SBM Connect
STATE BAR OF MICHIGAN

Using the Discussion Area

1. The discussion area can be found in the horizontal tabs labeled "Discussions."

Community Home | Discussion 71 | Library 15 | Events 0 | Members 11

2. Once on the Discussion page, you will see a list of discussion threads. Threads with the most recent activity will be at the top. You can start a discussion thread of your own using the **"Post New Message"** button.

50 per page ▼ | Post New Message

3. This may take you to the **"Subscribe"** window, which will present a list of options for how you would like to receive discussion messages from the committee. If you choose to opt-out of discussion e-mails, you can still participate in discussion through the committee's website. You can always adjust your communication preferences, including using an alternate e-mail address for discussions.

Subscribe

JOIN Staff Liaisons to Committees

Email Address:

> example@mail.michbar.org

Please choose how you would like to receive messages for this Discussion:

- ○ Real Time - One email for each message

- ◉ Daily Digest - One email containing all posted messages from the previous day

- ○ Plain Text - One email for each message with HTML formatting removed

- ○ I would like to opt-out of receiving email messages

Save | Cancel

4. After subscribing to the committee's discussion board, you will be taken to the **"Post a Message"** page, where you'll be presented with a list of options for composing a message:
   a. The **"To"** field will automatically send the discussion to the committee you're currently in; however, it will present you with a drop-down menu listing any committee you are currently subscribed to.
   b. You may also forward the discussion to one other committee using the **"Cross Post To"** field.
   c. The "**From**" field will already be filled with your name and will be subsequently shown below in the signature.
   d. Just like a regular email, a **"Subject"** field is required.
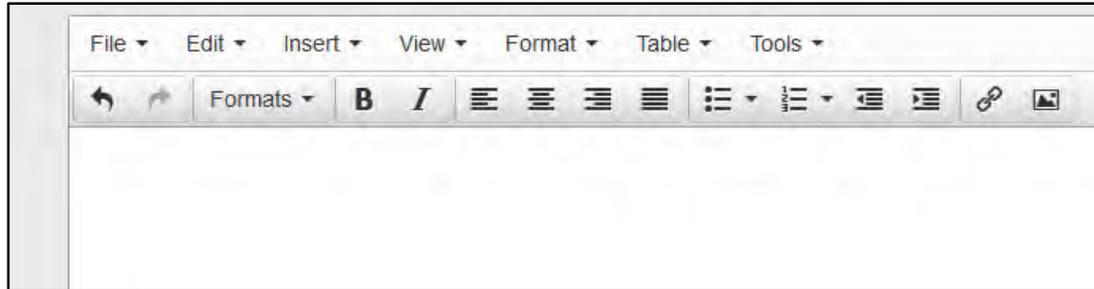
Post a Message

|	
To	Staff Liaisons to Committees ▼
Cross Post To	No Additional Discussions ▼
From	Andrew Marks
Subject	

5. After filling out the subject fields, it's time to write the discussion message. This interface is similar to Microsoft Word and mirrors Word's toolbar options.


   a. The toolbar allows for spellcheck, bold, italics, underlining, bulleted lists, links, images, and more.
   b. To create a link, click on the **"Insert/edit link"** button in the toolbar and wait for it to present a list of options.
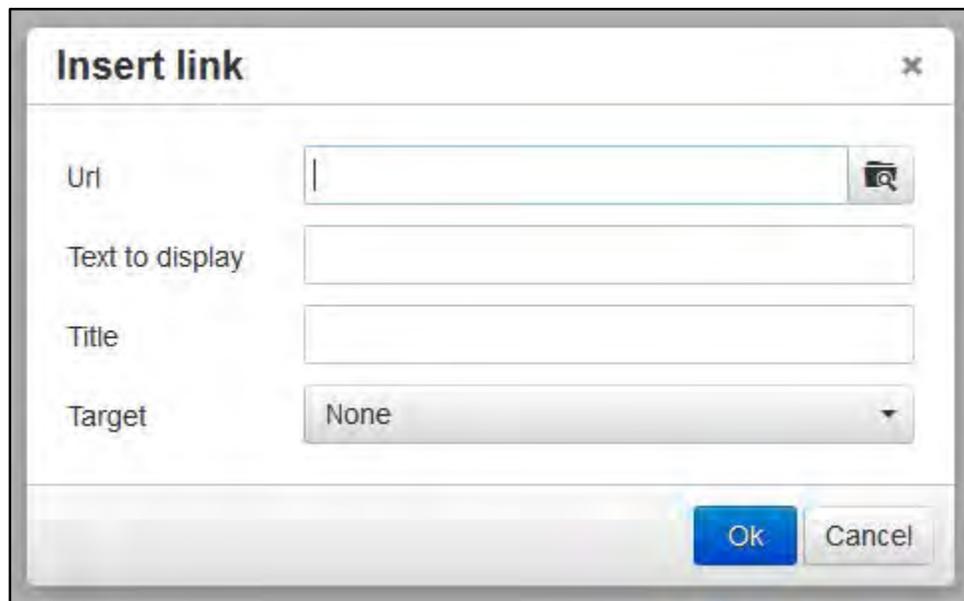

