

CLFNA – Email Group
Profile Update Instructions for members that have been added to the group
By the Group Owner

Step 1 – Set up a Google Account

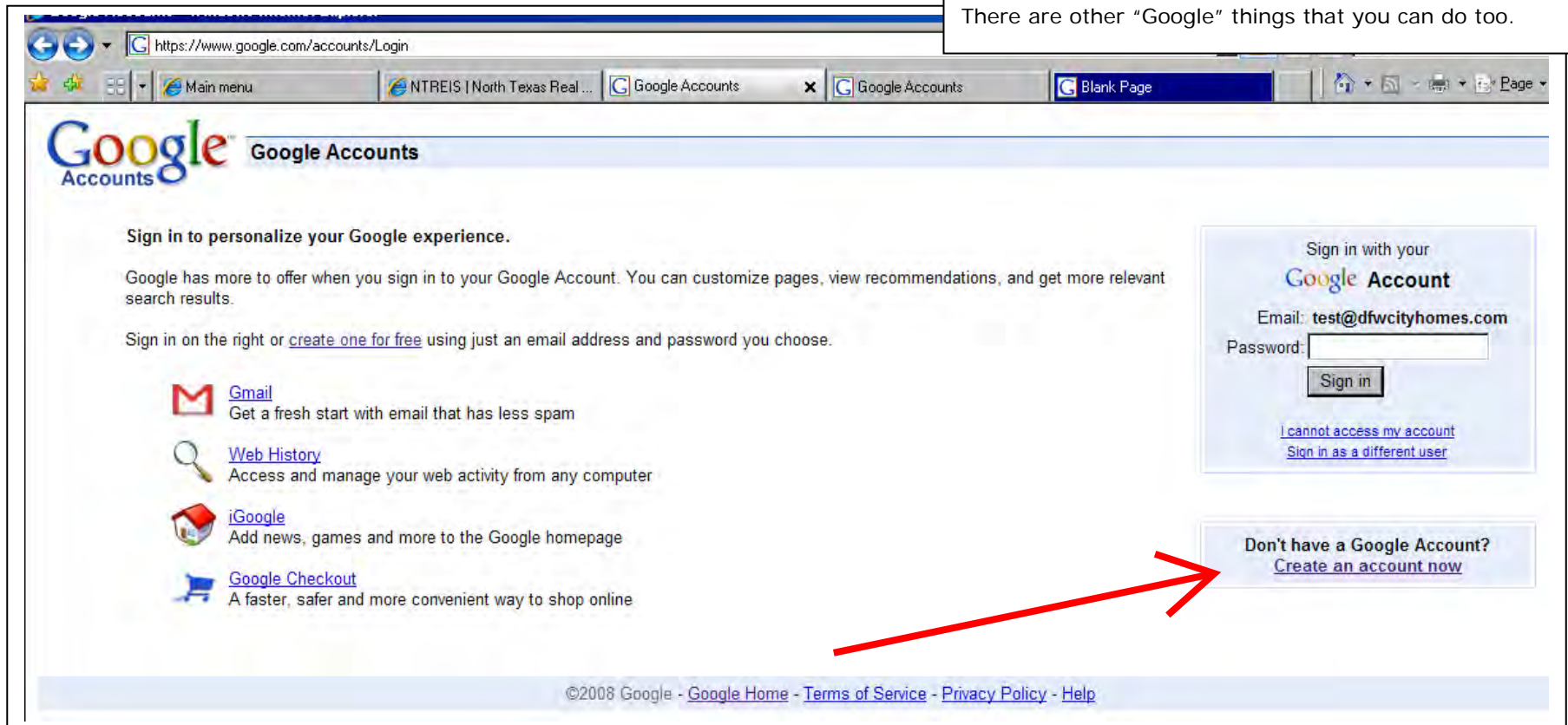
Go to <https://www.google.com/accounts/Login>
Click on [Create an account now](#)

This Message if from the Group Owner

There is more than one way to join the CLFNA Email Group and set up a profile. The method shown below is how to set up a profile for members that have been added by the association. Unless a member discovers how to join on their own (many have) they are set up by the Group Owner.

The trick is that you must have a Google Account before you can do more than just send and receive Emails. If you have a Google Account you can set up your profile, look at other members profiles and see the message digest on-line.

There are other “Google” things that you can do too.



If you have a Google Account start with Step 5.

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Step 2 – Set up a Google Account

You will be directed to a screen like this
Enter the requested Information
Click on the button “I accept. Create my account.”

If you already have a Google Account, you can [sign in here](#).

Required information for Google account

Your current email address:
e.g. myname@example.com. This will be used to sign-in to your account.

Choose a password: [Password strength](#)
Minimum of 8 characters in length.



