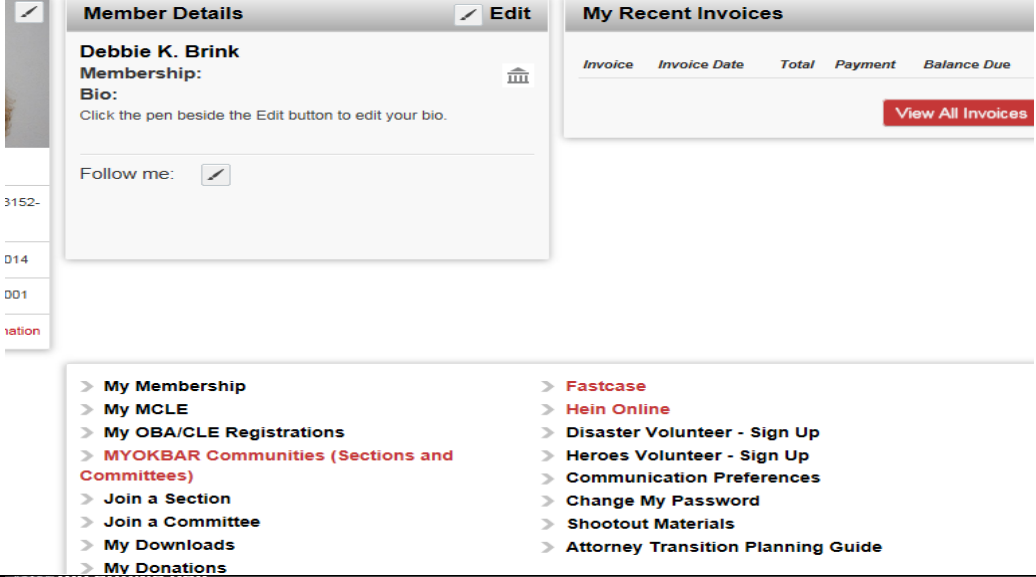
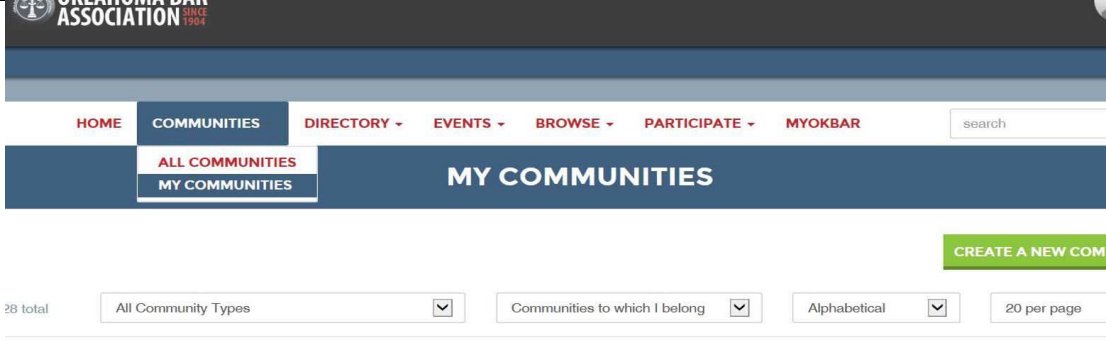


CHAIRPERSON OR OFFICER

(For additional assistance, contact Debra Jenkins – 405-416-7042 or debraj@okbar.org .)

<p>1) GO TO www.okbar.org</p>	
<p>2) Click on the red “MYOKBAR” located below the red banner</p>	
<p>3) Enter bar number and pin (nka password)</p>	
<p>4) Click login (You will arrive on your profile page.) Agree to terms if they pop up.</p> <p>5) Scroll and Click the red line “MYOKBAR Communities (Sections and Committees)” (Agree to the terms if they pop up.)</p>	
<p>6) Click the “Communities” tab at the top (to the right of the Home tab)</p> <p>7) Choose and click “My Communities”</p>	

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8) **Scroll** through the list of committees and/or sections and **Click** on the one you wish to view.



