

CHAIRPERSON OR OFFICER

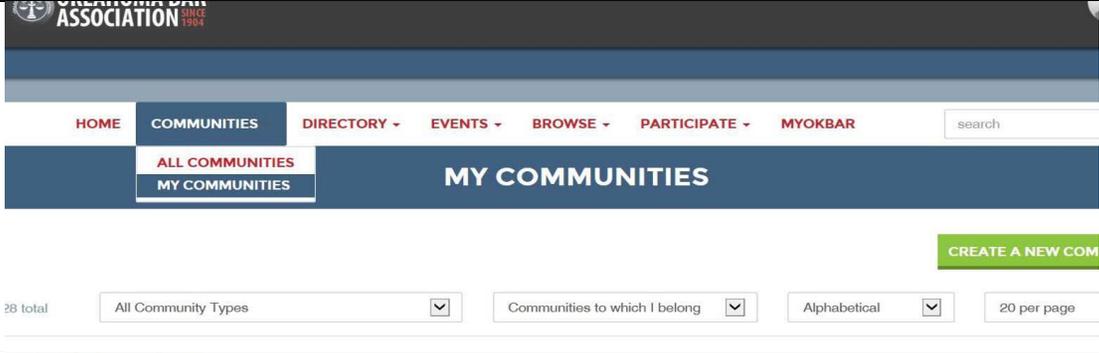
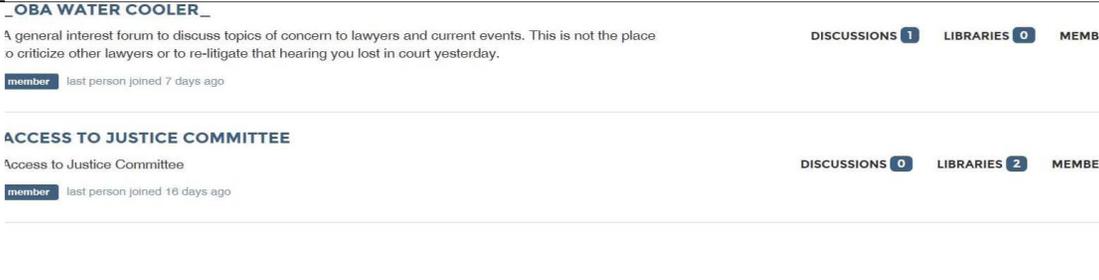
(For additional assistance, contact Debra Jenkins – 405-416-7042 or debraj@okbar.org .)

<p>1) GO TO www.okbar.org</p>	
<p>2) Click on the "MYOKBAR" located to the left of the Search bar.</p>	
<p>3) Enter bar number and pin (nka password)</p>	
<p>4) Click login (You will arrive on your profile page.) <u>Agree to terms if they pop up.</u></p>	<div style="background-color: #f2f2f2; padding: 5px;">My OKBAR Quick Links</div> <p>Fastcase My MCLE MYOKBAR Communities (Sections and Committees) <<<<<< CLICK HERE Hein Online (Includes OK Bar Journal) My Membership OBA/CLE Registration History Find A Lawyer-Sign Up Join a Section Join a Committee My Downloads My Invoices My IOLTA Trust Accounts Trust Account Reporting Form Heroes Volunteer - Sign Up Communication Preferences Change My Password Attorney Transition Planning Guide Mediator Directory Practice Management Software Benefits</p>
<p>5) Click "MYOKBAR Communities (Sections and Committees)" located in the "MyOKBAR Quick Links" column on the right side of the page. If the terms pop up, agree to the terms to proceed.</p>	

CHAIRPERSON OR OFFICER

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

Pg. 2

<p>6) Click the down arrow beside the “Communities” tab at the top (to the right of the Home tab)</p> <p>7) Choose and click “<u>My Communities</u>”</p>	
<p>8) Scroll through the list of committees and/or sections and Click on the one you wish to view.</p>	
<p>There are 2 ways to communicate with your committee or section. (1) Send an email for immediate delivery through “Settings” or (2) discuss specific topics or provide information using discussion posts which are delivered once a day around midnight, (unless you change your settings).</p> <p>(1-Communicate via EMAIL) Send an email through “Settings” on the Community page for immediate delivery. (See method No. 2 to send messages at midnight.)</p> <p><u>For immediate delivery</u>, proceed as follows.</p>	

