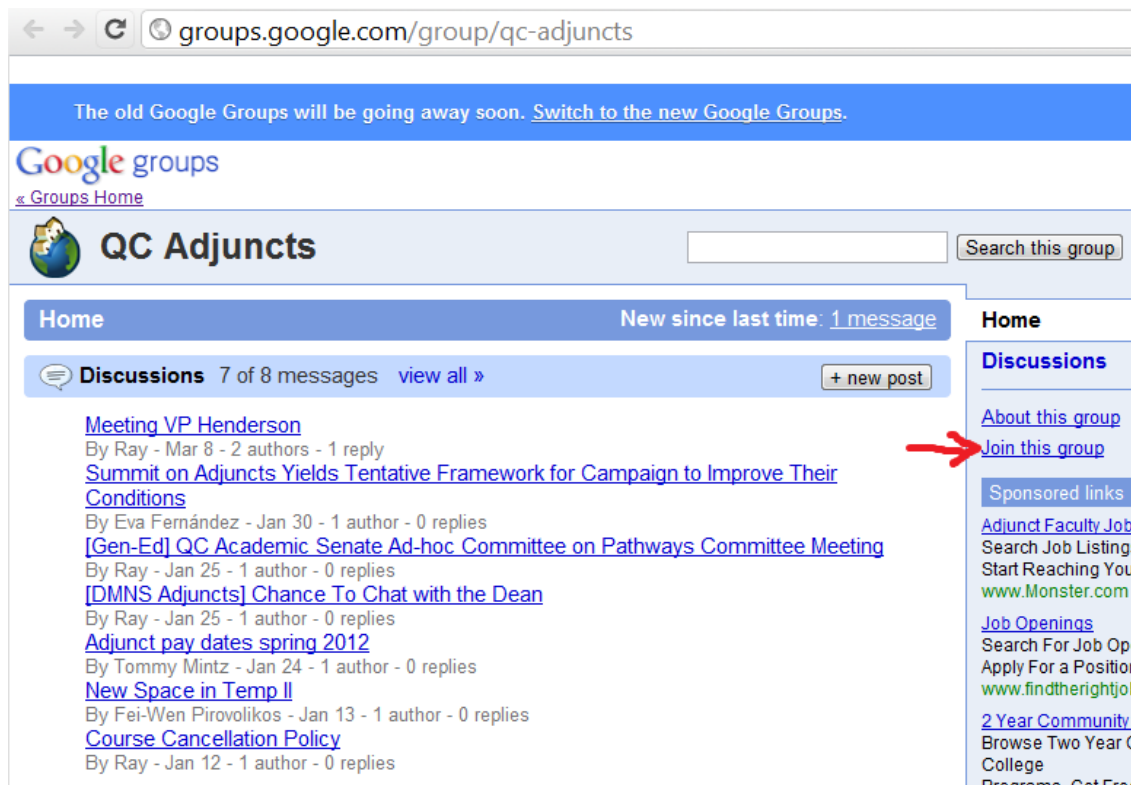


1. Go to <http://groups.google.com/group/qc-adjuncts>
2. Click “Join this group” link.



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.

- Select **how (often)** you would like to hear from the group and what **nickname** to use, and then click “Join this group” button.

The screenshot shows the 'Join' page for the 'QC Adjuncts' group. At the top, there is a search bar and a 'Search this group' button. Below that is a blue 'Join' button. The main section is titled 'How do you want to read this group?' and contains four radio button options: 'No Email', 'Abridged Email (Once per day or for every 100 messages)', 'Digest Email (Approximately 1 email per day)', and 'Email (Approximately 1 email per day)'. The 'Email' option is selected. To the right, there is an 'About this group' box with the text: 'members can post, anyone can join, anyone can read', 'Description: This is a group for Queens College Adjunct Faculty.', and 'Group email: qc-adjuncts@googlegroups.com'. Below the options is a text input field for a nickname, followed by a 'Join this group' button. A red arrow points to the 'Join this group' button. At the bottom, there is a link: 'Get email alerts of messages containing specific keywords.'

- 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.

The screenshot shows the 'Home' page for the 'QC Adjuncts' group. At the top, there is a search bar and a 'Search this group' button. Below that is a blue 'Home' button. A yellow banner with a red arrow pointing to it says 'You are now a member of QC Adjuncts.'. Below the banner is a blue bar with 'Discussions 7 of 8 messages view all »' and a '+ new post' button. The main content area lists several discussion topics with their authors and dates: 'Meeting VP Henderson' (By Ray - Mar 8 - 2 authors - 1 reply), 'Summit on Adjuncts Yields Tentative Framework for Campaign to Improve Their Conditions' (By Eva Fernández - Jan 30 - 1 author - 0 replies), '[Gen-Ed] QC Academic Senate Ad-hoc Committee on Pathways Committee Meeting' (By Ray - Jan 25 - 1 author - 0 replies), '[DMNS Adjuncts] Chance To Chat with the Dean' (By Ray - Jan 25 - 1 author - 0 replies), 'Adjunct pay dates spring 2012' (By Tommy Mintz - Jan 24 - 1 author - 0 replies), 'New Space in Temp II' (By Fei-Wen Pirovolikos - Jan 13 - 1 author - 0 replies), and 'Course Cancellation Policy' (By Ray - Jan 12 - 1 author - 0 replies). At the bottom, there is a blue bar with a person icon and the text 'Invite or add members'. A red arrow points to the 'Invite or add members' button.

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