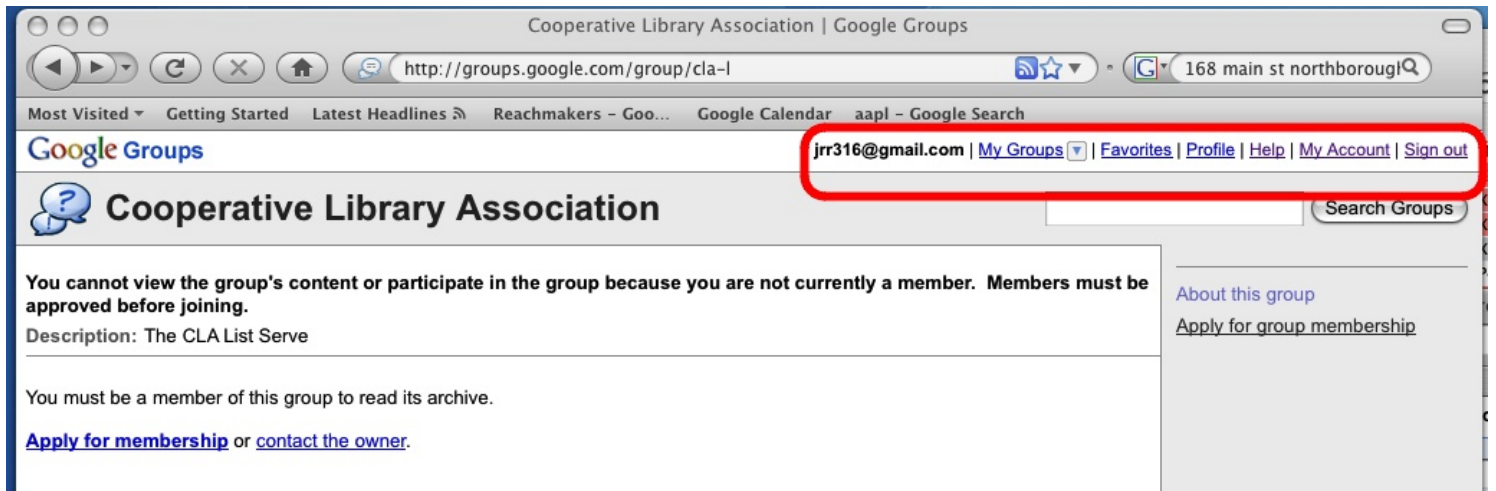


## CLA-L Instructions

---

This document will detail how to join the CLA-L Google Group. This Group is an invite-only Group to minimize SPAM.

### Sign out of Google Services



Open a web browser and go to <http://groups.google.com/group/cla-l>. Note the upper right corner. This will indicate if you are signed into Google Services and which account you are signed into.

Click the "Sign Out" link to the far right.

## Apply for Membership

Cooperative Library Association | Google Groups

http://groups.google.com/group/cla-l 168 main st northboroug

Most Visited Getting Started Latest Headlines Reachmakers - Goo... Google Calendar aapl - Google Search

Google Groups Help | Sign in

### Cooperative Library Association

**You cannot view the group's content or participate in the group because you are not currently a member. Members must be approved before joining.**

Description: The CLA List Serve

You must be signed in and a member of this group to view its content.

- [Sign in to Google Groups](#)

[Sign in and apply for membership](#) or [contact the owner](#).

[About this group](#)  
[Apply for group membership](#)

[Create a group](#) - [Google Groups](#) - [Google Home](#) - [Terms of Service](#) - [Privacy Policy](#)

©2008 Google

Done M 1jrr316@gmail.com

You will be redirected to this page. Click the "Sign in and apply for membership" link.

## Sign into Google/Create an Account

Sign in to Google Groups with your  
**Google Account**

Email:

Password:

Remember me on this computer.

[I cannot access my account](#)

**Don't have a Google Account?**

**[Create an account now](#)**

If you have a Google account for the email address at which you wish to receive CLA-L emails (ie., your work email address), sign into it. Do not use your gmail address unless you want to!

If you do not, click the "Create Account Now" link.

## Create an Account Cont'd

### Create an Account

Your Google Account gives you access to Google Groups and [other Google services](#). 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:** **Strong**  
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.


