1) **GO TO** [www.okbar.org](http://www.okbar.org)

2) **Click** on the "MYOKBAR" located to the left of the Search bar. 

3) **Enter** bar number and pin (nka password) 

4) **Click** login (You will arrive on your profile page.) **Agree to terms if they pop up.**

5) **Click** "MYOKBAR Communities (Sections and Committees)" located in the "My OKBAR Quick Links" column on the **right side of the page.** If the terms pop up, agree to the terms to proceed.

### My OKBAR Quick Links

- 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
6) Click the down arrow beside the "Communities" tab at the top (to the right of the Home tab)

7) Choose and click "My Communities"

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. (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).

**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.)*

**For immediate delivery**, proceed as follows.

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**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.

{SAMPLE of Placement of the email message –}

[Contact.InformalOrFirstOrCompany], ← LEAVE THIS LINE, it automatically creates personal
You will type your message BETWEEN the 2 lines of bracketed information. → → → 

TYPE YOUR MESSAGE HERE.... ____________________________________________
_______________________________________.

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

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

Attach documents as shown here.

11) **Scroll** to the bottom of the page and **Click** “Send Email”
(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.

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.
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”.

(For additional assistance, contact Debra Jenkins – 405-416-7042 or debraj@okbar.org.)
3--Scroll to “Notification Settings”;

Column 1 is the community (aka committee/section) name.

4—In column 2, “Discussion Email” (pertains to discussion posts only), Choose Daily Digest to receive one notification per day of all discussions; or Choose “real time” to receive the messages immediately upon posting.

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.