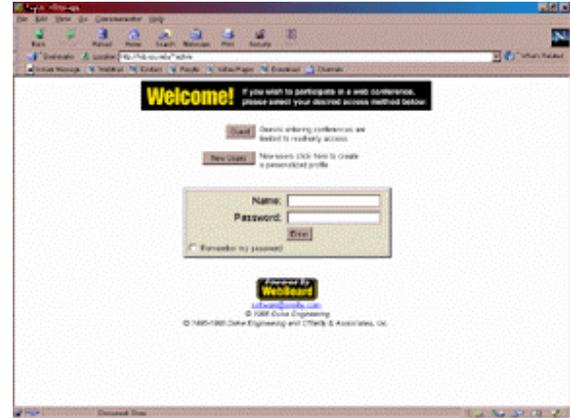


# Webboard Log-in and Message Posting

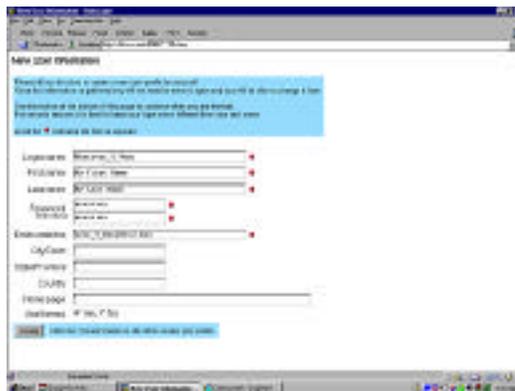
## Logging on to the system for the first time.

- 1) Click on the “Webboard Link” from your Web page (or enter the URL provided by you instructor into the location box).
- 2) Click on the “New User” button
- 3) Fill out the new User form (see below)



## Logging in as an Existing User

As a registered Webboard user, you may be prompted to enter your name and password each time you log in. Click Enter when you complete this process. If you misspell your name or password, Webboard displays a page for you to try again. If you can't remember your login name or password, log in under a new name and then ask the Webboard system administrator or manager for assistance.



## Filling in the new user form.

- 1) Fill your name and e-mail address in the appropriate boxes.
- 2) **ALL THE BOXES WITH A RED DOT NEXT TO THEM MUST BE FILLED IN!**
- 3) Click on the “SUBMIT “ button.
- 4) You should now see the welcome greeting. Click “Go to Conference menu”

## Editing Your User Profile

Your user profile is a way of letting other Webboard participants know a little bit about you. When you first log in as a new user, Webboard asks you to fill out a New User Information form, as described earlier in this help page. This information (except for your login name and password) is then displayed whenever you or another Webboard user clicks on your real name within Webboard. You can edit your user profile at any time. To do this, select Profiles from the Webboard menu-bar and then link to change your personal profile. Your current profile is displayed in a form you can edit. You should keep your personal profile up to date

## Posting a new message

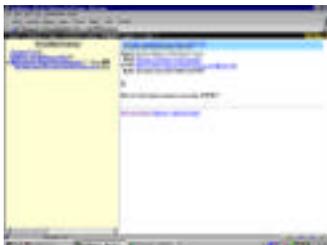
- 1) Click on a conference that you wish to enter.
- 2) You should now see a list of "Topics" under the conference that you selected.
- 3) Click on "POST" in the black menu bar on the top.
- 4) Enter a "Topic" for message and a message in the appropriate boxes.
- 5) Now that you have entered your message click on the "POST" Button next to the topic box.
- 6) Preview your message. If you have words that are misspelled they will be colored red. By clicking on them you can correct your spelling.
- 7) When you are satisfied with your message click the "Post" button again and your message will be added to the list.



## Reading yours and others messages.

### Follow these steps to read specific messages:

1. From the Conferences list, select the conference you want to view and click its name or the expansion box (+ icon).
2. Locate the topic you want to read and click its name or the topic expansion box. If you click the topic expansion box, the subsequent messages are displayed.
3. Locate the message you want to read and click its name. The message displays in the Message window. You may need to scroll to read the entire message(s).
4. When you have finished reading the message, you can select another message to read or you can post a message.



## Posting a reply.

Posting a reply requires the same basic steps as posting a New Topic. You can post a reply to any message within a topic.

To post a reply:

- 1) Select the Post Reply command from the Message menu to create a reply.
- 2) Select the Reply/Quote command from the Message menu to include text from the original message
- 3) When you reply to an existing message, Webboard uses the same topic title. You can, however, edit the topic title, or replace it altogether.

## Receiving Email Notification and Mailing Lists!



### Setting up Email Notification

If you like, WebBoard will notify you by email when new messages are posted in specific conferences. The message is sent once a day when new messages are present. The time the email is sent is determined by the WebBoard administrator. You set up email notification on a per conference basis (by default it is off). For example, let's say you're writing your master's thesis on snowy egrets and need up-to-date information on the latest discoveries. Well, you can choose to receive email notification for the Ornithology conference your university has set up. When someone posts a new message or topic to that conference, you receive an email notification so that you can check it out right away.

To receive email notification, follow these steps:

1. From the WebBoard menubar, select More. The More Options menu opens.
2. Click Email Notify. The Email Notification Status form opens. The list displays all the conferences on the current board.
3. To receive email notification when new messages are posted to one of these conferences, check the box next to the name of that conference.
4. Click Save when you complete your selection(s).
5. To return to the More Options menu, click More Options.

### Subscribing to Mailing Lists

Subscribing to mailing lists is described in detail in the online help. In brief, when you click the Mailing List link on the More Options menu, a list of all conferences with mailing list support appears (note that not all conferences may have mailing lists). You choose which conference mailing lists to subscribe to by checking the box to the right of the conference name. As soon as you save your changes, you should start receiving message postings by email.

The format in which messages are sent is determined by the mailing list mode set in your user profile. Also, the email address in your user profile must exactly match the Reply-To address in your email program.