Re-enter password:

Remember me on this computer.

Creating a Google Account will enable Web History. Web History is a feature that will provide you with a more personalized experience on Google that includes more relevant search results and recommendations. [Learn More](#)

Enable Web History.

Location:

Word Verification: Type the characters you see in the picture below.

 
Letters are not case-sensitive

Terms of Service: Please check the Google Account information you've entered above (feel free to change anything you like), and review the Terms of Service below.
[Printable Version](#)

Google Terms of Service

Welcome to Google!

1. Your relationship with Google

By clicking on 'I accept' below you are agreeing to the [Terms of Service](#) above and the [Privacy Policy](#).

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Step 3 – Activate your Google Account

You will receive an Email like this one sent to your Email account

Click on the first link in the Email

Google Email Verification
accounts-noreply@google.com

Extra line breaks in this message were removed.

To: test@dfwcityhomes.com

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

<http://www.google.com/accounts/VE?service=groups2&c=CIGo69vmitabOhCm0ZmlhpPUttoB&hl=en>

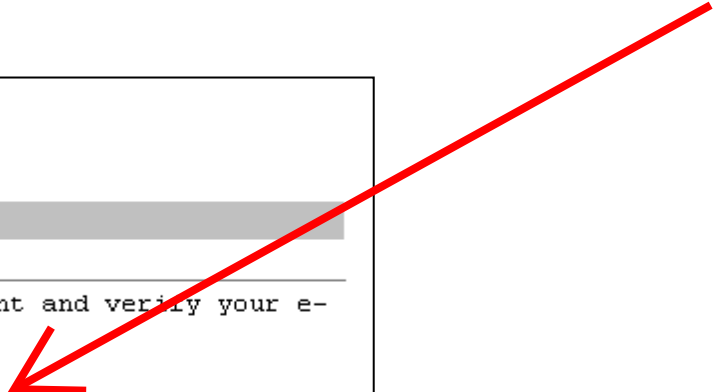
If you have received this mail in error, you do not need to take any action to cancel the account. The account will not be activated, and you will not receive any further emails.

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

Thank you for using Google.

For questions or concerns regarding your account, please visit the Google Accounts FAQ at <http://www.google.com/support/accounts/>.

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



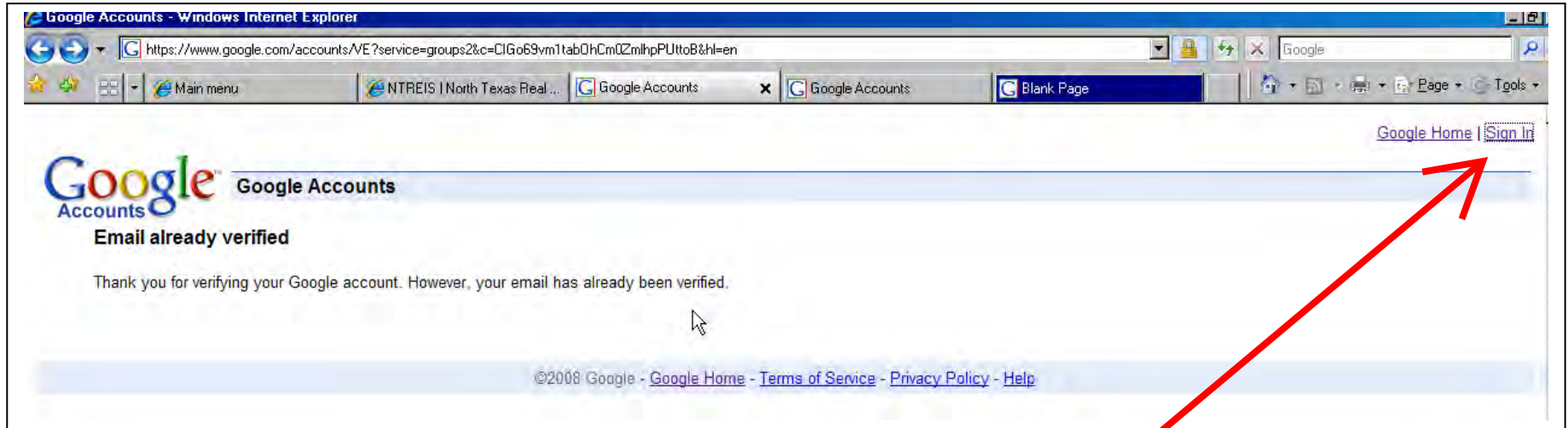
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Step 4 – Sign In to your Google Account

You will be directed to a screen like this

Click on [Sign In](#)



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Step 5 – Sign In to your Google Account

You will be directed to a screen like this

Enter your Password under your Email address on the right side

Click on the “Sign In” button

Google Accounts

Sign in to personalize your Google experience.

