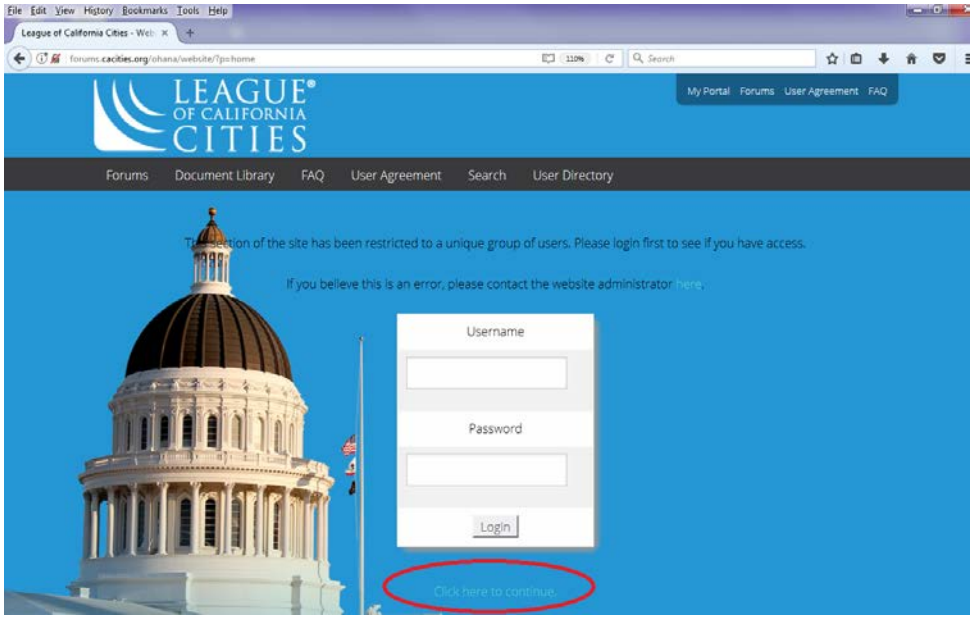
City Attorney Forum Tutorial Transcript with Screenshots

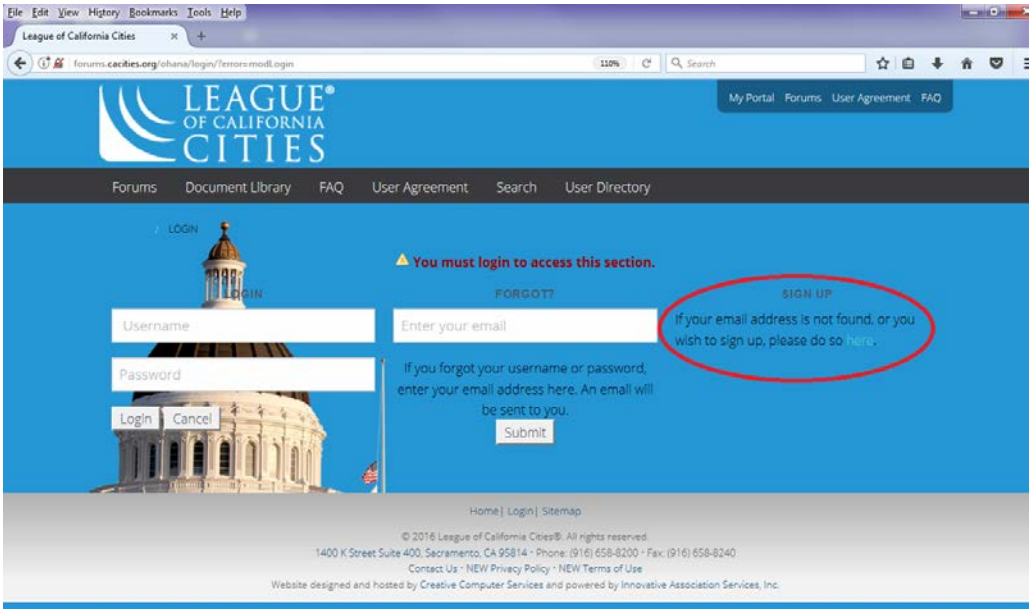
The Forum replaced the city attorneys' listserv in August of 2016, as the listserv had become technologically obsolete. The Forum provides a web-based replacement that allows Department members to communicate with each other in a more confidential and secure environment. The Forum also provides enhanced archiving and searching functionality. To access the forum go to forums.cacities.org

Registering for the Forum:

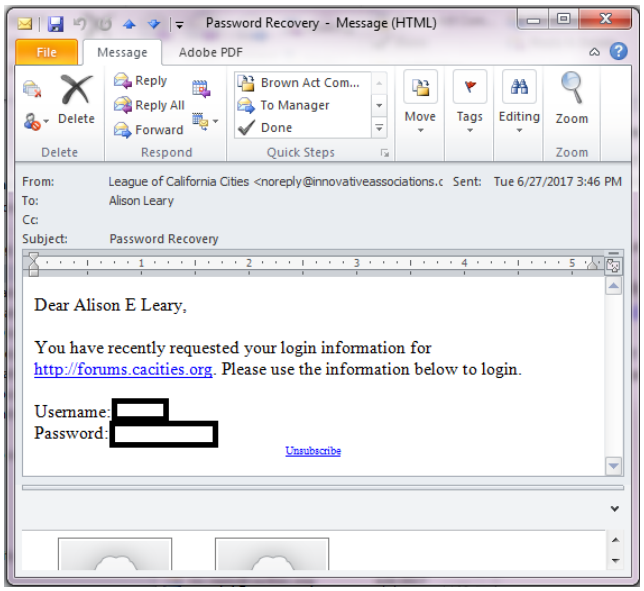
- If you have not already registered for the forum, click the link directly below the login box that says "Click here to continue."



- On the right hand side of the next page click the link that says "here" directly below the column with the title "Sign Up."