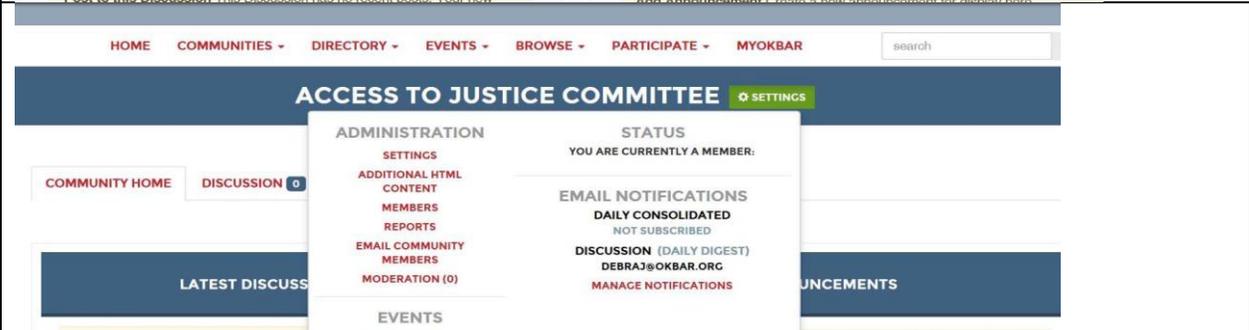
CHAIRPERSON OR OFFICER

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

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



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

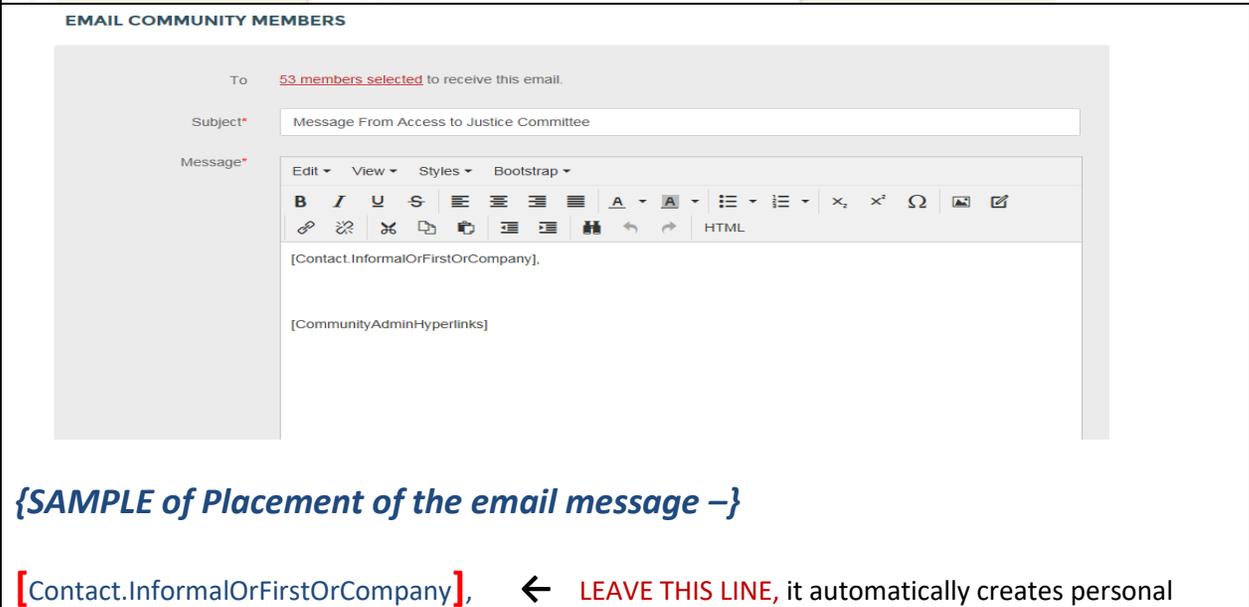


The email template will look like this → →

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.



