

COMSEP DISCUSSION BOARD

Instructions/Frequently Asked Questions

Basic Overview

This COMSEP discussion forum is the new communication tool for member-to-member discussions, replacing previously used listserves. Highlights include the ability to catalog discussions for future reference, a search function for filtering results of past discussions, and weekly digests.

Each member will have access to a General Discussion Board which may be used by all members. In addition, each member will see discussions for their region and other sub-groups to which they belong within COMSEP. To view, search or post on the discussion forums, you must be an active COMSEP member and log in with your member ID/password.

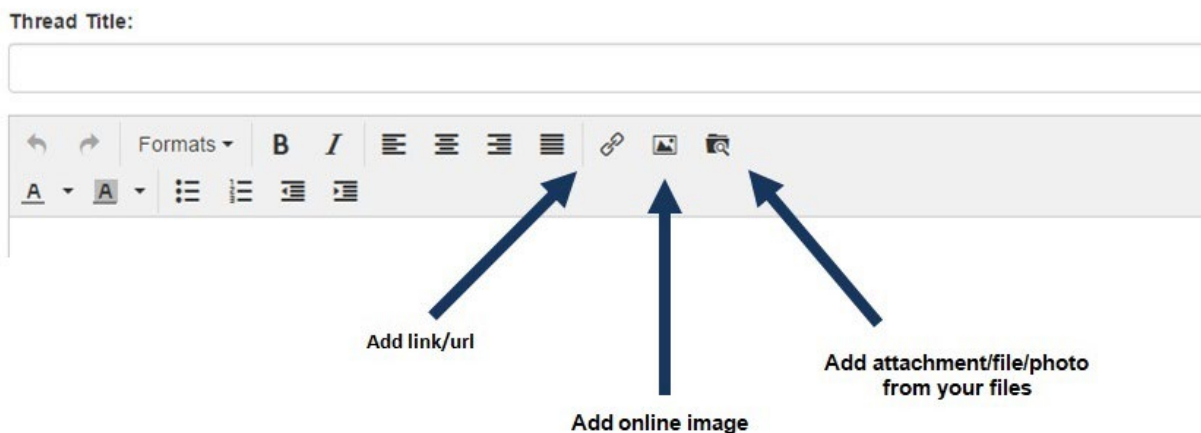
Posting and Receiving Messages from the Discussion Board

Posting a Message

If this is your first visit to the COMSEP Discussion Board, you will be asked to click to agree to the use terms before you may proceed. You will only be asked to do this one time. (NOTE: The only time you need to log-in is to START a discussion thread or to just take a look to see other postings.)

On the Discussion Board's main page, you will see a list on the left margin of the discussion groups to which you currently belong. If you wish to post or search for a topic within a particular area, click on the group name and you will be taken to that page. Once open, you may review the subject/titles of past discussions (click on a subject/ title to see the detailed discussion within that thread) or you may click to "Post a New Thread" by following these steps:

1. Click "Post a New Thread" button
2. Insert subject of the thread in the "Thread Title" text box
3. Insert body of your message in the larger text box (below the Thread Title box)
4. Add file attachments, photos, links, etc., by clicking on the icons to the right of the formatting commands (please see screenshot below for location of icons)
5. When your message is complete, click to "Add New Thread" below the text boxes.



Receiving a Message

After a new thread is posted, an email is sent to each member of that group. This email will include the **entire** message, sender's name and a link to the new thread.

By clicking on the link to the new thread, the member is taken directly to the message (no login is necessary since the email is sent to them from their member record). Once there, the user may "subscribe" to just that thread (see subscription preferences below for more information) in order to receive emails of all replies as they are posted. (Unlike the traditional listserve, you will not receive an email each time other members respond to that discussion thread **unless you are subscribed**.)

Or, more importantly, you may **reply to the thread**. (Note: If you reply to the discussion thread from the link in the email, you will be automatically logged in to the Discussion Board.)

Weekly Digest

All messages/new threads go out at least 2 times during the week. The first is when the initial thread is posted. The second is as part of the weekly digest which is emailed on Thursday mornings to all members. The weekly digest is personalized to include all messages/threads for the groups to which a member belongs. This is a very convenient way to see everything at once and be able to choose which messages/threads are pertinent and require your attention.

Subscription Preferences

If you prefer to receive just one email per week (Thursday morning), including all of the previous week's discussions, you may subscribe to the weekly digest [here](#).

If you subscribe to the weekly digest, you will continue to receive an email notification when someone initiates a new discussion. If you wish to receive the weekly digest/new thread notifications, but **ONLY** for specific discussion groups, you may indicate that [here](#).

Another level of notification exists to have all comments to a particular thread emailed to you. That option is available when viewing within a certain discussion group. For example, if you are in the Midwest Region discussion group, next to each individual discussion, you will see "subscribe" over to the right. By clicking on that, you then will receive an email whenever anyone responds to that particular discussion.

I'm tired of getting emails, how do I opt out?

If you are subscribed to the weekly digest, you'll need to click on this link and unselect the check box there. Unselecting the check box will also stop email notifications from being sent to you when a new thread is posted. If you are subscribed to a particular discussion and receiving each individual email from that discussion, you may check the "unsubscribe from this thread" button on the upper right hand side of the discussion comments page or the "unsubscribe" button of the right of the discussion title on the discussion threads page.

Searching on the Discussion Boards

How do I search the discussion boards?

On the main page of the discussion boards (where the list of discussion groups appears), click on the "Search the Discussion Board" link towards in the upper right corner of the page. You may search by discussion group, thread (or discussion) title, keyword (searching the body and title of discussion threads), or by time frame.

Can I change the order that the discussions are listed?

Yes, you may have them sorted newest to oldest and vice versa, depending on how you would like to read them. Within each discussion group and discussion, select "new to old" or "old to new" in the View Order to have them sorted accordingly.

How do I return to the list of my discussion groups?

To return back to the "home page" with the list of all of your discussion groups, you may click on the "COMSEP Discussion Board" link at the top left of the webpage.