

Quick Guide for Using LMC Member Forums

Subscribe to a forum

From the LMC website, Click **Forums** (top of the page), click **Sign up for member forums**.

Select the forum(s) you wish to join and complete the form.

Click **Submit**.

You will receive an email welcoming you to the listserv/forum and giving you instructions for using the listserv/forum.

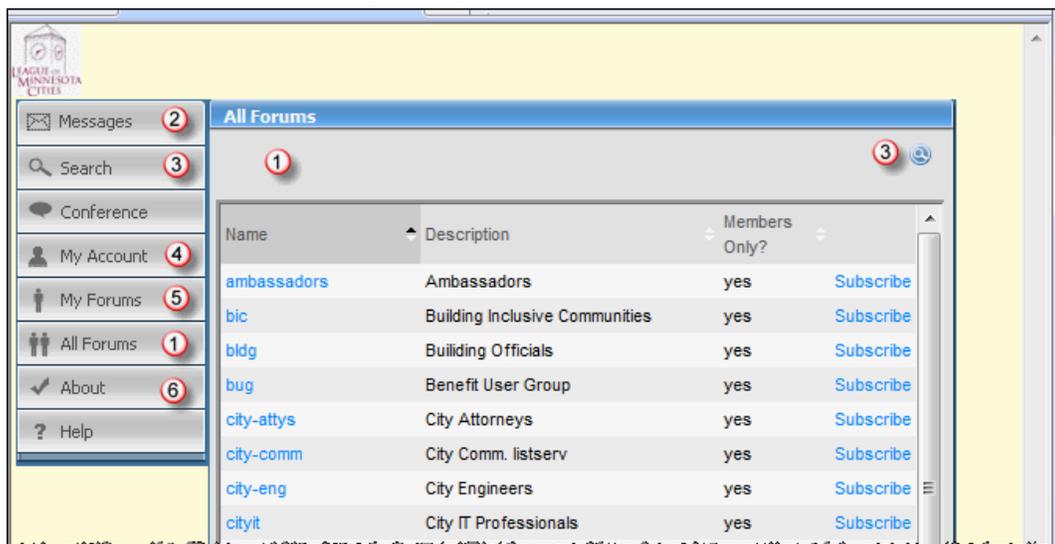


The screenshot shows the 'Member Forum Sign Up' form. It includes a navigation bar with 'Marketplace | Careers | Member Forums' and a breadcrumb trail: 'Home | Minnesota Cities & The League | Governing & Managing | Risk Management'. The form title is 'Member Forum Sign Up'. Below the title, there is a paragraph of instructions: 'Use the form below to choose the member forum you wish to join, and shortly you'll be signed up and participating. Select the forum you'd like to join from the following drop down box. You can learn more about each by clicking on it.' The form contains two main sections: 'Forum Name' and 'Forum Description'. The 'Forum Name' section is a dropdown menu with the following options: Building Officials, CEAH, City Attorneys, City Communicators, City IT Professionals, Clerk/Administrators, Computer Security, Finance Offices, HR/Personnel services, IGR: Annovation, IGR: Legislative, IGR: Elections, IGR: Telecommunications, IGR: Wine in Grocery Stores, IGR: Housing, IGR: Transportation, IGR: Phase II, LMCIT User Group, and Public Works. The 'Forum Description' section is a text area. Below these sections are input fields for '*Name:', '*Title:', '*City/Organisation:', and '*Email:'. There are 'submit' and 'reset' buttons at the bottom. A note at the bottom states: 'An asterisk (*) indicates required information.'

Forums Interface

The Forum interface allows a member to interact with forums, through a web interface.

From the LMC website, click **Forums** (top of the page), **Member forum logins**.



- ① **All Forums** – Displays all LMC forums. Subscribe to new forums via the **Member Forums** link on the LMC website www.lmc.org. (See “Subscribe to a Forum” above)
- ② **Messages** - Displays overview of the message threads for the selected forum.
- ③ **Search** – Allows you to search archived messages for the selected forum.
- ④ **My Account** - Allows you to change your member settings, such as your email address and how you view messages.
- ⑤ **My Forums** – Displays the forums of which you are a member. From this tab, you can select the desired forum or unsubscribe from a forum.
- ⑥ **About** – Provides forum details (e.g. the list administrator, the number of members, etc.). You can subscribe to an RSS feed from this page.

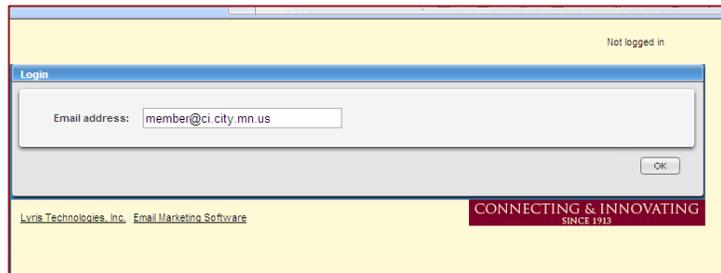
Log in to a forum

From the LMC website, click **Forums** (top of the page), click **Member forum logins**.

Click the desired forum. At the Login prompt, enter your email address and click **OK**. Enter your password and click **OK**.

If you do not know your password, enter any password and click **Email Password**.

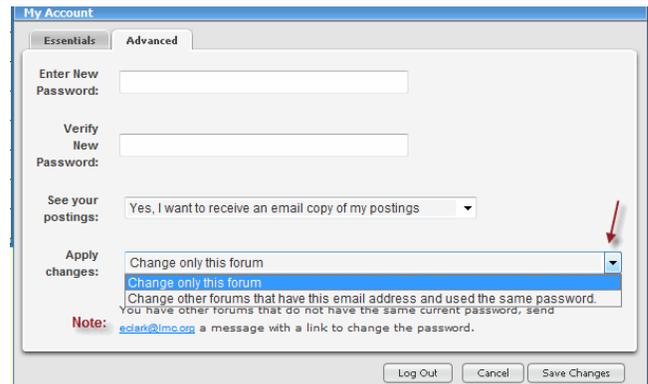
Follow the prompts in the email you receive and create a new password. Click **Reset Password**. The new password will be applied to all your lists.



