1. Go to [http://groups.google.com/group/qc-adjuncts](http://groups.google.com/group/qc-adjuncts)

2. Click “Join this group” link.

   ![Google Group Website](image)

3. Sign in with the email account you would like to use for the google group. It can be a gmail account or a non-google email account. If you never had an account to sign in to google before, you will need to create one before moving on to the next steps.

   Note: If you are prompted with a message: “What would happen if you lost access to your Google Account tomorrow?”, you can bypass or fill out your mobile phone number – your choice. Either way, click **Save and continue** button. This step is not related to joining a google group.
4. Select **how (often)** you would like to hear from the group and what **nickname** to use, and then click “Join this group” button.

5. A message, highlighted in yellow, will show briefly to confirm that you are now a member of the group. You can begin to read previously posted discussions, invite others, and post new discussions.
6. You can also begin to email to the group directly from your email system (QC Lotus Notes, Gmail, Hotmail, Yahoo, etc), by sending messages to the group at this email address: qc-adjuncts@googlegroups.com

**Important!**
This QC Adjuncts group is an OPEN group. Please do not post messages intended for private conversations.

7. For questions about signing up for the QC Adjuncts google group, please email: Fei-Wen at fpirovolikos@qc.cuny.edu