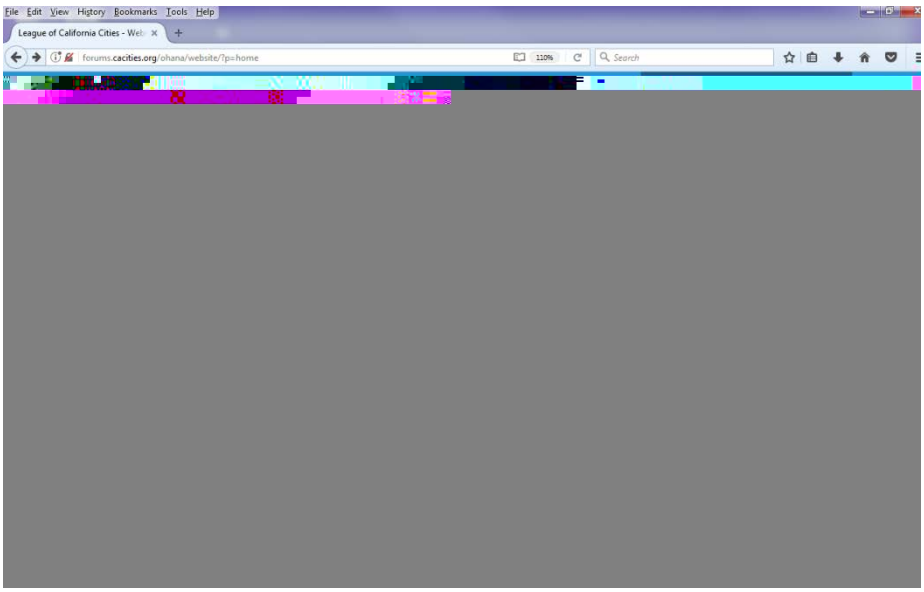
- Enter your profile information, username, and password into the form. Your password needs to start with a letter.
- Then review the terms of use and confirm that you qualify to participate on the forum under the "user eligibility" section of the agreement.
- Once you've reviewed the terms, click "Accept Terms and Sign-up."
- Once you have registered, the Forum moderators will review your request. If your request is accepted, you will receive a confirmation email with your username and password. It will look something like this:



- At that point, you will have full access to the Forum.
- To ensure there is no delay in receiving the confirmation email, please add, or ask your IT person to add, noreply@innovativeassociations.com to your safe senders list.

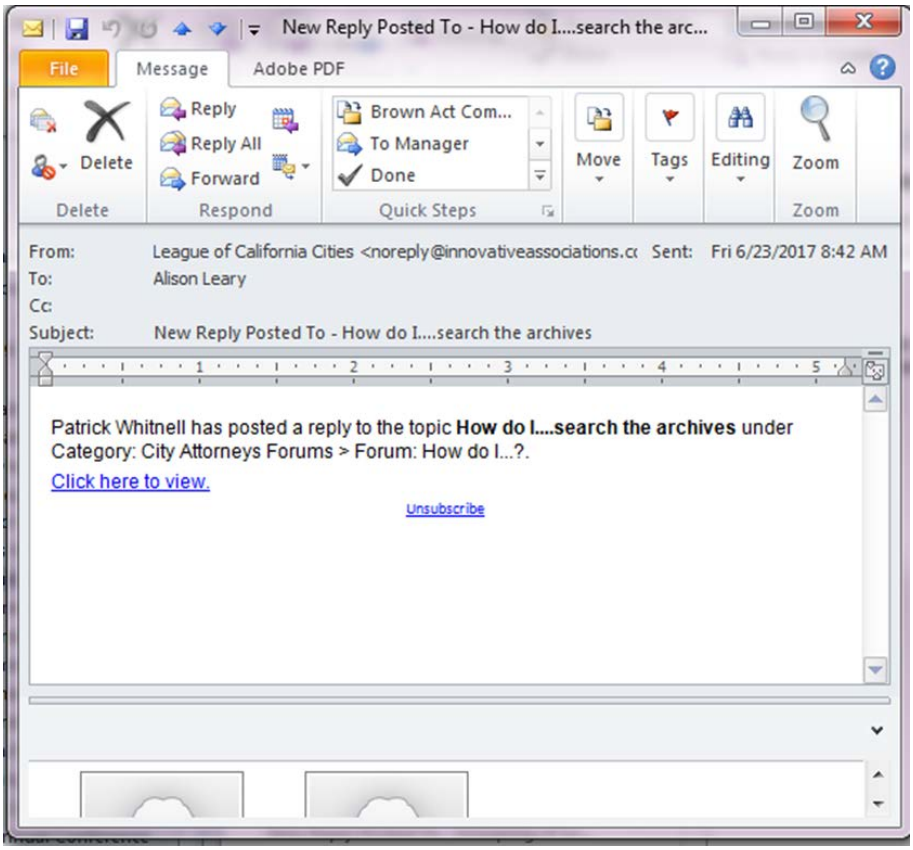
Logging into the Forum:

- After you have received your confirmation email, you can log into the forum at forums.cacities.org.

