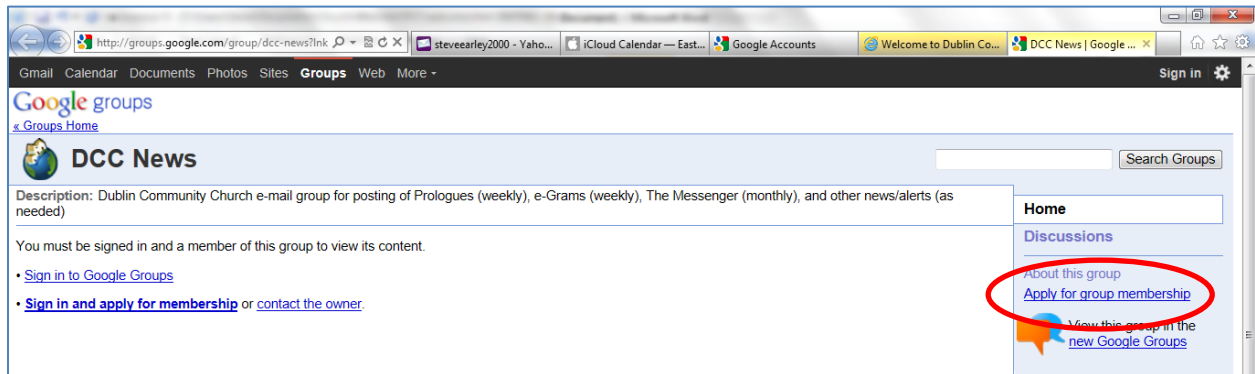


DCC E-Mail List Sign-up

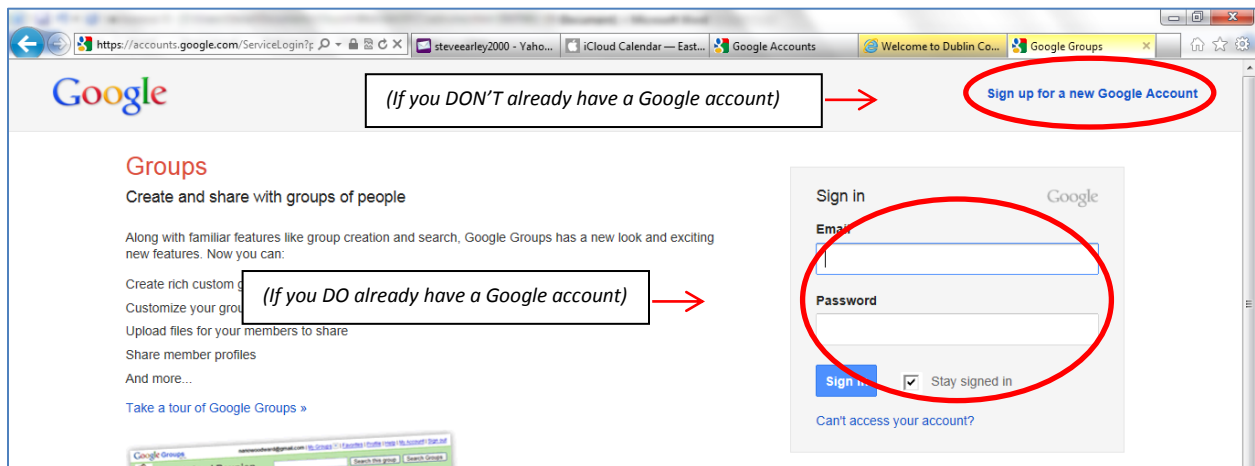
Our e-mail list is managed through **Google Groups**. These instructions will show you how to either (a) create a new Google account and register for our list, or (b) change your email address in the list.

