you yourself register an account with Google and add the OSALL group to your account.

In the first two cases you do not need to register on Google, however if you want to read previous emails sent to the group, you will have to register anyway.

1. If we just add you to the list, you will receive a message from Google that will look as follows and you do not have to do anything, it is just a notification:

(Please note the first line of the email that you receive from Google)

listserv@osall.org.za has added you to the OSALL List group with this message:

Dear OSALL ListServ member,

OSALL officially launched our own web domain today. You can now visit the OSALL site at www.osall.org.za.

We also moved the listserv to the Google Groups and from now you can send your listserv emails to listserv@osall.org.za.

To subscribe and unsubscribe you can visit the ListServ link on our website: <http://www.osall.org.za/listserv.html>.

You will still receive emails from the old ListServ as well and the purpose for this is, so that you can check if you receive emails from the new ListServ, or if you need to consult your IT department for firewall changes.

You will receive more information on the whole move via the Newsletter.

Kind regards,

OSALL Webmaster

Here is the group's description:

Organization of South African Librarians

----- Google Groups Information -----

The owner of the group has set your subscription type as "Email", meaning that you'll receive a copy of every message posted to the group as they are posted.

To view this group on the web, or edit your subscription, you will need to create a Google Account by going to:

<http://www.google.com/accounts/NewAccount?service=groups2&dEM=mike%40joyrunner.org&continue=http%3A%2F%2Fgroups.google.co.za%2Fgroup%2Fosall-list%2F%3Fhl%3Den>

Visit this group on the web by using this URL:

<http://groups.google.co.za/group/osall-list?hl=en>

You can unsubscribe from this group using the following URL:

<http://groups.google.co.za/group/osall-list/unsub?u=Y4L-7AgAAADALgpU8vTG5xxIHCpqBte0&hl=en>

----- Information About This Message -----

If you feel that this message is abuse, please inform the Google Groups staff by using the URL below.

<http://groups.google.co.za/groups/abuse?direct=MQAAAG1kOAAALIVcDPT1LAW&hl=en>

2. In the case where we invite you, because we had trouble adding you to the list, you will receive the following email from Google:

OSALL List Server listserv@osall.org.za has invited you to join the OSALL List group with this message:

Dear OSALL ListServ member,

This email is to welcome you to the new OSALL ListServ!!

OSALL officially launched our own web domain on the 1st of February. You can now visit the OSALL site at www.osall.org.za.

We also moved the listserv to Google Groups and from now you can send your listserv emails to listserv@osall.org.za.

After numerous efforts and communication with Google to just add you to the list and spare you the activation process, we unfortunately reached the point that we have to invite you to the ListServ. We are not allowed to add all members directly onto the system at once. Google are doing this to safeguard them being misused in spam scenarios.

You have automatically been added to the list and to unsubscribe you can visit the ListServ link on our website: <http://www.osall.org.za/listserv.html> or use the Google link at the bottom of your correspondence, however if you use the link at the bottom of the emails to unsubscribe, please notify Mary Bruce as well.

You will still receive emails from the old ListServ for a short while as well and the purpose for this is so that you can check if you receive emails from the new ListServ, or if you need to consult your IT department about firewall changes.

The new ListServ administrator will be Mary Bruce and if you have any questions regarding subscribing and unsubscribing you can contact her at members@osall.org.za.

Kind regards,

OSALL Webmaster

Here is the group's description:

Organization of South African Librarians

----- Google Groups Information -----

You can accept this invitation by clicking the following URL:

http://groups.google.co.za/group/osall-list/sub?s=T6e2_ggAAACuyn0-tG_9LkMrOcjeOgZd&hl=en

Access to the group on the web requires a Google Account. If you don't have a Google Account set up yet, you'll first need to create an account before you can access the group. You can create an account at:

