



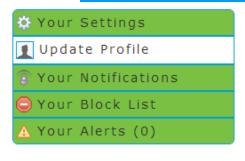
A How-to Guide

#### **Table of Contents**

- 1. Completing Your Profile
- 2. Starting a Topic (Discussion)
- 3. Adding a Link
- 4. Dialogs (Private Messaging)
- 5. Creating a Dialog
- 6. Reminders



# **Completing Your Profile**



Update Your Profile (View Profile)

#### Your Account

- Fmail Address\*
- ✓ alexblaine33@gmail.com
- Password\*

\*\*\*\*\*

#### Your Identity

Your Displayed Name\*

Alex Blaine

Oisplayed Location\*

Toronto

Your Primary Picture





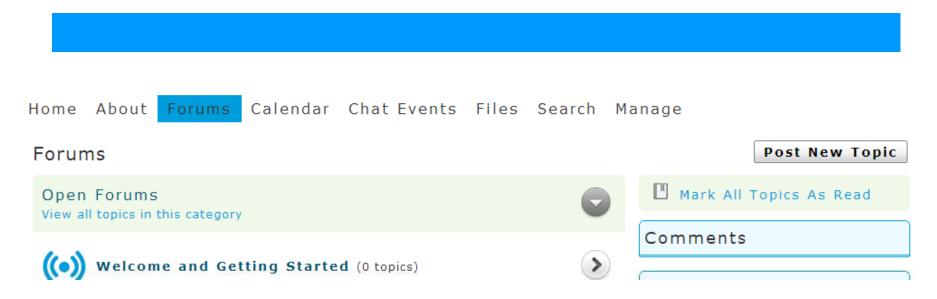
Begin by clicking on your name on the top header.

In the pop up box you'll see a link labeled "Edit Profile" click this to be taken to the next step.

In this section of the forum you can edit your profile, change your password, notification preferences, picture, signature settings and more.



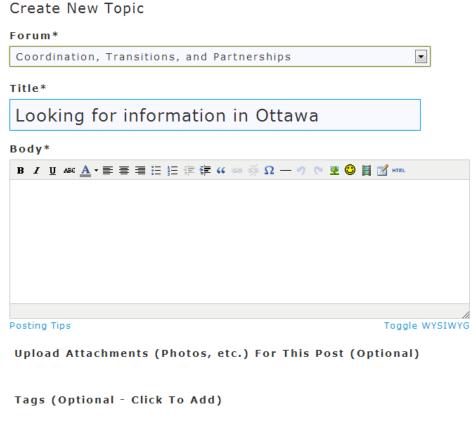
#### **Starting a Topic**



To create a topic thread, click the large 'Post New Topic' button on the right.



# Starting a Topic cont.



#### Settings

■ Include Signature

▼ Follow This Topic

Get notified about replies to this topic.

A new screen will appear entitled 'Create New Topic'. Choose the forum you think is most appropriate, then give the discussion a title and fill out the text box below and post discussion when ready. You can also add attachments, tags and polls.



# **Adding a Link**

#### Create New Topic Forum\* Coordination, Transitions, and Partnerships Title\* Looking for information in Ottawa Bodv\* Insert/Edit Link B / U ARC A - E = = = = = 66 00 Insert/Edit Link Lorem ipsum dolor sit amet, consect Link URL nonummy nibh euismod tincidunt ut Open Link in a New Window volutpat. Title -- Not Set --Class

To add a link, highlight the text you wish to use as the link, then select 'Insert Link' icon.

Enter your URL. If done correctly, the link will turn blue with an underline.

Upload Attachments (Photos, etc.) For This Post (Optional)

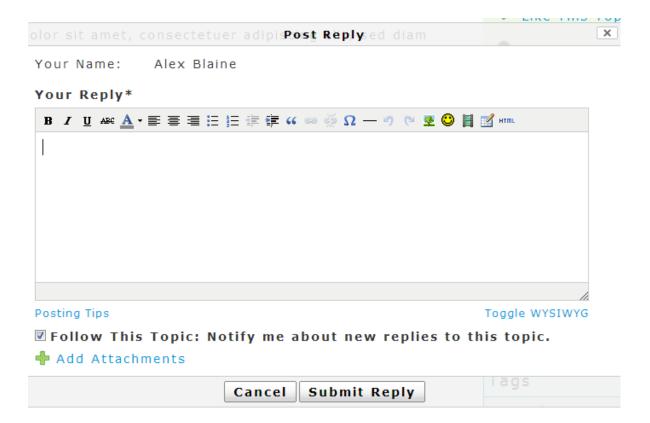
Insert

Cancel

Tags (Optional - Click To Add)



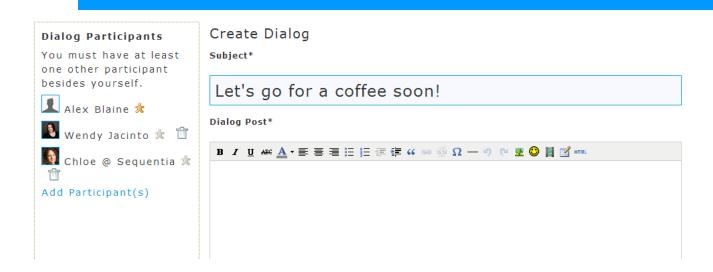
### **Commenting**



'Post Reply' buttons appear under the latest entry in the topic thread. To add your own comment, complete the pop up 'Post Reply' box. You can indicate here if you want to follow the topic and add attachments.



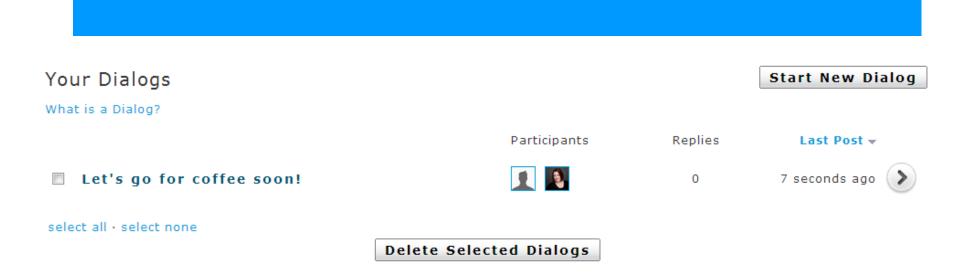
# **Dialogs (Private Messaging)**



There are several ways to send a dialog on the community. You start a dialog with a member by clicking on their name or profile picture. This will lead you to their profile, on the right side navigation bar you will be able to select 'Start a Dialog'. This will lead you to a new private dialog page (with a box that functions like the comment section).



### Dialogs (Private Messaging) cont.



You can also start a dialog by clicking on the 'Dialog' box on the top header, and clicking on 'Start New Dialog'. Here you can add or delete as many members as you like to a dialog, you can also add attachments.

Through this header link you can also view any current dialogs you are participating in.

Event C(•)nnect

#### **Reminders**

• If you have any questions or comments, please feel free to Dialog with any of the forum moderators or visit the 'Help' thread. We'll be happy to help you.