A. NEW USERS: To request membership in the "DCC News" group, just follow these instructions:

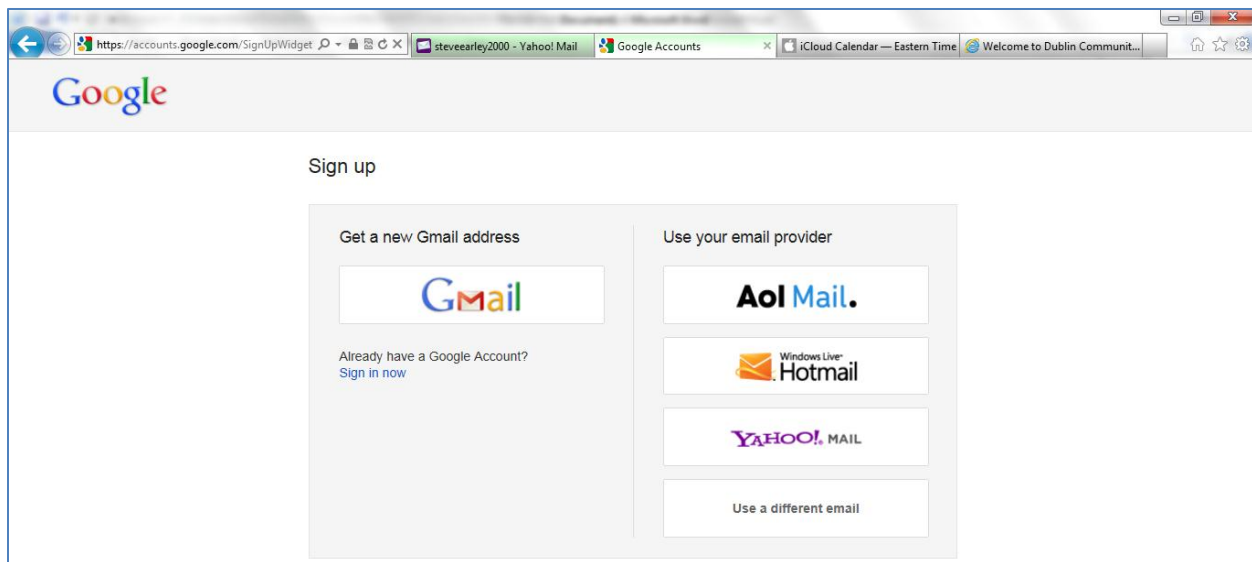
1. Click this link: <http://groups.google.com/group/dcc-news?lnk=> (If the link doesn't open from your computer, just copy the underlined address above and paste it into the "Address" line of your favorite internet browser).
2. When the DCC News Google group page appears, click the "Apply for group membership" link (circled in red in the picture below).



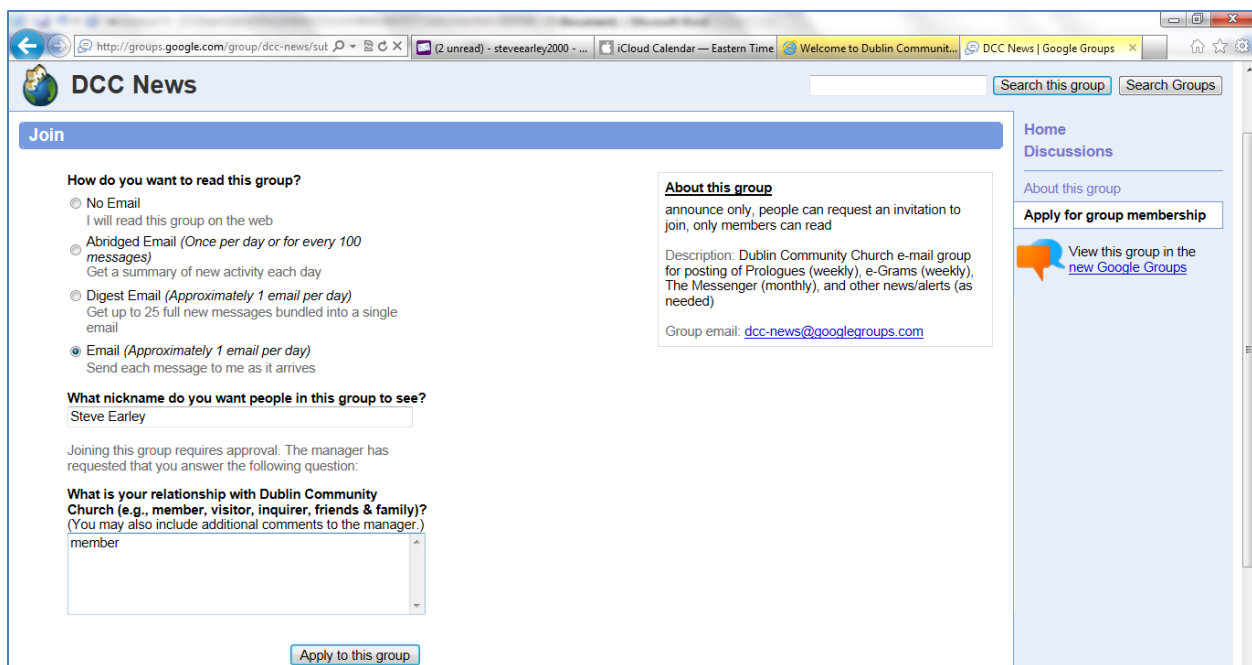
3. If have a Google Groups account already, login with your e-mail address and password. If you haven't registered with Google Groups before, click the "Sign up for a new Google Account" link at the top right corner of the page. See example below.