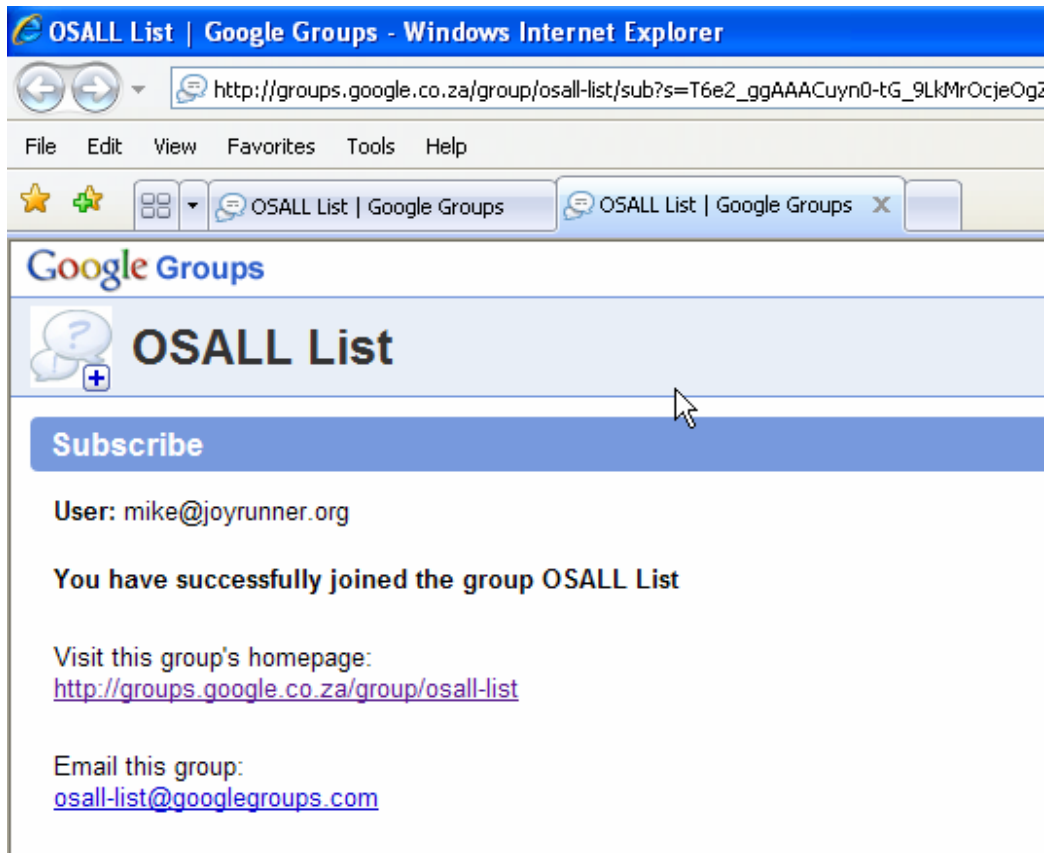
<http://www.google.com/accounts/NewAccount?service=groups2&dEM=mike%40joyrunner.org&continue=http%3A%2F%2Fgroups.google.co.za%2Fgroup%2Fosall-list%3Fhl%3Den>

----- If This Message Is Unwanted -----

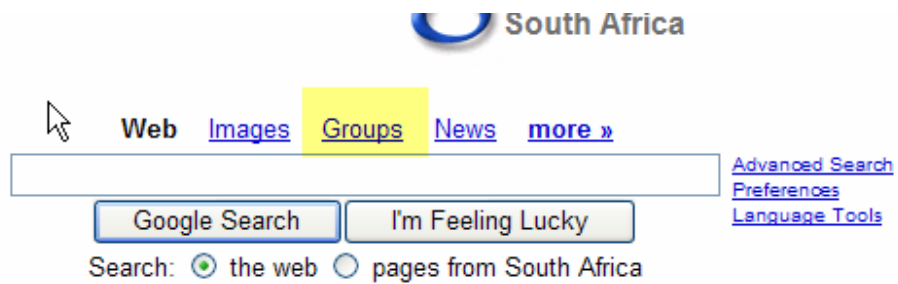
If you feel that this message is abuse, please inform the Google Groups staff by using the URL below.

<http://groups.google.co.za/groups/abuse?invite=MQAAAG1kOAALIVcDnYZLAW&hl=en>

- 2.1. You will clearly see the difference between an "invite" and a "add" by looking at the first line of the email received from Google and if it contains the words: "**OSALL List Server listserv@osall.org.za has invited**" in the first line, you have to follow the following procedures:
- 2.2. Go down the email received until you get the words: "**You can accept this invitation by clicking the following URL:**"
- 2.3. Click on the link below these words.
- 2.4. It will take you to the Google site with the following message in your web browser:



- 2.5. After receiving the above confirmation, you are up and running and will receive the correspondence send to the OSALL ListServ as well as being able to send emails yourself to listserv@osall.org.za
3. Creating an account at Google and adding/joining the OSALL group to your account, you can follow the following procedure: **(This is without receiving an invite or add email from OSALL)**
 - 3.1. Go to www.google.com
 - 3.2. Click on the Groups link



Google.co.za offered in: [Afrikaans](#) [Sesotho](#) [IsiZulu](#) [IsiXhosa](#)

[Advertising Programs](#) - [About Google](#) - [Go to Google.com](#)

- 3.3. Click on the "Sign In" link on the top right corner of the browser.
- 3.4. The following will be visible:
- 3.5. Click on the "Create an account now" link
- 3.6. After entering the information and clicking the accept terms button, Google will send you an email to verify you exist.

