

{AZ PLEXUS USER GUIDE}

Owner: az_plexus_classifieds-owner@yahoogroups.com

Group E-mail: az_plexus_classifieds@yahoogroups.com

http://www.geocities.com/az_plexus

http://groups.yahoo.com/group/az_plexus_classifieds

This simple and brief user guide was written to help new users of the AZ Plexus classifieds list to get the most out their experience using the classifieds. This guide covers how to get started, setting up an account, advice on how someone may want to set up the features of their account, tips on searching through posts, and more. By taking a few minutes to read through this guide you may find working with AZ Plexus to be much easier and productive than what it might seem at first glance.

Classifieds can be a powerful tool for resource networking or just getting along with day to day business. AZ Plexus was created to provide the same tool for free and with much less restriction versus the commercial or limited scope classifieds we find elsewhere online. In addition to this... AZ Plexus caters to our communities in Arizona. Local, fast, and free. Spend some time using everything that AZ Plexus has to offer, and I am sure you will come to agree, that this was a long time needed.

Businesses, Groups, and Organizations should also read the "*The Brief Guide for Businesses, Groups, and Organizations on AZ Plexus*". That guide can be found in the document file called "for_organizations.pdf" found in the AZ Plexus group files section which is found at the group's home site:

http://groups.yahoo.com/group/az_plexus_classifieds

OR at the following URL:

http://www.geocities.com/az_plexus/docs/for_organizations.pdf.

AZ Plexus, its creator, and its moderators **can not** be held responsible in any way for any problems encountered upon the posting forum, through use or abuse of the forum, or in any event that was a result of communications or encounters through the forum. Users of AZ Plexus assume full responsibility. By posting or responding to posts through AZ Plexus, a user agrees that they are solely responsible for whatever might transpire as a result of that use.

GETTING STARTED

AZ Plexus is web-based and (can be) an e-mail deliverable free classifieds service. As such, one would need a computer, internet connection, and a little bit of time to get started. AZ Plexus is operated through the free group discussion forums at Yahoo! Groups (<http://groups.yahoo.com>), is moderated and maintained by volunteers, and as such will always be a free service. To get started you will need a free Yahoo! account. If you do not already have one, you can create a new one by visiting <http://login.yahoo.com>. We also recommend creating a new free e-mail account (for receiving posts from AZ Plexus without cluttering your normal e-mail account) which can be done at <http://mail.yahoo.com>.

After you have set up your Yahoo! account(s), simply go to the AZ Plexus Free Classifieds group site at http://groups.yahoo.com/group/az_plexus_classifieds and click on the "join this group" link or send an e-mail to az_plexus_classifieds-subscribe@yahoogroups.com.

SOME SUGGESTIONS ABOUT ACCOUNTS

We strongly encourage creating a new, free Yahoo! or other free web-based e-mail account for you AZ Plexus subscription to minimize clutter and maintain a greater degree of anonymity upon the list. In addition to this, you might also consider creating a new Yahoo! account in general - if you already have one - for not only the e-mails, but also for the groups subscription itself.

SETTING UP POST DELIVERY

Some advice for setting up your message delivery options when joining the group - or later through the "edit my membership" link at the group home site:

1. *Individual E-mails* is what you want if you want to remain totally on top of everything that comes through the site. You know what they say... "the early bird gets the worm".
2. *Daily Digest* for those of you who might want to simply keep up-to-date with what is being posted.
3. *No E-mails* for those of you who would prefer to receive no messages but simply check the group site archive for current posts. (Which may be preferred by those who only want to stay on top of one type of posting by searching at the archives.)

You may choose to change those settings at various times, so don't feel bound to choose one now, and just know that the default setting is individual e-mails... which could quickly fill up a mailbox. I personally recommend that for a little while, to set the delivery to Daily Digest, at least until you are comfortable working with the classifieds.

THE POSTS

The posts you will find on the AZ Plexus classifieds will have strange looking subject lines that appear something like this: <title>::<area code>::<subject variable>. These strange subject lines actually tell you quite a bit about the posting. First they tell you what the post's subject is, they tell you where the posting is from, and they tell you quickly what it is about. For example; *Auto 4 Sale::602::98 Nissan* tell you that the classified is a car for sale, it is in Phoenix, and the car is a 98 Nissan. The subject line notation (*See the Quick Guide to Posting on AZ Plexus document found in the group files in the group files area or in the documentation area of the AZ Plexus home site.*) actually makes finding what you are looking for very easy, as you will discover later in these pages where we discuss searching effectively.

For now, know that the posts will be of the following types:

Quick Cash	Business Op	Auto 4 Sale	Notice
Electronics	Employment	Boat 4 Sale	Education
Computers	Looking For	House 4 Sale	Freebie
Help Me!	Child Care	Volunteers	Reward
Lost	Stolen	Pets	Beware
Found	For Rent	Garage Sale	Bids
Services	Event	Group	Kids Stuff

SEARCHING POSTS EFFECTIVELY

When you are logged into your Yahoo! account, and are at the AZ Plexus group home site, you can quickly search through the archived posts for the posting that interests you. Remember the strange notation for the subject lines? Well, here is where it begins to make sense:

Let's say you were looking for a way to make some quick cash, fast, and in your area. Let's say you live in Mesa. You would log into the group page, use the "search archive" feature, enter "Quick Cash::480" into the search box, and the results you would get would all be Quick Cash posting with a 480 area code. Viola! Let's say you were looking for a car in Glendale; You would search for "Auto 4 Sale::623" and... you guessed it... you would only get back ads for cars (trucks, autos) with a 623 area code. Pretty easy stuff.

RESPONDING TO POSTS EFFECTIVELY

Responding to ads posted on AZ Plexus is easy. Sometimes there will be contact information included in the post, and sometimes not. When there is no contact information provided in the post, you can simply click on the "reply" link at the top of the message and your reply will be delivered directly to

whoever posted the ad. Its that simple.

Now, to respond effectively, make sure to clarify what you are inquiring about, provide your contact information, and give some people a while to respond. After all, some people go online maybe once a day, if that, and so some folks will be a little slow to respond. Some people will respond almost immediately, so be sure to mention if there are time when you shouldn't or can't be contacted.

FINAL NOTES

There is plenty of information about AZ Plexus and how to take advantage of it. This information will often be included in special notice posts to the group, in the documentation section of the AZ Plexus home site, and in the files section of the AZ Plexus Classifieds site at Yahoo! Groups. Take the time to read through the documentation that interests you (like the Guide to Posting) and most importantly have fun. If you have any questions you can direct them to the list owner at az_plexus_classifieds-owner@yahoogroups.com.

LINKS & OTHER INFORMATION

AZ Plexus Home Site: http://www.geocities.com/az_plexus

AZ Plexus Documentation: http://www.geocities.com/az_plexus/docs

AZ Plexus Classifieds Home: http://groups.yahoo.com/group/az_plexus_classifieds

To Subscribe to AZ Plexus: az_plexus_classifieds-subscribe@yahoogroups.com

To Unsubscribe: az_plexus_classifieds-unsubscribe@yahoogroups.com

To post to classifieds: az_plexus_classifieds@yahoogroups.com

To Report Abuses of AZ Plexus: az_plexus@yahoo.com

All members of AZ Plexus will be notified of new documentation and revisions to existing documentation as they occur. AZ Plexus is a free service, built using free resources, and as such is subject to the terms of use outlined for the services provided by their respective owners. Moderators are there to help, but remember that they are volunteers, and that nobody makes any money from AZ Plexus. So, be nice :o) Have Fun.

- AZ Plexus Creator.