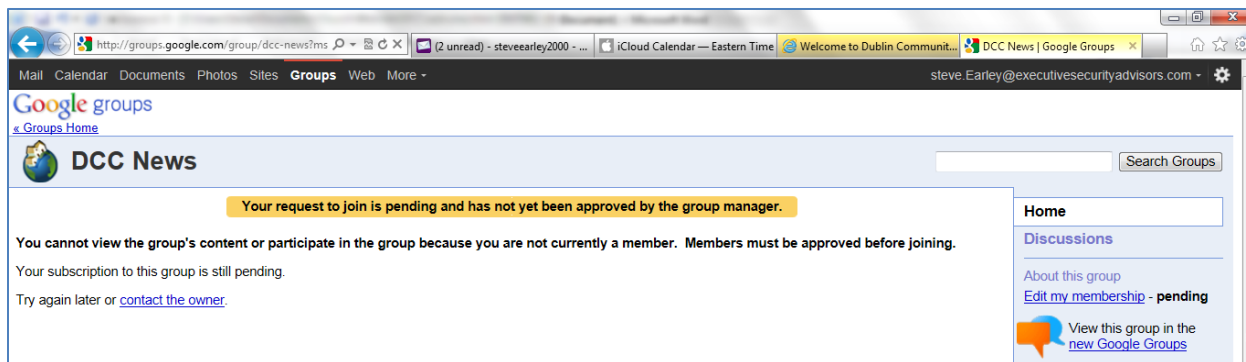
4. **If you are signing up for a new Google account**, you will see the screen on the next page (if you signed in with a previous Google account, skip to step #5). You can either create a new Gmail address, or you may select your current email provider (e.g., AOL, Hotmail, Yahoo, or "other"). Your email provider may possibly ask you to sign in using your email address and password to verify your identity. Just follow the prompts from Gmail or your current email provider.



5. Once Google identifies your account (whether new or existing), you will be automatically sent to the screen below. Choose your e-mail preference from the list provided (typically either “Email,” which will automatically send new email messages from the church to your inbox as soon as they are sent, or “No Email,” which means you will login to the DCC News group and check messages yourself). We recommend choosing the “Email” option, to make sure you don’t miss any messages. Even though Google says you will receive approximately one email per day, **you will actually only receive about 2 emails per week from the church**. Type a nickname (i.e., your name is fine) so we know who you are, and list your reason for wanting to join the group (e.g., “Member” or “Visit regularly”). Click the “Apply to this group” button.



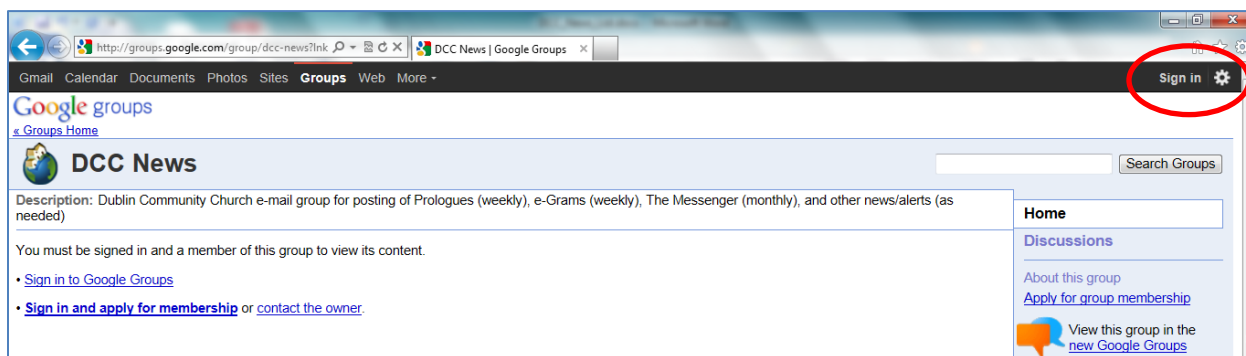
6. After you click the “Apply to this group” button, you will see the screen on the next page. Once the group manager (Steve Earley) approves your membership request, you will receive an email in your inbox letting you know that your subscription is approved. If this email includes a link to confirm your membership, please remember to click on the link to complete your registration!