There are **2 ways to communicate** with your committee or section.

Sending an email through "Settings" on the Community page is immediate. They will get your message immediately after you hit send.

For immediate delivery, after following the steps above, proceed as set out below.

EMAIL:

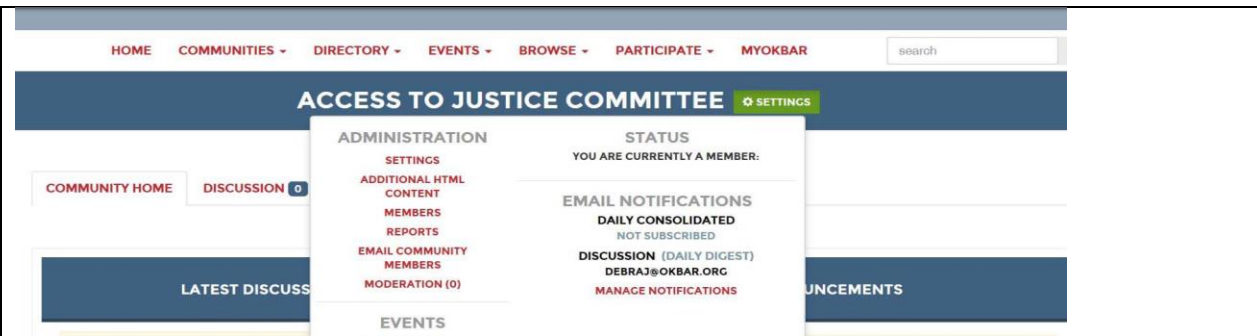
9) **Click** on the word "**Settings**" (in the green box) at the end of the name of your committee or section.



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10) **Choose and Click** the “**Email Community Members**”

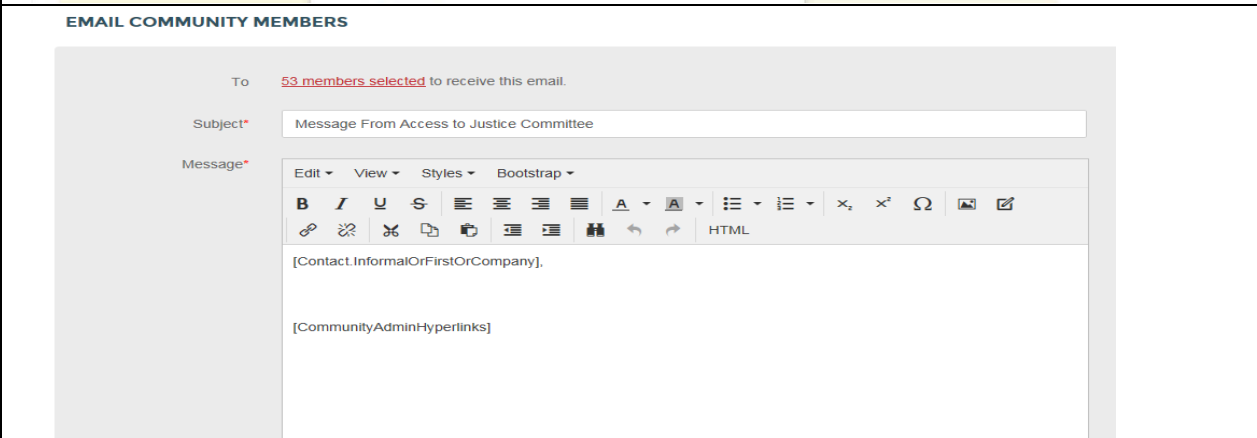


The email template will look like this → →

Do not remove the 2 lines of bracketed information that appear in the body of the email box.

LEAVE THIS LINE → → → →
It automatically creates personal salutation.

LEAVE THIS LINE → → → →
It allows you to attach documents.



SAMPLE of Placement of the email message –

[Contact.InformalOrFirstOrCompany], ← **LEAVE THIS LINE**, it automatically creates personal salutation.



