

## TECOM Forum Instructions

**Registration** – Before being able to enter the Forum system, the user will be required to register for an account to log in with. Clicking the “Register” button on the Log In page begins this process by taking you to the Registration page. Please fill out the form and click “Done”. At this point, your account has been activated and you’re ready to log in.

**Logging In** – You will use the email address that you registered with, and the password that you chose. Type these in and click “Login”.

**Topic Listing** – Once successfully logged in, you will be at the main Topic Listing page. You can view the contents of each listed message by simply clicking on the blue link. You will also note a set of links above the topics. These are:

- a) **Forum List** – Clicking this will show you a listing of all other forums in the system. Some will be listed as “Private”, and you will need to request permission to view them.
- b) **New Topic** – This link will create a new Topic for discussion. Only forum administrators may use this link.
- c) **Collapse Threads** – As the forum grows, there will be reply after reply in the conversation. This can take up significant room on the web page. Clicking Collapse Threads will shrink the topics to one line each. Once collapsed, this link will change to “View Threads”. Clicking View Threads will expand the links once again.
- d) **Search** – Clicking Search will take you to the Search page. From here, you can search for keywords in any of the topics.
- e) **Logout** – This will log you out of the system.

**Reading Messages** – You can read any message on the Topic Listing by clicking on the blue link. The message page will contain three sections:

- a) **Message** – This is the body of the message that you clicked on. It will display the author, as well as the date it was submitted.
- b) **Topics** – This is a listing of all messages in the Topic you are currently viewing.
- c) **Reply To This Message** – If you have a response to the message, you can use this section to reply. “Your Name”, “Your Email”, and “Subject” should all be filled out for you. The large text box is for you to write the body of your message. Since this is a reply to a message, you can click the “Quote” button to copy in the contents of the previous message. This is not required, but can be helpful. When you are finished, click “Post”.