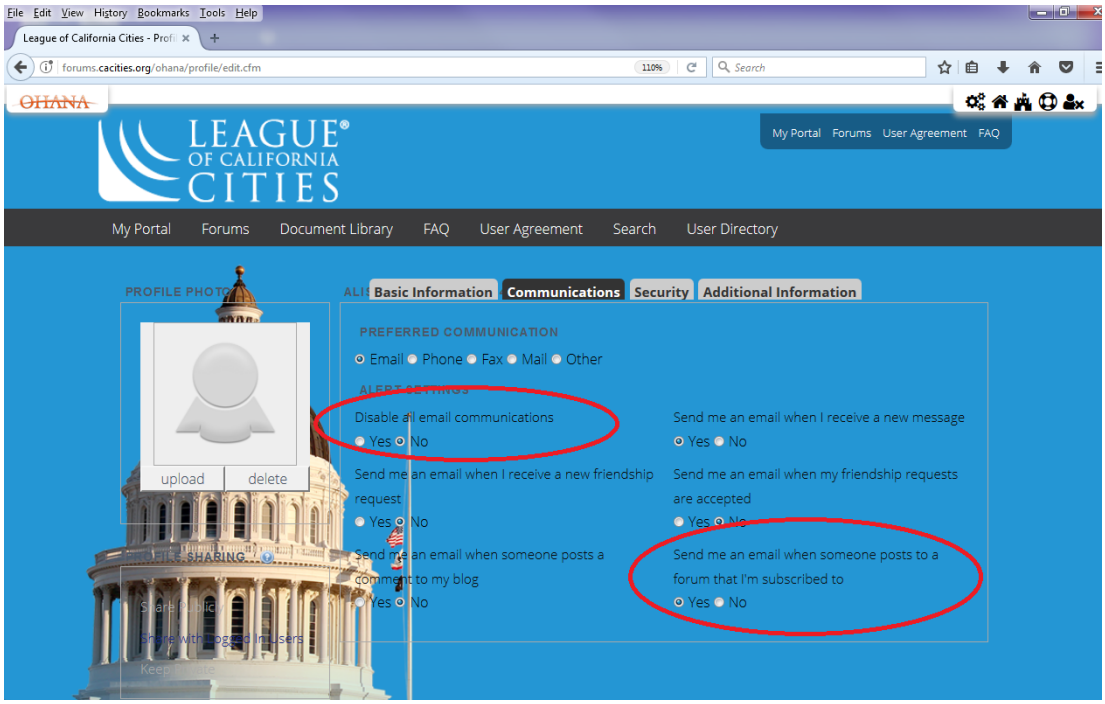


- Enter your username and password and click "Login."

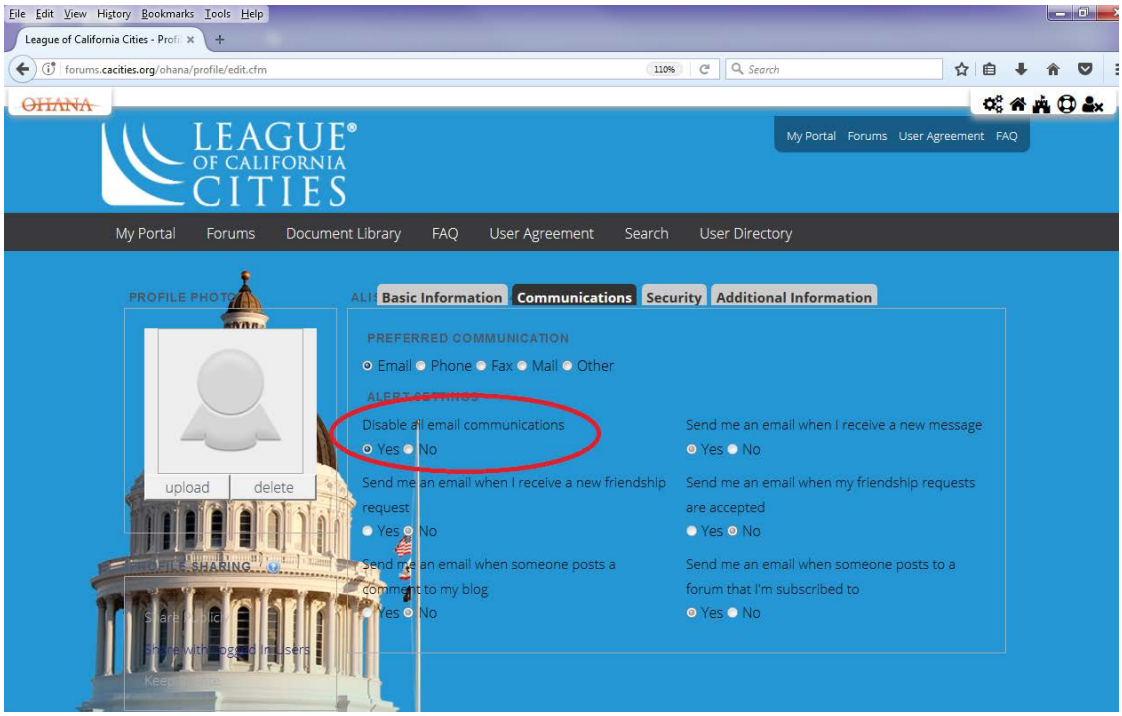
- Note that the email alerts you receive will not contain the post itself, as the former listerv did, but will look like this, instead:



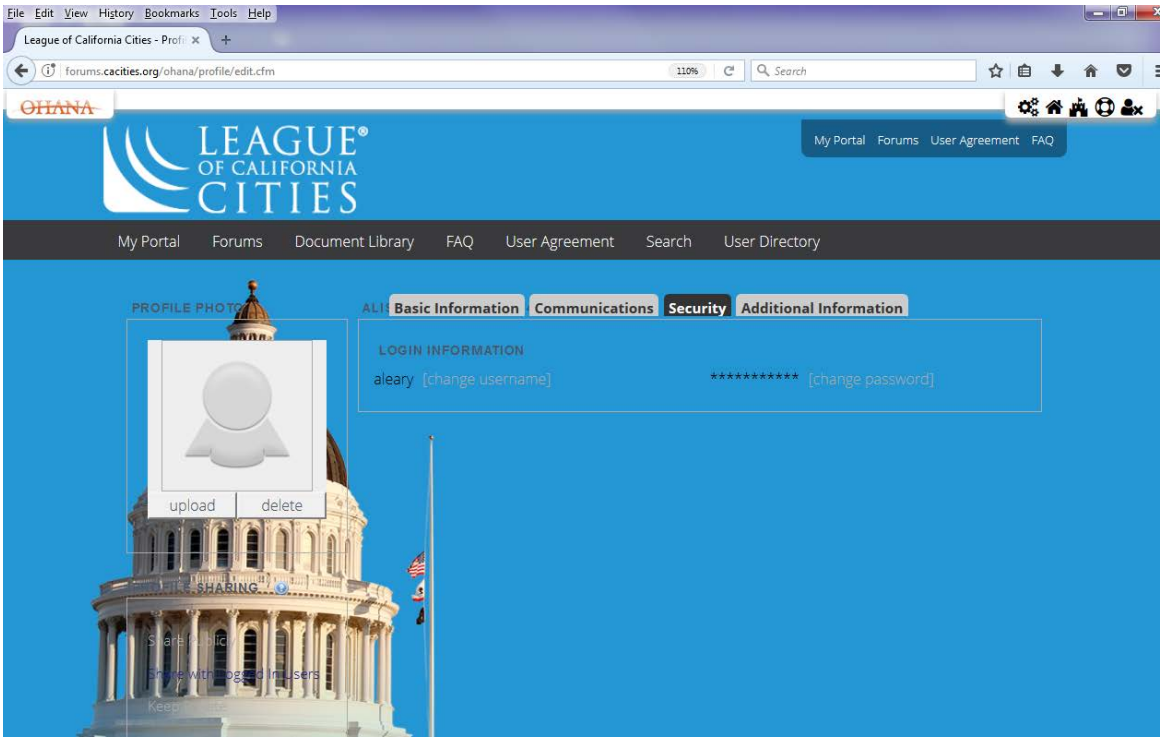
- If you would like to receive email notifications for all Forum posts, click “No” next to “disable all email communication,” and “Yes” next to “Send me an email when someone posts to a forum that I’m subscribed to.”