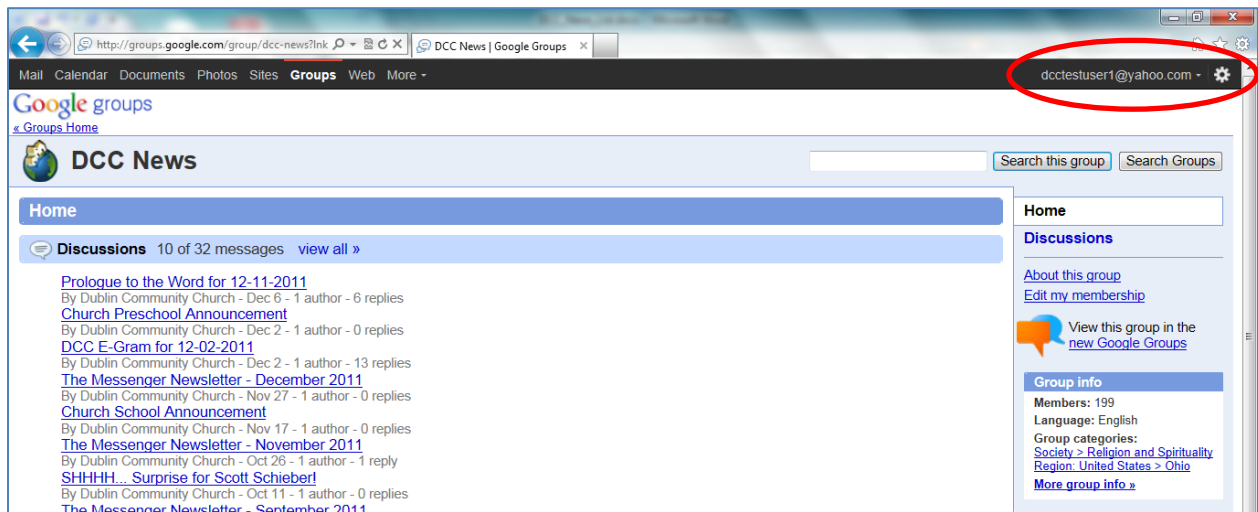
7. If you selected the “Email” option from step #5 above, you will start receiving Prologues and e-Grams about once per week each.
8. Please note: The group is intended for “Announcements Only,” which means individual members will not be allowed to post messages to the entire group. If you have a message that is intended for the entire congregation, please email it to Steve at dcc.news@gmail.com.

B. CHANGING YOUR EMAIL ADDRESS: If you are changing from any email address *other than Gmail*, please use the instructions below to change your email address in the DCC News group. If you are changing from a Gmail address, your best bet is to add your new email address as a New User (start at page 1 of these instructions). Once you’re registered under the new address, you can just send an email to Steve Earley at dcc.news@gmail.com to remove your old address from the group.

1. Click this link: <http://groups.google.com/group/dcc-news?lnk=> (If the link doesn’t open from your computer, just copy the underlined address above and paste it into the “Address” line of your favorite internet browser).
2. If you are not already signed in to Google (i.e., page shows “Sign in” as circled in red below), please sign in with your previous (old) email address and Google password that you created originally.