Google has more to offer when you sign in to your Google Account. You can customize pages, view recommendations, and get more relevant search results.

Sign in on the right or [create one for free](#) using just an email address and password you choose.

- [Gmail](#)
Get a fresh start with email that has less spam
- [Web History](#)
Access and manage your web activity from any computer
- [iGoogle](#)
Add news, games and more to the Google homepage
- [Google Checkout](#)
A faster, safer and more convenient way to shop online

Sign in with your
Google Account

Email: **test@dfwcityhomes.com**

Password:

[I cannot access my account](#)
[Sign in as a different user](#)

Don't have a Google Account?
[Create an account now](#)

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Step 6 – Select Groups to navigate to the profile screen

You will be directed to a screen like this
Click on [Groups](#)

The screenshot shows a web browser window titled "My Account - Windows Internet Explorer". The address bar displays "https://www.google.com/accounts/ManageAccount". The browser has several tabs open: "Main menu", "NTREIS | North Texas Real...", "My Account", "Google Accounts", and "Blank Page". The page content includes the Google logo and "Accounts" branding, followed by "Tod's Google Account".

Personal information - [Edit](#)

- Tod Franklin
- Tod's Test Account 2 (nickname)
- test@dfwcityhomes.com
- Zip code: 9243 Vinewood
- Country: United States
- Time zone: (GMT-06:00) Central Time
- [Change email](#)
- [Change password](#)

My products - [Edit](#)

- [Groups](#) - [Manage subscriptions](#)
- [Web History](#)

Try something new

- [Gmail](#) - Get a fresh start with email that has less spam
- [AdSense](#) - Earn money by displaying ads on your site
- [AdWords](#) - Find buyers searching for what you sell
- [Alerts](#) - Receive news and search results via email
- [iGoogle](#) - Add news, games and more to the Google homepage
- [More >>](#)

At the bottom of the page, there is a footer: ©2008 Google - [Google Home](#) - [Terms of Service](#) - [Privacy Policy](#) - [Help](#). A red arrow is drawn on the page, pointing from the bottom left towards the "Groups" link in the "My products" section.

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Step 7 – Select Groups to navigate to the profile screen

You will be directed to a screen like this
Click on [View your full profile](#)

The screenshot shows a web browser window with the URL <http://groups.google.com/>. The browser's address bar and tabs are visible at the top. The page content includes a search bar with the Google logo, a navigation menu with links like 'Web', 'Images', 'Maps', 'News', 'Shopping', 'Gmail', and 'more', and a user profile for 'test@dfwcityhomes.com'. The main content area is divided into sections: 'Explore groups' with a search box and category links (Home, Computers, Sci/Tech, Business); 'My groups' showing the 'CLFNA Members' group with 1 message and 1 web view; and 'My profile & stats' showing a profile picture and activity. A red arrow points to the 'View your full profile' link in the 'My profile & stats' section. The footer contains links for 'Create a group', 'Google Home', 'Terms of Service', and 'Privacy Policy', along with the copyright notice '©2008 Google'.

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Step 7 – Select Groups to navigate to the profile screen

You will be directed to a screen like this

On the left side next to “My Profile”, click on [edit](#)

The screenshot shows a web browser window displaying the Google Groups profile page for the user test@dfwcityhomes.com. The browser's address bar shows the URL http://groups.google.com/groups/profile?myprofile. The page features the Google Groups logo, a search bar, and a navigation menu with links for Web, Images, Maps, News, Shopping, and Gmail. The user's profile information is displayed, including the email address test@dfwcityhomes.com and a message stating "You have not created a profile." A red arrow points to the "edit" link next to "My profile".

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Step 8 – Select Groups to navigate to the profile screen

You will be directed to a screen like this

Enter your information, click on the “Save” button when finished.

Note: Click on [Select](#) next to “My Picture” to upload a picture.

Now you have a profile for your neighbors to know who you are!!

The screenshot shows a web browser window with the URL <http://groups.google.com/groups/profile?myprofile>. The page title is "Edit my profile". The form includes the following fields:

- My Picture:** [Select](#) a picture to use as your Groups Photo. (A red arrow points from the "Select" link to a placeholder image.)
- Name:**
- Location:**
- Title:**
- Industry:**
- Website or Blog:**
- Quote:**
- About me:**

At the bottom of the form, there is a note: "Note: This is your public profile. You can edit or remove information at any time. For more privacy information, please read our updated [Privacy Policy](#)." Below the note are two buttons: "Save" and "Cancel". A red arrow points from the "Save" button to the bottom left of the page.