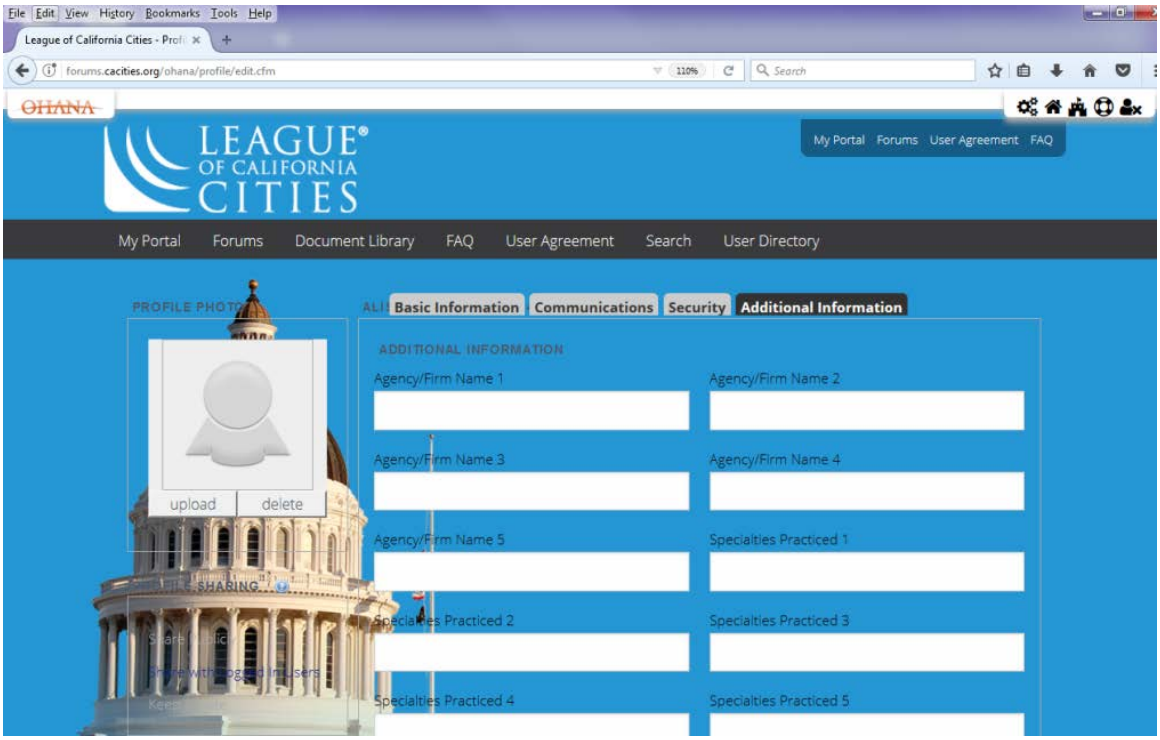
- If you prefer *not* to receive any email from the forum, you can disable this feature by clicking "yes" next to "disable all email communications."



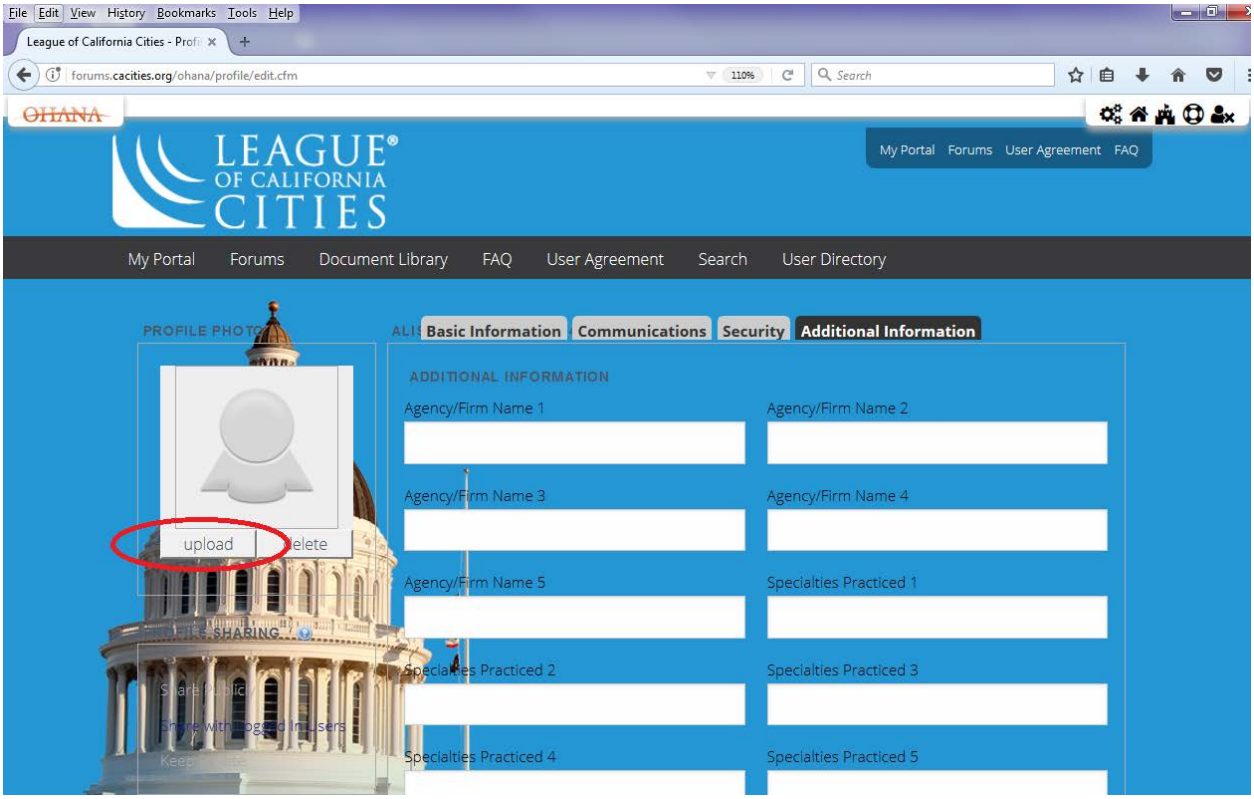
- The security tab allows you to change your user name and password.



