

**MEMORANDUM**

To: All Mathematics Faculty

From: Ellen Inkelis and Jenna Hirsch

Date: 1/20/2016

Re: **Yahoo Group Membership**

As of now, our official BMCC means of communication is via paper submissions in mailboxes. Sometimes memo submissions are delayed due to long waits at the reprographic office or breakdowns with copiers.

As a reliable backup system, the Mathematics Department uses two Yahoo Group email systems to communicate. To receive emails (or send), an instructor must join the group to be a member.

Many full time instructors are now members of the BMCCMATH Yahoo Group and many adjunct instructors are members of the BMCCMATHADJUNCTS Yahoo Group.

Although one has to have a registered email address on Yahoo first to join a group, all emails posted on a group can be automatically redirected to a preferred mail address.

We strongly suggest that you join a group. We will be happy to assist you. Contact us at:

Jenna Hirsch jhirsch@bmcc.cuny.edu

Ellen Inkelis einkelis@bmcc.cuny.edu

Stephen Featherstonhaugh: sfeatherstonhaugh@bmcc.cuny.edu

Michael George: mgeorge@bmcc.cuny.edu

Kathleen Offenholley kathleenoffenholley@yahoo.com

Registration Instructions are as follows:

HOW TO JOIN A YAHOO GROUP

1. First, (Unless you already have yahoo email) create a new Yahoo Account –go to:

→ <https://edit.yahoo.com/registration>

2. Join a Yahoo Group

A) **JOIN the Full- Time Professors'** go to: → <https://groups.yahoo.com/neo/groups/bmccmath/info>
- then click on **“+Join Group”** to be a member

B) **JOIN the Adjunct Professors'** go to: → <https://groups.yahoo.com/neo/groups/bmccmathadjuncts/info>
- then click on **“+Join Group”** to be a member

Note: after you create the account and then join a group, you can have email forwarded from the group to any email account you like, it does not have to be a yahoo account

3. Once your group membership has been approved, listserv email will automatically be sent to the email address of your choice.