

# InBarConnect How-To

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If questions arise, please reach out to the ISBA or your section/committee liaison. We here to help! 1.800.266.258

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## General information to know:

- You are auto-subscribed to the listserv of every section/committee you are a member of
- An email is sent to you every time a member posts. You can adjust your notification settings at any time.
- All ISBA sections (except for the Utility Law Section) offer an e-discussion list for its members
- A handful of committees also offer an e-discussion list

## How to access:

- InBarConnect is accessible through [inbar.org](http://inbar.org)
  - Section & Committees tab
  - InBarConnect listserv login

## How to login:

- Visit [connect.inbar.org](http://connect.inbar.org) and click on the “Sign In” button (blue) in the upper, right-hand corner.
- By clicking on the “Sign In” button, you will automatically be directed to the State Bar’s website sign-in page if you are not already logged in. This is because it’s a single sign-on process. Once you log in via our website, it will then direct you back to [connect.inbar.org](http://connect.inbar.org).
- Can’t remember your ISBA login information? Call us at 1.800.266.2581.



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## How to start a discussion:

### Post via email:

- Post a new question or discussion simply by sending an email to the unique email address associated with your listserv. This can be found on your ISBA section/committee webpage.

### Post via website:

- You can also post by visiting [connect.inbar.org](http://connect.inbar.org)
  - Click on the "Sign in" button (blue) in the upper, right-hand corner
  - Click on "Communities" and then on "My Communities"
  - Click on the group and then on "Post New Message"

## How to respond to a post:

### Respond via email:

- Click on "Reply to Group" or "Reply to Sender" in the email.
- You can also view others' responses to the post by clicking on "View Thread"

### Respond via website:

- Click on "Communities" and then on "My Communities"
- Click on the appropriate section/committee and then select the discussion post
- Click on "Reply to Discussion" or via drop-down arrow, "Reply to Sender"
- Log in at [connect.inbar.org](http://connect.inbar.org)



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## How to change notification settings:

### Via email:

- You can change your settings to only receive a "daily digest" by clicking on "My Subscriptions" at the bottom of your email.

### Via website:

- You can also change your settings at [connect.inbar.org](http://connect.inbar.org) next to your profile picture in the upper, righthand corner.
  - Click on "Profile"
  - Click on "My Account"
  - Click on "Community Notifications"
- You can select different settings for each listserv you are a member of.

## How to update you signature block:

- Log in at [connect.inbar.org](http://connect.inbar.org)
- In the upper, right-hand corner next to your profile, click on "Profile."
- Next, click on "My Account" and the on "Discussion Signature".
- If posting via email, your normal signature will appear for readers.

## How to enhance your InBarConnect profile:

- Log in at [connect.inbar.org](http://connect.inbar.org)
- In the upper, right-hand corner next to your profile, click on "Profile."
- You can update your contact details, upload a profile picture and add your bio, education, job history, and social media links.
- You can also import your information from LinkedIn.
- Your "contact details" and profile picture are being pulled from our membership database. To update that information, you'll be directed to the State Bar's member profile page where you can make those changes.