- The additional information tab allows you to provide more information about yourself.



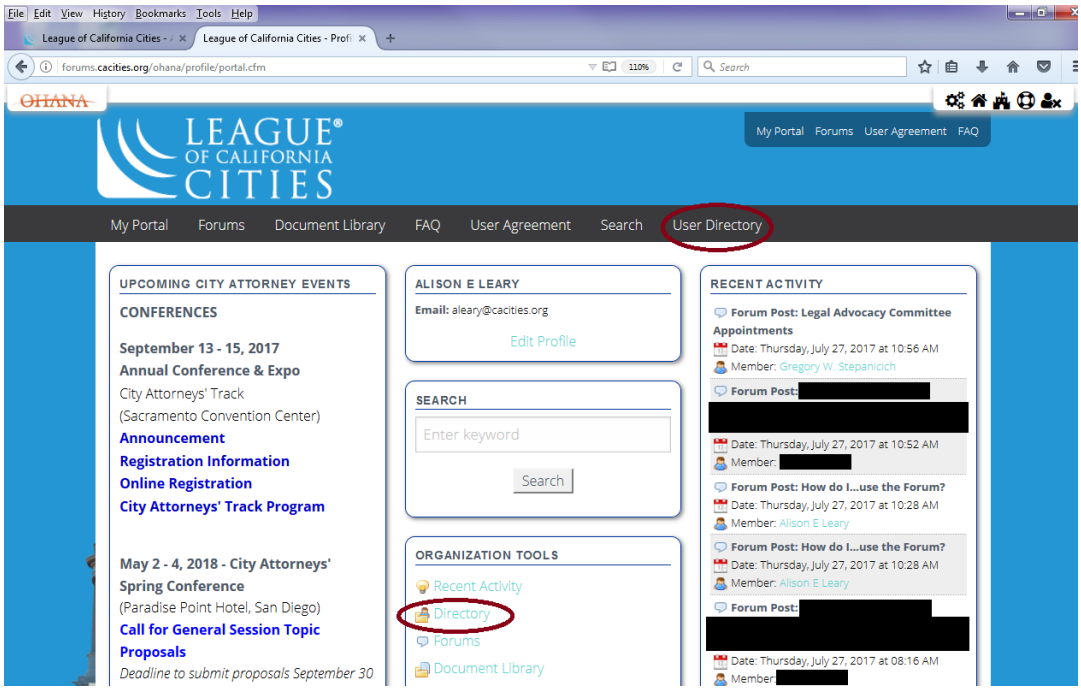
- You can also upload a picture by clicking the upload button.



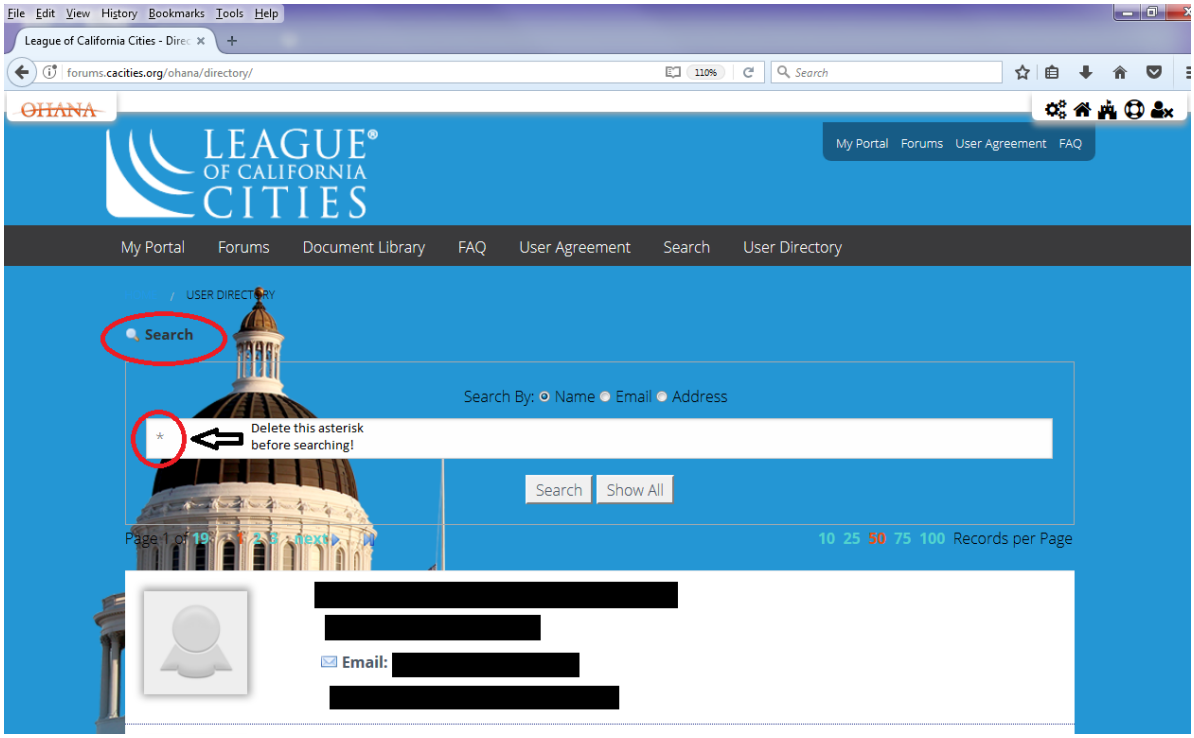
- Be sure to save any changes you make by clicking “Save Changes” at the bottom of the screen.