CHAIRPERSON OR OFFICER

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

(2-Communicate via DISCUSSION POST) - Use discussion posts to discuss specific topics or provide information that is not time sensitive. Discussion posts are **delivered only once a day around midnight**, unless you change your settings.

[Committee or Section HOME PAGE] → →

See dialogue boxes regarding:

1. Posting to a discussion in progress;
2. Dates of upcoming “Events” ;
3. Members on the committee/section;
4. Locating documents or “Latest Shared Files” in the Library.

The screenshot shows the 'ACCESS TO JUSTICE COMMITTEE' website. At the top is a dark blue header with the title and a 'SETTINGS' button. Below is a navigation bar with tabs: 'COMMUNITY HOME', 'DISCUSSION 0', 'LIBRARY 2', 'EVENTS 0', and 'MEMBERS 63'. A callout box points to the 'EVENTS' tab, stating: 'This tab will take you to the meeting schedule for this section/committee. At this time I am entering the meeting information for committees and sections. Mainly because I am reserving rooms for most meetings.' Another callout points to the 'MEMBERS' tab: 'Check here to see committee/section members.' Below the navigation bar are two main content areas: 'LATEST DISCUSSION POSTS' and 'ANNOUNCEMENTS'. Under 'LATEST DISCUSSION POSTS', there is a yellow box with the text: 'Post to this Discussion This Discussion has no recent posts. Your new post to this Discussion will display here and be sent via email to subscribed Community members.' Below this is a green 'POST TO THIS DISCUSSION' button. A callout box points to this button: 'Posting a message here will generate emails (Daily Digest) to committee/section members. Members can respond and comment. Links and files can be shared using this function. Discussion tab will take you to all Discussion Posts for this group.' Under 'ANNOUNCEMENTS', there is a yellow box with the text: 'Add Announcement Create a new announcement for display here.' Below this is a green 'ADD ANNOUNCEMENT' button. At the bottom right, there is a 'LATEST SHARED FILES' section with an 'ADD' button. A callout box points to this section: 'Minutes and reports have been added to this file. It is the same as the Library tab. You can add files and documents to share with your members.' Below this is a profile picture and the text: 'MINUTES BY: ROBBIN WATSON 16 DAYS AGO'.