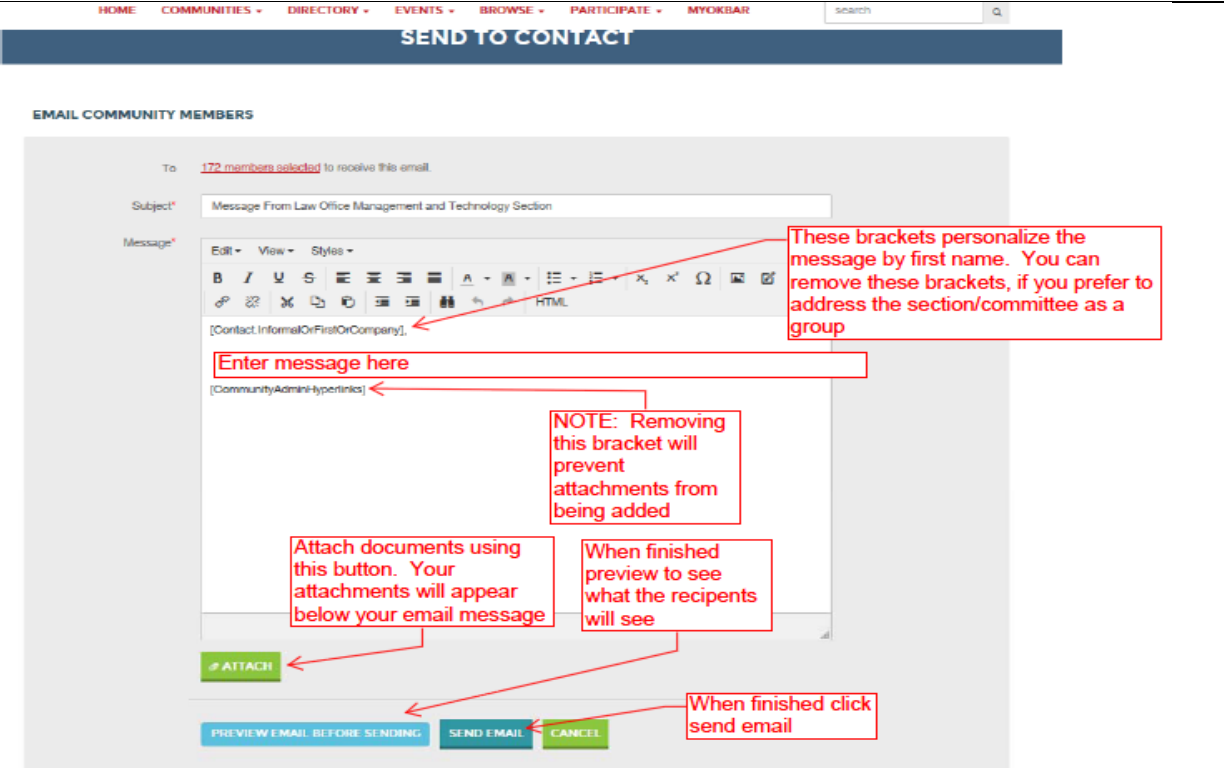
[CommunityAdminHyperlinks] ← **LEAVE THIS LINE**, it allows you to attach documents.

You will type your message BETWEEN the 2 lines of bracketed information. → → →

Be sure to leave both lines of bracketed information in the email.

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<p>Attach documents as shown here.</p>	 <p>The screenshot shows the 'SEND TO CONTACT' interface. At the top, there is a navigation bar with links: HOME, COMMUNITIES, DIRECTORY, EVENTS, BROWSE, PARTICIPATE, and MYOKBAR. Below this is a search bar. The main heading is 'SEND TO CONTACT'. Underneath, it says 'EMAIL COMMUNITY MEMBERS'. The email composition area includes a 'To' field with a link to '172 members subscribed', a 'Subject' field with the text 'Message From Law Office Management and Technology Section', and a 'Message' field with a rich text editor. The message field contains the text '[Contact, InformalOrFirstOrCompany]' and '[CommunityAdmin-hyperlinks]'. A red box highlights the message field with the text 'Enter message here'. A red box points to the brackets in the message field with the text 'These brackets personalize the message by first name. You can remove these brackets, if you prefer to address the section/committee as a group'. A red box points to the brackets with the text 'NOTE: Removing this bracket will prevent attachments from being added'. A red box points to the 'ATTACH' button with the text 'Attach documents using this button. Your attachments will appear below your email message'. A red box points to the 'PREVIEW EMAIL BEFORE SENDING' button with the text 'When finished preview to see what the recipients will see'. A red box points to the 'SEND EMAIL' button with the text 'When finished click send email'.</p>
<p>11) Scroll to the bottom of the page and Click "Send Email"</p>	