Accessing the User Directory:

- You can access the user directory either by clicking "Directory" in the Organizational Tools box or by clicking "User Directory" in the toolbar at the top of the page. The User Directory contains the profiles of every user on the Forum.



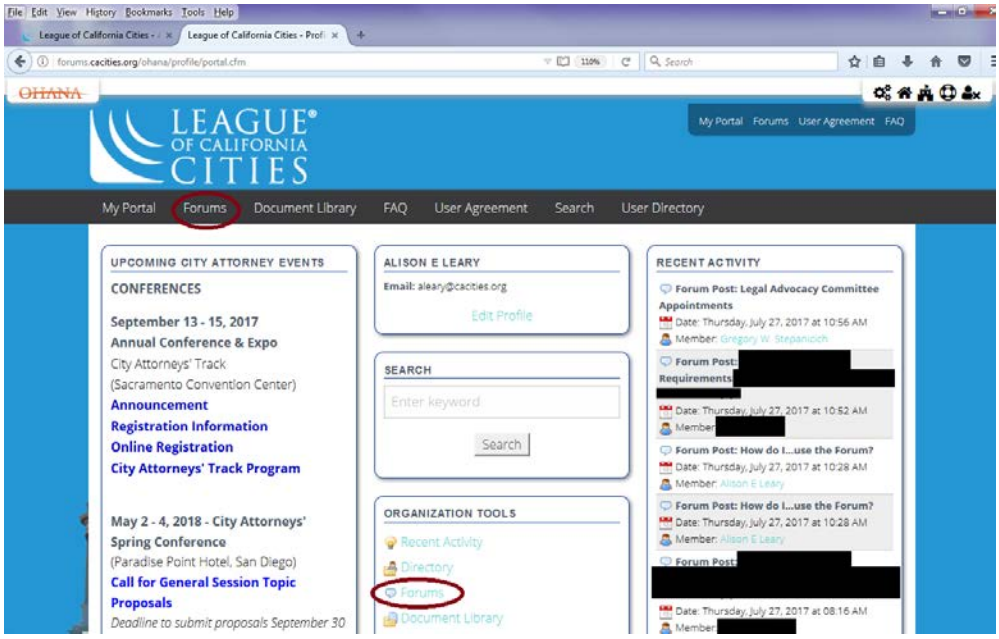
- You can search the directory by clicking the "search" button next to the magnifying glass at the top left of the page. Be sure to delete the asterisk that automatically appears in the search box before entering the name you wish to search.



- By clicking on an individual's profile in the Directory, you will see all of the information that user has chosen to share.

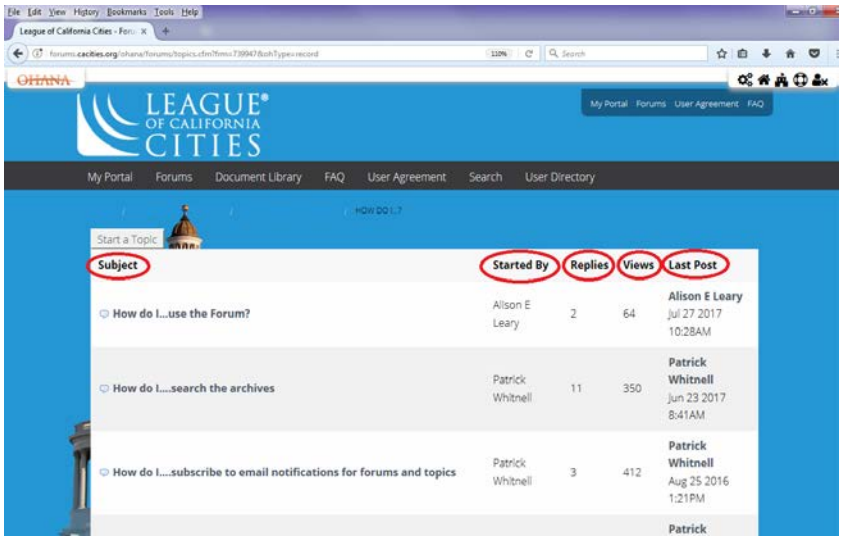
<u>Navigating the different Forums:</u>

- To access the forums, click "Forums" in the "Organizational Tools" box or in the toolbar at the top of the page.



- You can see that we have several different City Attorney Forums at this time: "General Discussion" (most questions are posted); "How Do I…?" (contains helpful tips on how to use the forum's different features); "League Announcements" (where League staff and the Department officers will post when they have information or inquiries about the League for members of the forum); and "Job Announcements" (where users post job announcements that they know about).
- Below the City Attorney Forums, there are several Department Committee Forums. This is where you can communicate with the members of the City Attorneys' Department's standing committees.