---


#### Get started with Google Groups

**Nickname:**

**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.

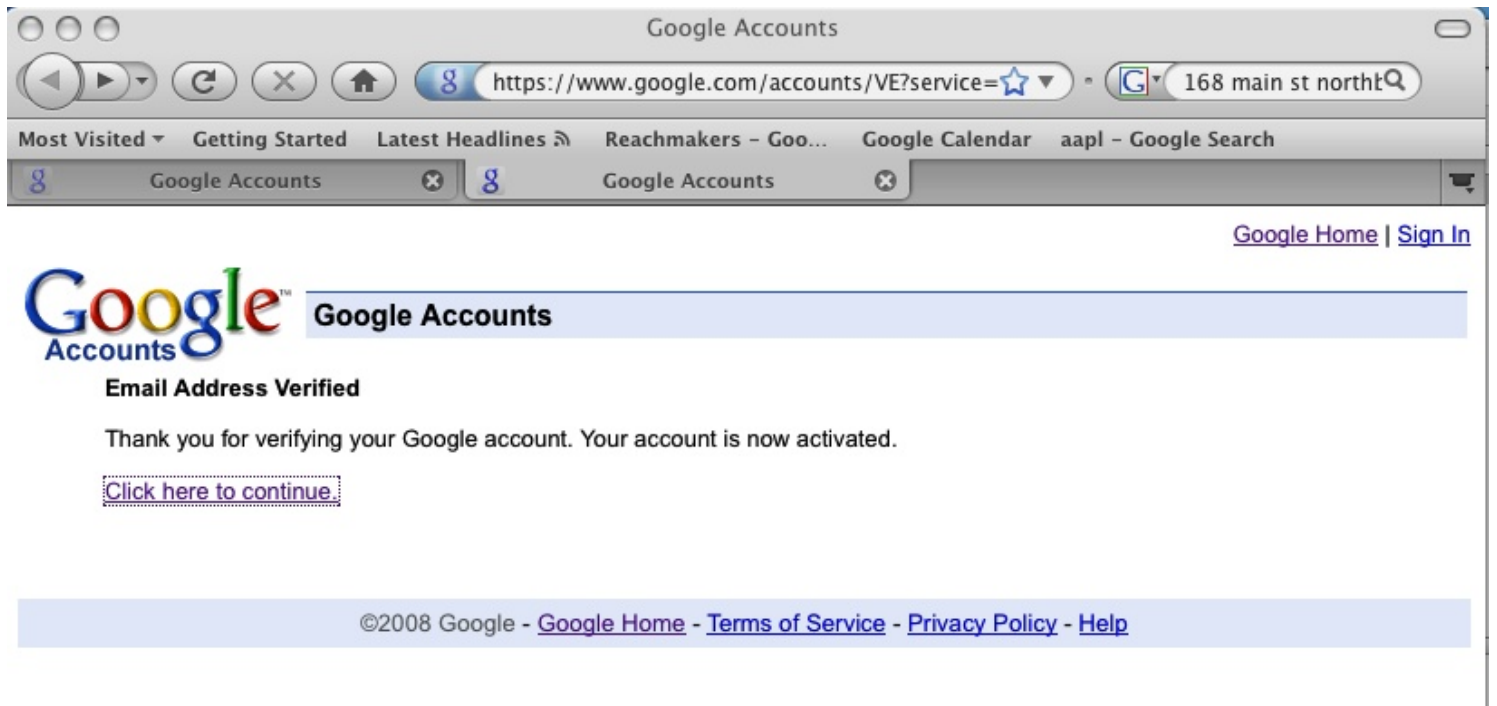
[Printable Version](#)

If you need to create an account, you will be redirected to this page. Fill out the required information, using the email address you wish to receive the CLA-L emails. Click "I Accept. Create my Account"

You will receive an email from "accounts-Noreply@google.com" with the subject "**Google Email Verification.**"

**There is a link in this email you must click on to verify your account.**

## Verify Account



The screenshot shows a web browser window with the title "Google Accounts". The address bar contains the URL "https://www.google.com/accounts/VE?service=☆" and a search bar with the text "168 main st northt". The browser's navigation bar includes "Most Visited", "Getting Started", "Latest Headlines", "Reachmakers - Goo...", "Google Calendar", and "aapl - Google Search". The page content features the Google logo and the text "Google Accounts". Below this, it says "Email Address Verified" and "Thank you for verifying your Google account. Your account is now activated." A link labeled "Click here to continue." is provided. At the bottom, there is a footer with the text "©2008 Google - Google Home - Terms of Service - Privacy Policy - Help".

The link in the email will direct you to the page above. Click "Click here to continue."

## CLA-L Preferences

Cooperative Library Association | Google Groups

http://groups.google.com/group/cla-l/subs

168 main st north

Most Visited ▾ Getting Started Latest Headlines Reachmakers - Goo... Google Calendar aapl - Google Search

Google Accounts Cooperative Library Associatio...

justin.redden@danahall.org | My Groups ▾ | Favorites | Profile | Help | My Account | Sign ou

Google Groups

Cooperative Library Association

Search this gro Search Group

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 4 emails per day*)  
Send each message to me as it arrives

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

Justin Redden

**You can send additional information to the manager by filling in the text box below.**

Apply to this group

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

**About this group**

59 members, members can post, people can request an invitation to join, only members can read

Description: The CLA List Serve

Group email: [cla-l@googlegroups.com](mailto:cla-l@googlegroups.com)

Home  
Discussions  
Pages  
Files

About this group

Apply for group membership

Update your preferences for how you want to receive CLA-L emails. Verify that the address at which you wish to receive them is in the top right of the web page.

Click "Apply to this Group"

## Your Good to Go!

Once your membership is approved, you will receive an email from "noreply@googlegroups.com" There is no further action required on your part.