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The second way to communicate with your committee/section is by using the discussion posts. The discussion posts are **delivered only once a day around midnight, unless you change your settings**. Use this method to discuss a specific topic or to provide information to your members that is not time sensitive.

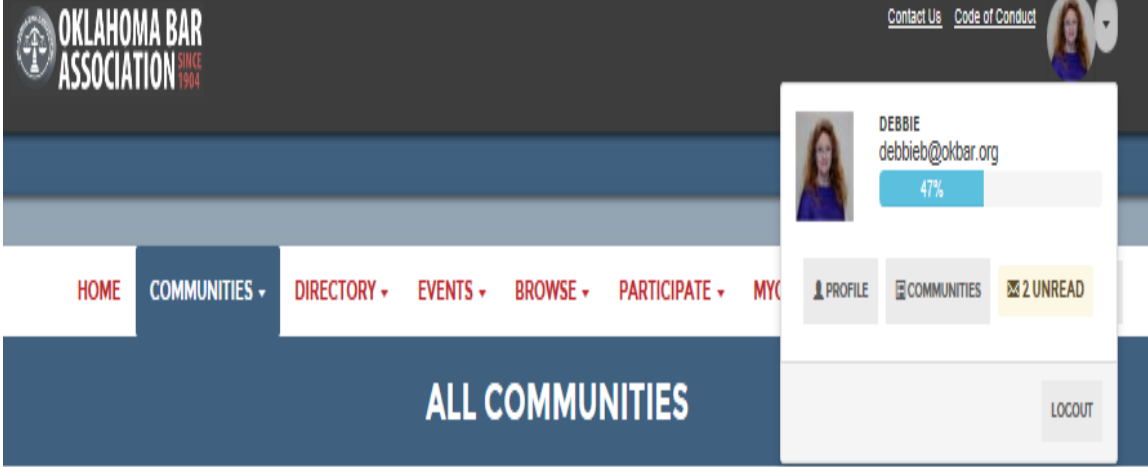

[Committee or Section **HOME PAGE**] → →

See dialogue boxes regarding:
Posting to a discussion in progress;
Dates of upcoming “Events” ;
Members on the committee/section;
Locating documents or “Latest Shared Files” in the Library.

The screenshot shows the 'ACCESS TO JUSTICE COMMITTEE' website interface. At the top, there is a dark blue header with the title and a 'SETTINGS' button. Below the header is a navigation bar with tabs: 'COMMUNITY HOME', 'DISCUSSION 0', 'LIBRARY 2', 'EVENTS 0', and 'MEMBERS 63'. Red callout boxes provide instructions: one points to the 'EVENTS' tab stating it leads to meeting schedules; another points to the 'MEMBERS' tab stating it shows committee/section members. Below the navigation bar are two main content areas: 'LATEST DISCUSSION POSTS' and 'ANNOUNCEMENTS'. The 'LATEST DISCUSSION POSTS' area contains a text box with a 'POST TO THIS DISCUSSION' button. A red callout box explains that posting here generates daily digests and allows for sharing links and files. The 'ANNOUNCEMENTS' area contains a text box with an 'ADD ANNOUNCEMENT' button. Below these is a 'LATEST SHARED FILES' section with an 'ADD' button. A red callout box explains that minutes and reports are added here, which is also accessible in the Library tab. At the bottom, there is a 'MINUTES' section with a profile picture and the text 'BY: ROBBIN WATSON 16 DAYS AGO'.