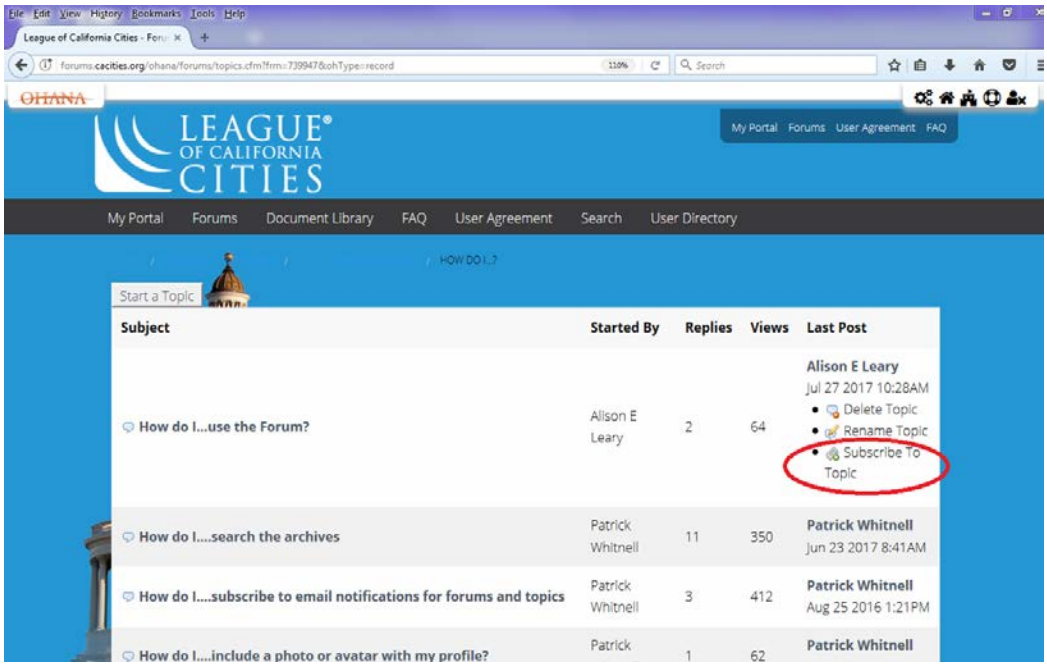
- Once you've determined which forum you would like to view, click on the title of that forum. This will bring up the list of topics in that forum. The list of topics is arranged by date.
- The list includes information about who started the topic, the last person to post in the topic, how many people have viewed the topic, and how many replies are in the topic. Please note that the number of replies includes the initial post.



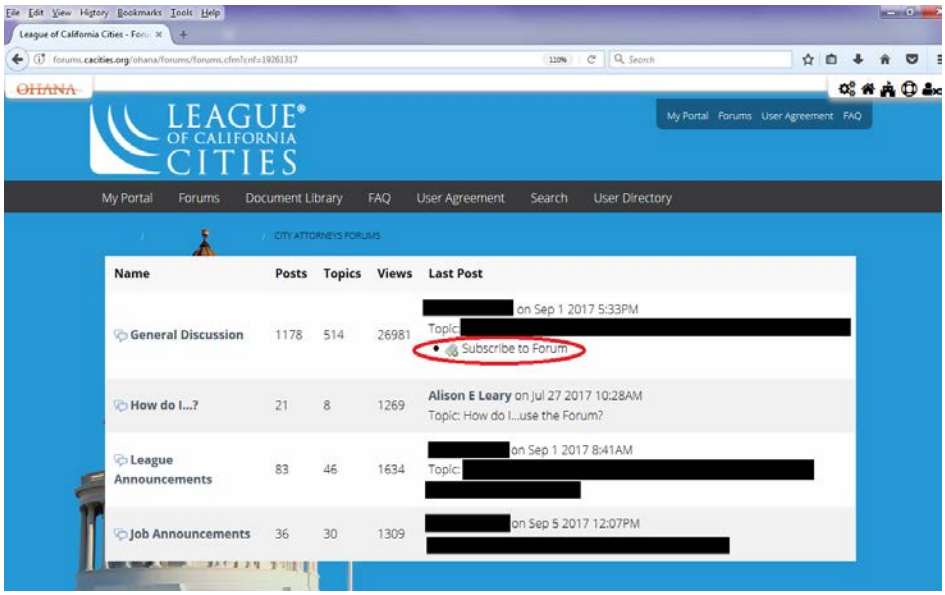
- To enter a topic click on that topic and you will be able to see the various posts that users have made. For each post, you will see the name of the author and when it was posted.

<u>Subscribing to topics/forums:</u>

- If you find a topic or forum particularly interesting, but do not wish to receive notifications for all posts, you can subscribe to that specific topic or forum and unsubscribe to all others. By subscribing, you will receive email alerts of the new posts in that topic or forum.
- You can subscribe to individual topics by clicking the "subscribe" link at the top right or bottom right of the discussion.
- You can also subscribe to a topic by hovering over the title of the topic in the full list of topics within a forum. Once you do so the option to subscribe will pop up on the right hand side. Click "subscribe to topic."



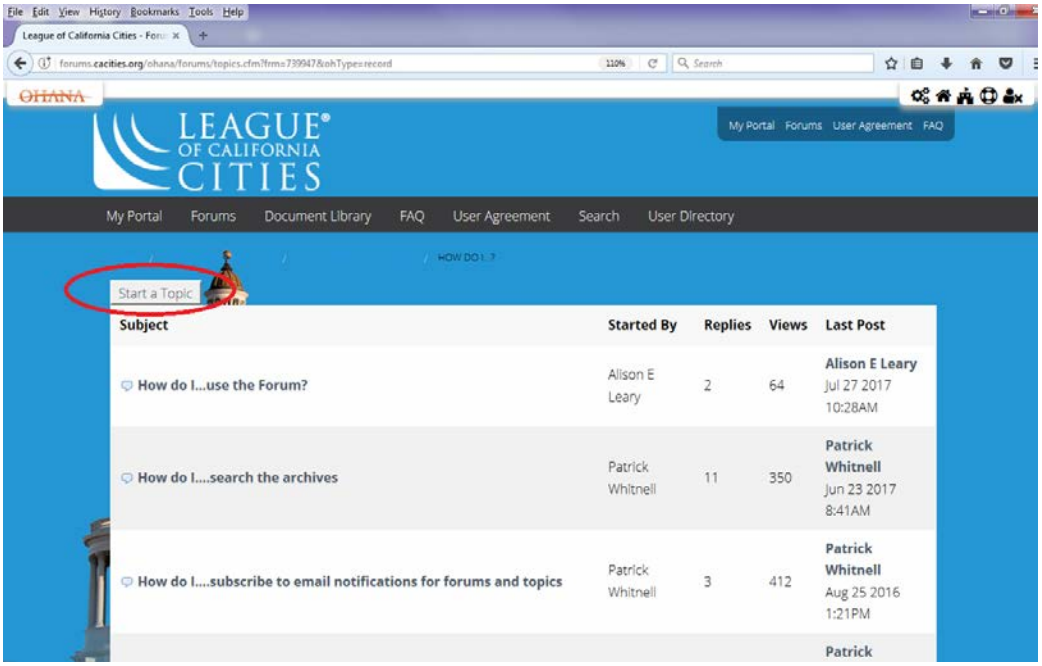
- If you would like to subscribe to an entire forum, hover over the name of the forum in the full list of forums and click “Subscribe.” For example, if you want to receive an email anytime someone posts in the general discussion, hover over general discussion on the “forums page” and click “subscribe to topic.”