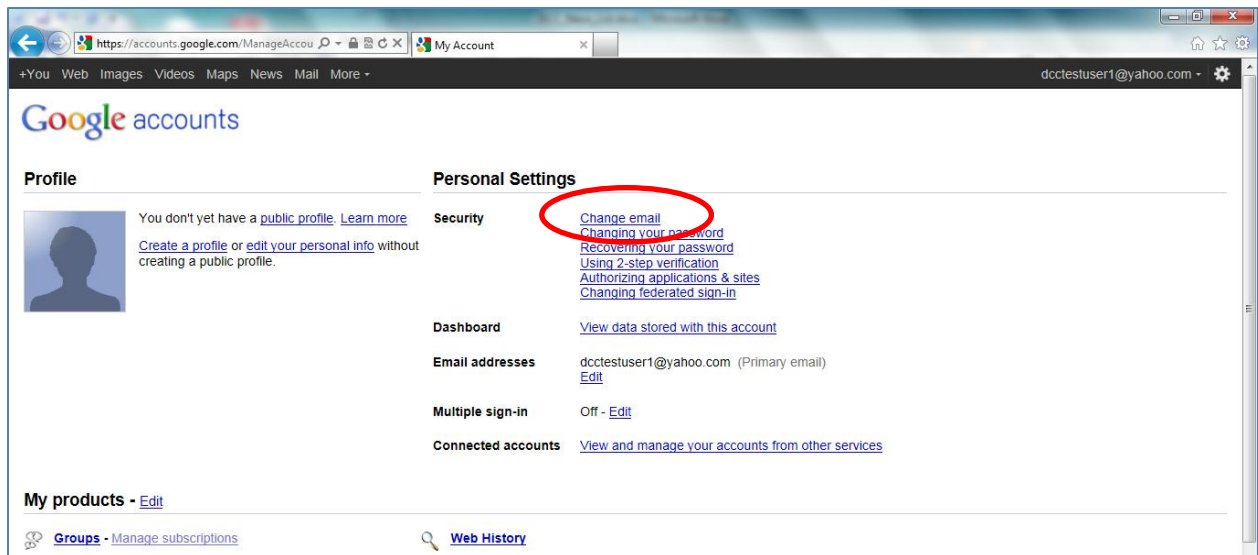
3. Once logged in, you should see the DCC News Google group page similar to the one below. Click on the little drop-down arrow next to your email address (circled in red below):



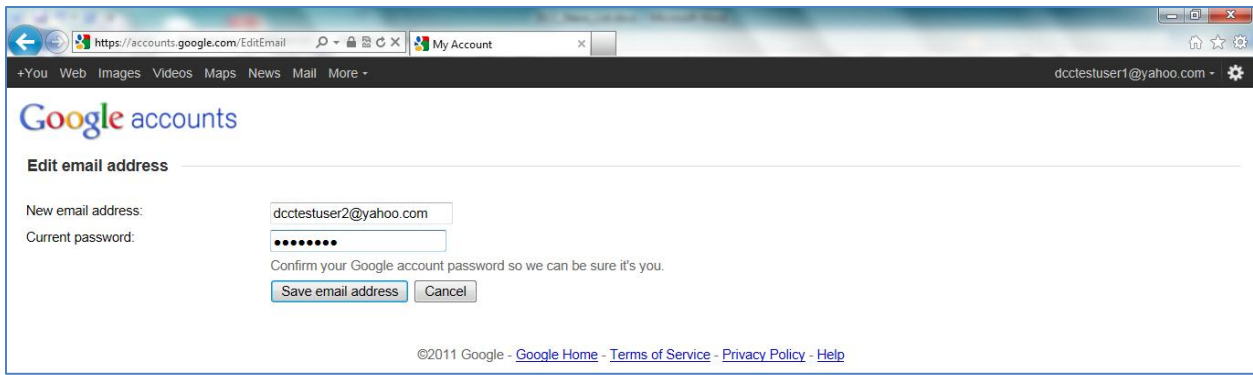
4. Click on “Account settings” (circled in red below):



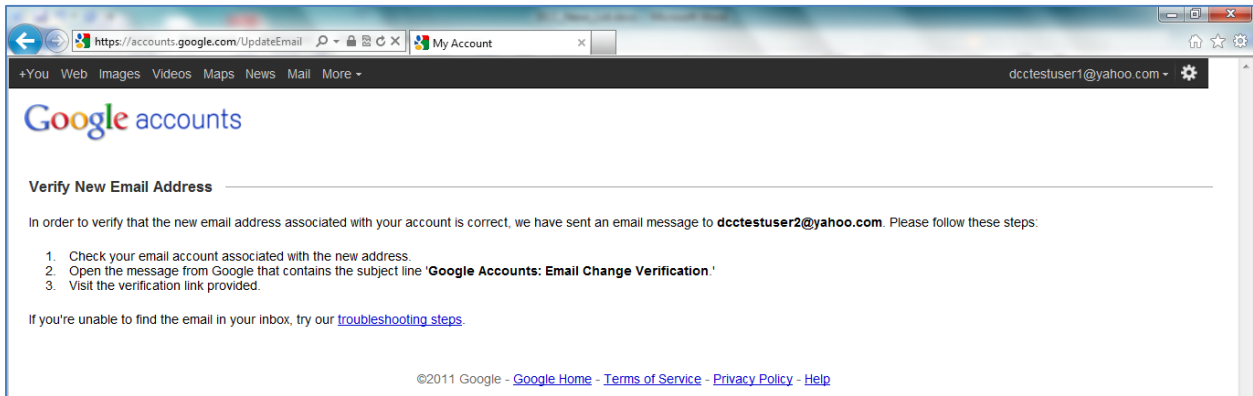
5. You will see your account settings page as shown below. Click on “Change email” (circled in red below):