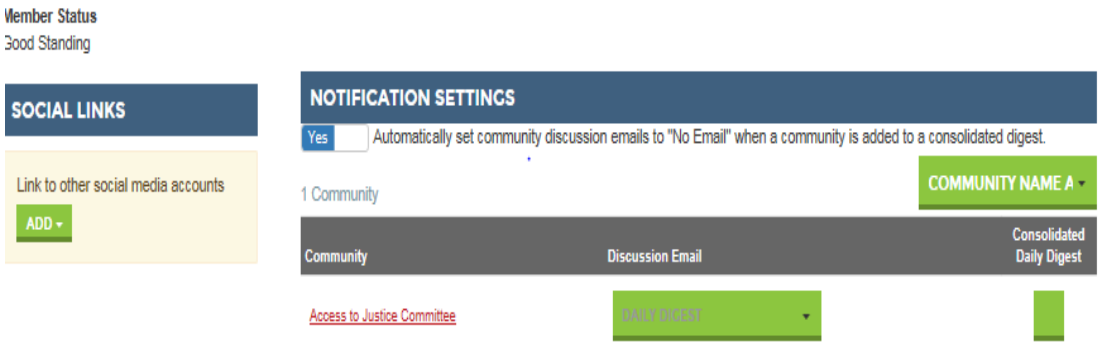
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<p><u>SETTINGS:</u></p> <p>Change your settings as follows: 1--Click the drop down arrow beside your profile picture and Choose or Click “Communities.”</p>	 <p>The screenshot shows the top navigation bar of the Oklahoma Bar Association website. The logo is on the left, and links for 'Contact Us' and 'Code of Conduct' are on the right. A user profile dropdown menu is open, showing the user's name 'DEBBIE', email 'debbieb@okbar.org', and a 47% progress indicator. The menu options are 'PROFILE', 'COMMUNITIES', and '2 UNREAD'. A 'LOGOUT' button is visible at the bottom right of the dropdown. The main navigation bar includes 'HOME', 'COMMUNITIES', 'DIRECTORY', 'EVENTS', 'BROWSE', 'PARTICIPATE', and 'MY ACCOUNT'. Below the navigation is a large blue banner that says 'ALL COMMUNITIES'.</p>
<p>2-- Click on drop down arrow of “My Account” and Choose or Click “Community Notifications”.</p>	 <p>The screenshot shows the 'My Account' dropdown menu. The menu items are: 'INBOX', 'PRIVACY SETTINGS', 'EMAIL PREFERENCES', 'RSS FEEDS', 'COMMUNITY NOTIFICATIONS', and 'DISCUSSION SIGNATURE'. Below these items are statistics: 'DISCUSSIONS 9', 'LIBRARIES 4', and 'MEMBERS 54'. The background shows the 'Access to Justice Committee' section with a user 'admin' who joined yesterday.</p>

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<p>3--Scroll to “Notification Settings”;</p> <p>Column 1 is the community (aka committee/ section) name.</p> <p>4—In column 2, “Discussion Email” (<i>pertains to discussion posts only</i>), Choose Daily Digest to receive one notification per day of all discussions; or Choose “real time” to receive the messages immediately upon posting.</p> <p>5—In column 3, “Consolidated Daily Digest”, Click to put a checkmark in the box and receive all discussions, notification of events scheduled and/or documents added daily.</p>	 <p>The screenshot shows a user profile page with the following elements:</p> <ul style="list-style-type: none">Member Status: Good StandingSOCIAL LINKS section with a link to other social media accounts and an ADD button.NOTIFICATION SETTINGS section with a toggle for "Automatically set community discussion emails to 'No Email' when a community is added to a consolidated digest" (set to Yes).A table with 1 Community listed. The table has columns for Community, Discussion Email, and Consolidated Daily Digest.The "Access to Justice Committee" community is listed with "DAILY DIGEST" selected for Discussion Email and a checked box for Consolidated Daily Digest.
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