      i. The **URL**, which usually starts with "http://" is inserted first.
      ii. However, if you want your URL to read something such as "More Information" or "Click Here," you would put those words in the **"Text to display"** box.
      iii. Copy whatever your text to display into the **"Title"** field.
      iv. If **"Target"** is set to another SBM Connect page, leave this field at "None." Otherwise, if your link is set to any other external website, put this option at **"New Window"** so members can navigate back to SBM Connect easier if need be.
      v. When you're satisfied with your link options, click **"OK."**

   c. To insert a photo, click on the **"Image Manager"** button in the toolbar and wait for it to present a list of options.
      i. In the Image Manager's toolbar options, click on the **"Upload"** button to browse your file directories and find your chosen image.
      ii. Once you have your chosen image selected, navigate to the **"Insert"** button to put it in your body of text.

iii. To put the image in a different location within the text, drag the image and follow the cursor below to replace the image.
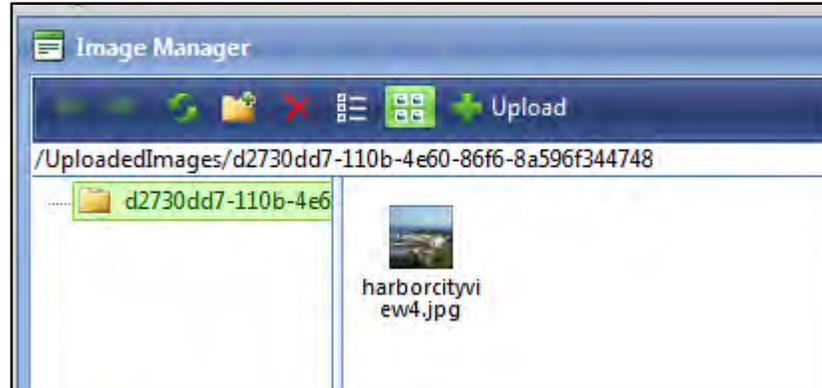

d. To copy/paste a photo into the message field, find the photo from your chosen source and right-click. Select the **"Copy_Image"** option.
   i. Put your cursor into the message field, right-click again, and select **"Paste."**
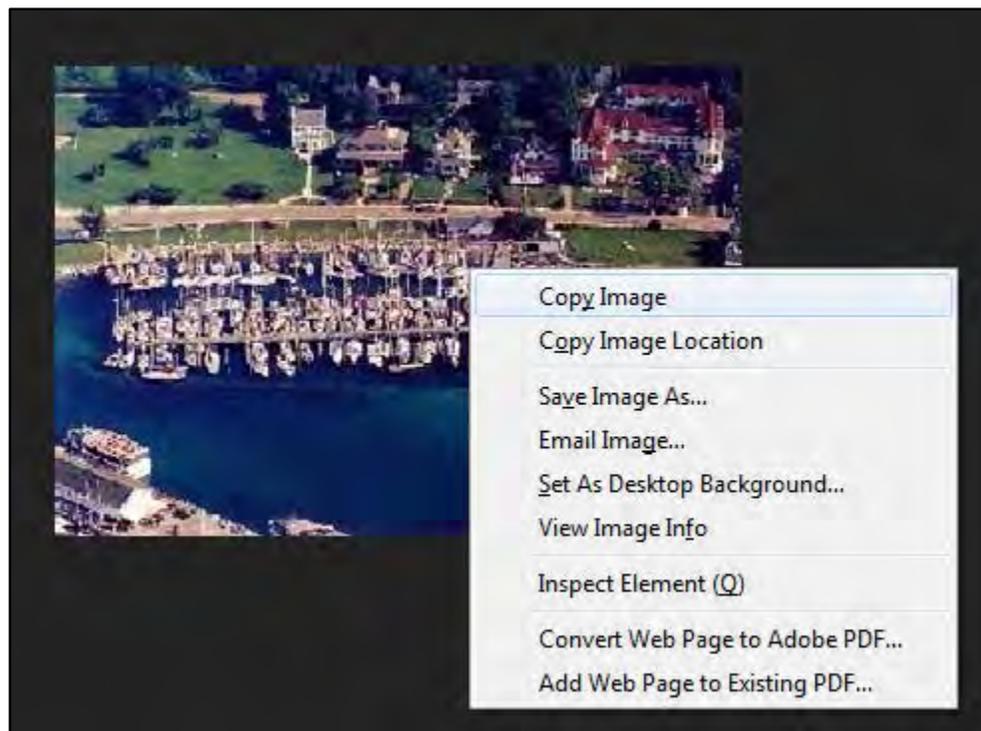
6. When you're finished composing your message, you can **"Cancel"** to discard your message, **"Attach"** to attach an external file (e.g. Word Doc, PDF, etc.), or you can **"Send"** to post your discussion message to the forum. Attachments will also be posted to the committee's Library area.