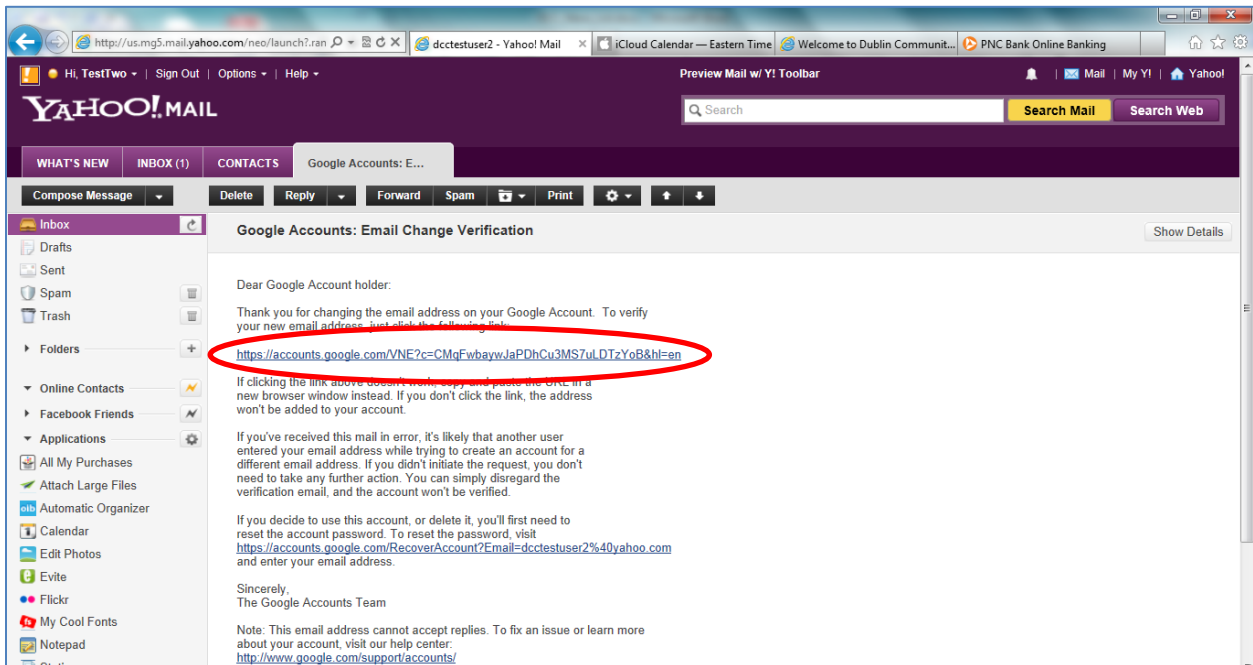
6. On the next screen (below), enter your new e-mail address, along with your current Google password. Click the “Save email address” button.



7. You will be prompted to go into the inbox for your **new** email account and check for an email from Google to verify your new address:



8. The email message will look similar to the one below. Click the link circled in red to verify your new address.



9. You should see a confirmation screen back from Google to show your new email address. You will immediately start receiving DCC email messages at your new address.

Browser tabs: <https://accounts.google.com/VNE?c=CMqFv>, [dcctestuser2 - Yahoo!](#), [Google Accounts](#), [iCloud Calendar — East...](#), [Welcome to Dublin Co...](#), [PNC Bank Online Banki...](#)

Google accounts

Your address is now: dcctestuser2@yahoo.com

Make a note of your new address. You will need it whenever you sign in to your account. Your password and security settings haven't changed.

Tell contacts your new address so they can communicate and share items with you in the future. Any items you shared earlier will now show your new address. [Continue to your account](#)

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