3. Welcome to Google Accounts. To activate your account and verify your e-mail address, please click on the following link:

4. <http://www.google.com/accounts/VE?service=groups2&c=903780855270592656&hl=en>

5. If you have received this mail in error, you do not need to take any action to cancel the account. The account will not be activated, and you will not receive any further emails.

6. If clicking the link above does not work, copy and paste the URL in a new browser window instead.

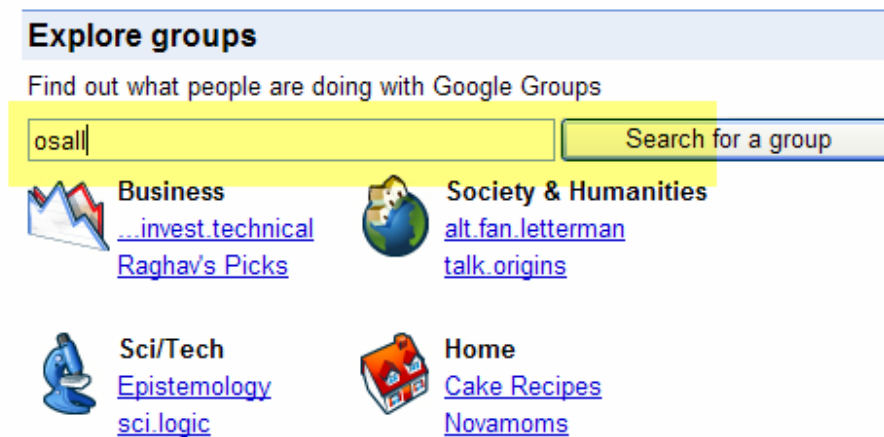
7. Thank you for using Google.

8. For questions or concerns regarding your account, please visit the Google Accounts FAQ at http://www.google.com/help/faq_accounts.html.

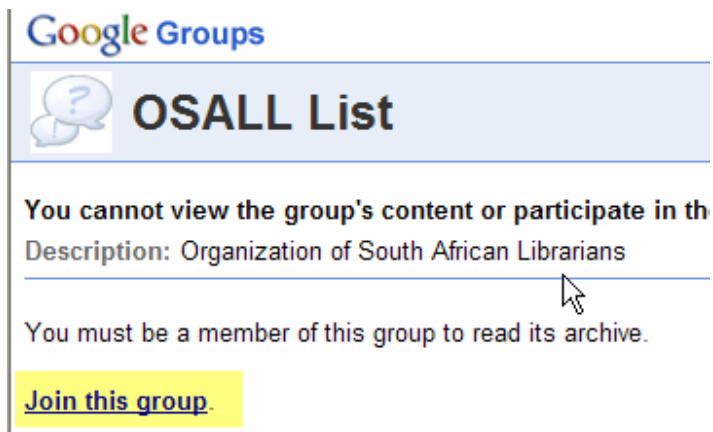
9. This is a post-only mailing. Replies to this message are not monitored or answered.

- 3.7. Click on the link in the email
- 3.8. This will open your browser again, confirming your account.

- 3.9. You can go back to the sign in area and use your email address and password to log in.
- 3.10. You can now search for the OSALL group, by typing "osall" in the search field and then clicking on "search for a group".



- 3.11. Go down the list until you get "OSALL List"
- 3.12. Click on the link, this will take you to another page, where you need to request to join the group.



- 3.13. On the next page choose the following option and click the "Join this group" button:

Join

How do you want to read this group?

- No Email
I will read this group on the web
- Abridged Email (*No more than 1 email per day*)
Get a summary of new activity each day
- Digest Email (*Approximately 1 email per day*)
Get up to 25 full new messages bundled into a single email
- Email (*Approximately 1 email per day*)
Send each message to me as it arrives

What nickname do you want people in this group to see?

[Get email alerts of messages containing specific keywords.](#)

3.14. This will log you into the group and give you access to the post history.

3.15. At this time you will not be able to send emails yet, since Mary first checks the new people first to make sure they are genuine members and not spammers.