7. Once your message is sent, you should see a green checkmark indicating that the message was sent successfully, and you should also be able to view your message under the **"Last Messages…"** heading.
   a. Now, committee members can view and respond to your discussion post and you'll be able to see who posted recently, the time it was sent, and the number of replies it has.
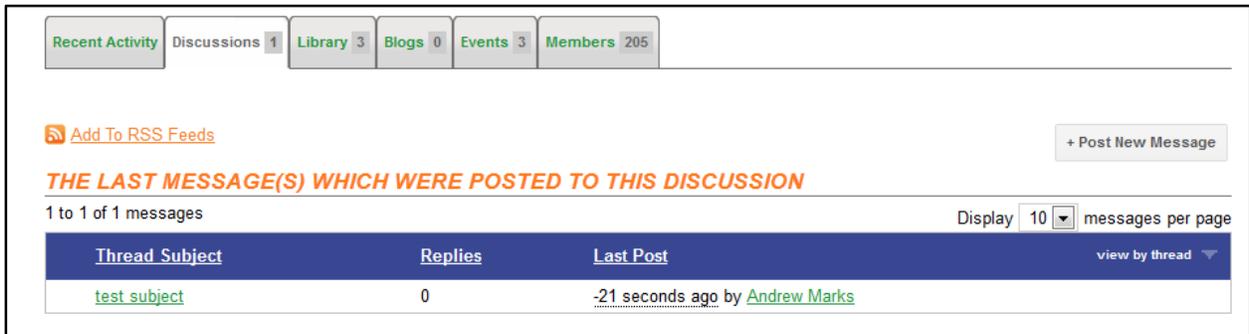
8. To respond to a discussion by email, click on the thread you want to reply to and look at the list of options off to the right. Click on **"Reply to discussion."**
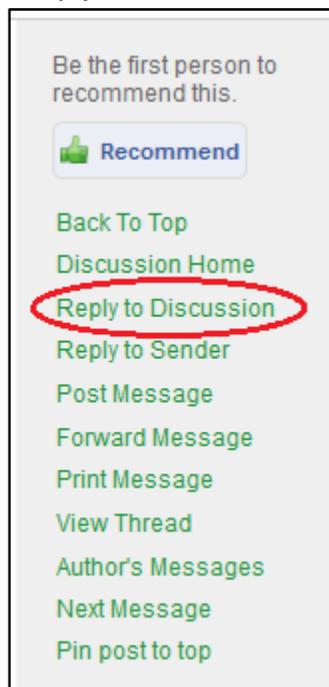
a. The **reply menu** looks exactly like the menu to post a discussion, and it carries all of the same features we've talked about above. When you're finished writing your reply, click the **"Send"** button in the top, or bottom, right-hand corner.

9. If you would like to organize discussions/posts by date instead of thread, click on the **"View by…"** arrow on the right-side of the blue forum header.

a. The drop-down menu will reveal a **"view by date"** button, which will sort by the most recent post(s).