Change your password

To Change your Password:

Click **My Account** and then select the **Advanced** tab. Enter your new password twice. Using the **Apply Changes** drop-down arrow, select if you want to change the password for one or all of your forums.



Edit Your Settings

To Edit your settings:

Click **My Account**. You can edit your email address, change your password, and choose how you view messages

To Change how you receive messages:

Click the drop-down arrow for **Membership Types** and select the option that meets your needs:

Normal: Receive messages as they are contributed via email (Default setting)

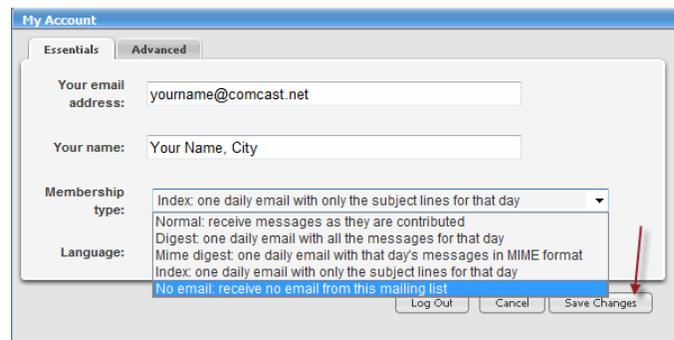
Digest: Once a day (12:00 am) you will receive a single plain text email message containing all the messages contributed to the forum that day. At the top of the message will be a numbered list of the subjects in that digest, followed by the complete messages themselves, However, attachments to messages are not included. To see message attachments, you need to log in to the forum.

MIME Digest: The same as digest, but in MIME format individual message formatting is preserved. Some email clients such as Outlook will show the digest as a series of attachments. (MIME format allows for formatted text, graphics and attachments.)

Index: Once a day (1:00 am) you will receive a single plain text email message containing all the subject lines of all the messages contributed to the forum that day. There is an email command at bottom of the index for retrieval of the messages. Or, you can access forum interface directly by going to **Forums** link on the LMC website www.lmc.org. Click the **Member Forum** login link.

Nomail: No email is sent to you. Messages can be accessed from the forum interface whenever you want.

Click **Save Changes** when you have finished editing your settings.



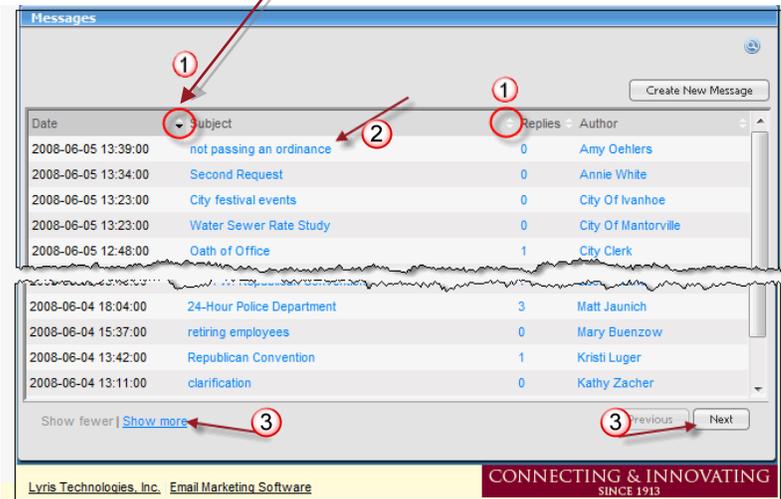
View Messages via the forum

Twenty message threads (groups of messages and their replies) are displayed at one time. You may change the sorting order of the threads by clicking the up or down triangles next to Date, Subject, Replies or Author. ①

To open a message thread:

Click the subject link. ② The message and the replies will be displayed in date order – oldest to newest. You can reply or create a new message form this page.

To view more message threads: Click **Show more** or **Next**. ③

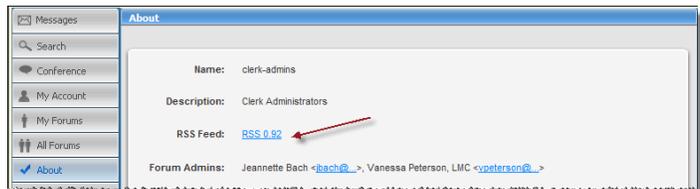


Viewing message via RSS Feed

To subscribe to a Member Forum RSS Feed:

Click **About** and then click the **RSS Feed** link. On the RSS Feed page, click **Subscribe to this feed**.

RSS (Really Simple Syndication) feed is a Web format used to publish frequently updated content. When you subscribe to the RSS feed, updated summary information from the forum is automatically downloaded to your computer and can be viewed in an Internet browser and other programs such as Outlook 2007. You can enter the forum from the RSS feed to view the entire thread or to reply to the message.



Search Archives

The basic search allows you to look for particular words used in a message. The advanced search allows you to specify the location of the words (in the message header, subject, or body) or to exclude words.

To Search the Message Archive using the Basic Search:

Click **Search** and enter the word(s) you'd like to search for. You may separate words with a space or comma. Click the **Search** button.

To Search the Message Archive using the Advanced Search:

Click **Search** and then click the **advanced search** command. Enter the word(s) you'd like to search for. You may separate words with a space or comma. You may choose to search for or exclude words in the entire message, body, or header.

