

GETTING ORIENTED TO THE HOMEPAGE OF THE FORUM SITE

1. If you are a registered user of the forum, enter your Username and Password to login.
2. If you have not registered but would like to do so, click on the Register tab at the top of the page. Fill out the online form and click Submit.
3. The homepage displays a table that lists:
 - names and descriptions of the forum(s)
 - the number of posts to each forum
 - the number of topics being discussed in each forum
 - the last post to each forum, the date of the post, the author of the post, and the corresponding forum topic
4. Orange text indicates a hyperlink.
5. To go to a specific forum, click on the forum's name in the table (e.g., Thun Family Contacts).
6. Tabs at the top of the page lead to features such as Search, Calendar, and New Posts.

PARTICIPATING IN A FORUM

1. From the site's homepage, click on a forum's name to go to that forum.
2. To see a discussion thread pertaining to a particular topic, click on the name of the topic (topics are listed under the "Subject" heading).
3. Comments that you and other users have posted are displayed in chronological order, starting with the oldest posts on top.
4. To add a comment of your own to an existing topic, click one of the "Reply" tabs along the right side of the page or simply begin typing your post in the text box labeled "Reply to this topic," which is located at the bottom of the page.
5. If you want to start a new topic of discussion within a particular forum, go to the main page of that forum and click on the "New Topic" tab on the right side of the page. Type the name of the topic in the "Message subject" field. Type your message in the text box labeled "Message." Click on "Post New Topic" to post your message to the forum.
6. To return to the website's homepage, click on the orange text hyperlink that says, "Forums."

FORUM ETIQUETTE

1. Check or search existing posts to see if your topic is already covered.
2. If you start a new topic, try to use a title that will be meaningful to others.
3. Stay on topic. Avoid confusing other users by posting comments that are unrelated to the topic of the discussion thread.
4. Be polite. Keep your comments appropriate to a shared forum. Use email to convey personal or private messages.
5. Do not use a forum to promote a product, service, or business. Report spammers to the forum moderator.
6. Contribute to the conversation. Use the forum to communicate and build community among Foundation and Thun family members.