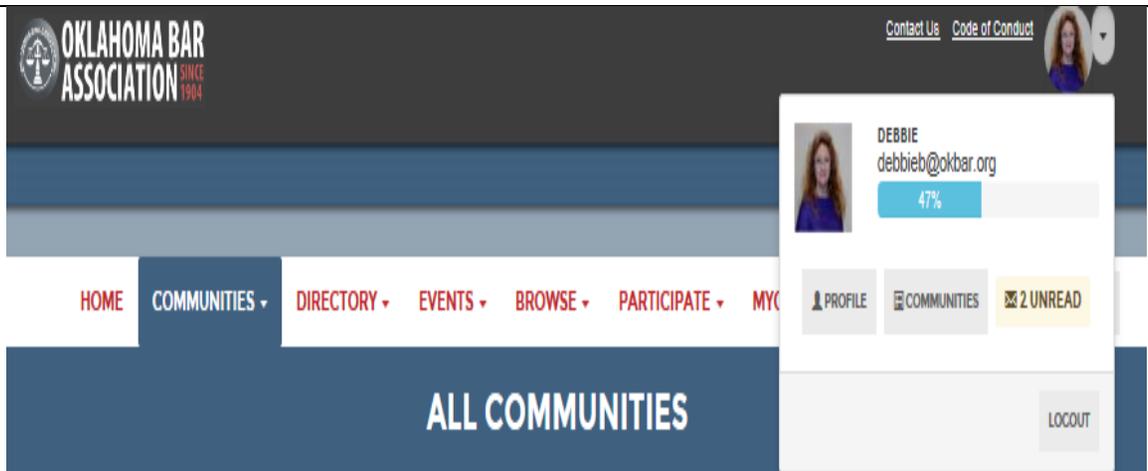
CHAIRPERSON OR OFFICER

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

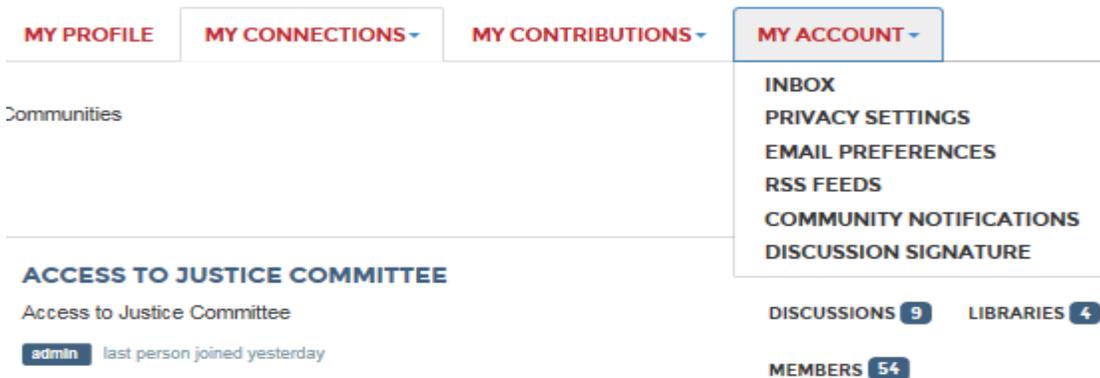
CHANGE YOUR SETTINGS:

Change your settings as follows:

1--**Click** the drop-down arrow beside your profile picture and **Choose** or **Click** “Communities.”



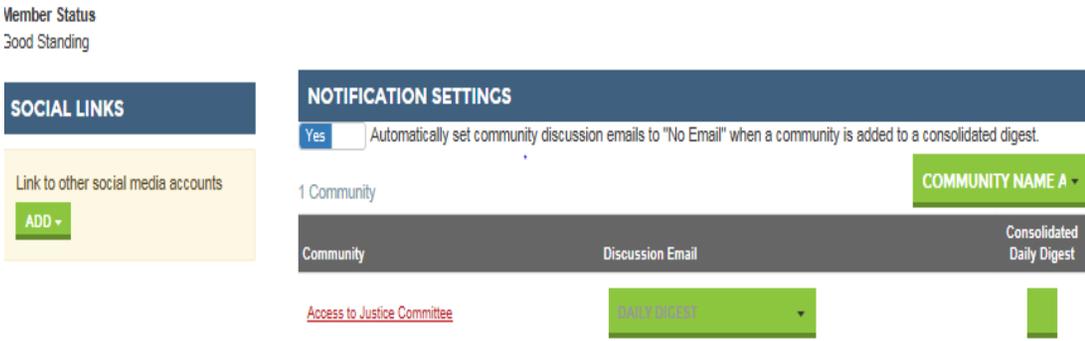
2-- **Click** on drop down arrow of “My Account” and **Choose** or **Click** “Community Notifications”.



CHAIRPERSON OR OFFICER

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

Pg. 7

<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>Member Status Good Standing</p> <p>SOCIAL LINKS</p> <p>Link to other social media accounts</p> <p>ADD ▾</p> <p>NOTIFICATION SETTINGS</p> <p>Yes <input type="checkbox"/> Automatically set community discussion emails to "No Email" when a community is added to a consolidated digest.</p> <p>1 Community COMMUNITY NAME A ▾</p> <table border="1"><thead><tr><th>Community</th><th>Discussion Email</th><th>Consolidated Daily Digest</th></tr></thead><tbody><tr><td>Access to Justice Committee</td><td>DAILY DIGEST ▾</td><td><input checked="" type="checkbox"/></td></tr></tbody></table>	Community	Discussion Email	Consolidated Daily Digest	Access to Justice Committee	DAILY DIGEST ▾	<input checked="" type="checkbox"/>
Community	Discussion Email	Consolidated Daily Digest					
Access to Justice Committee	DAILY DIGEST ▾	<input checked="" type="checkbox"/>					