- You can unsubscribe to topics or forums using the same method.

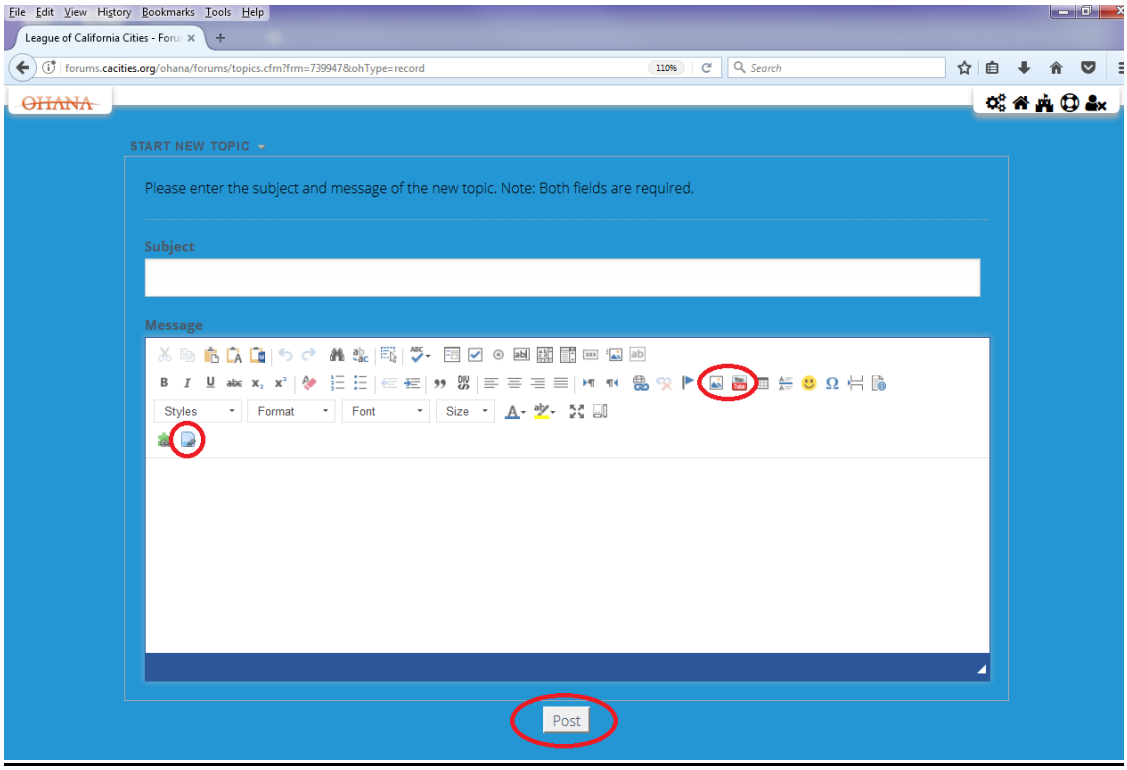
<u>Starting a new topic:</u>

- When you’re ready to post a topic of your own, choose which forum you would like to post in and click on that forum.
- Then click “Start Topic” at the top of the page and the page will automatically scroll down to the form for adding a topic.



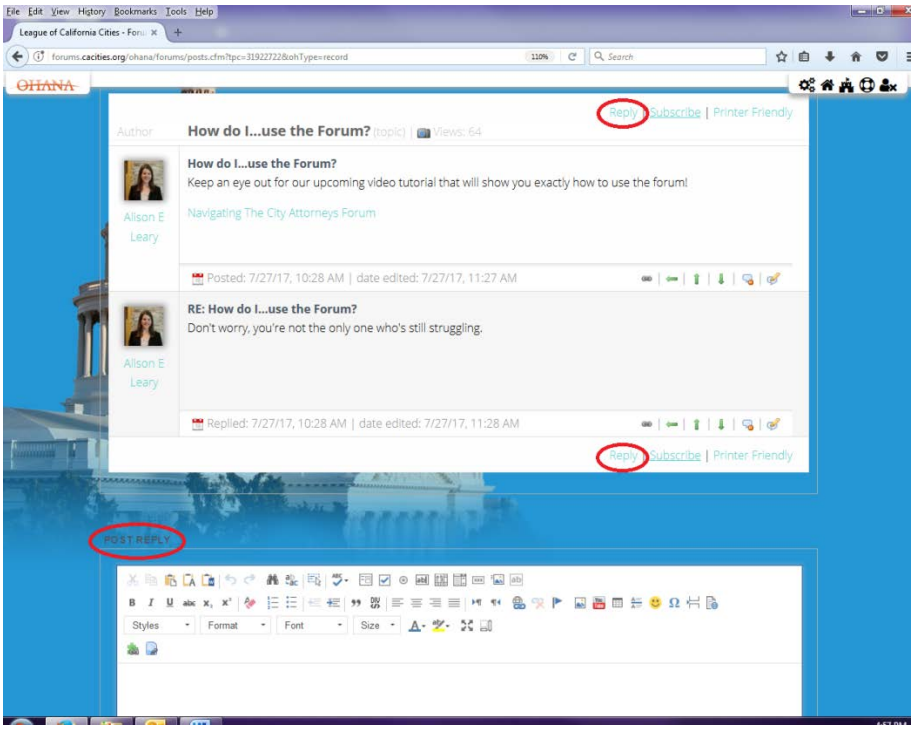
- You will need to provide a subject for the topic and a message, which will become the first post to the new topic.

- This form contains standard formatting tools, and also allows you to attach documents. To insert a document click the icon that looks like a piece of paper with a blue highlighter at the bottom, directly under the word “styles.” The document will be inserted as a hyperlink. You can also embed pictures and YouTube videos in the post. Once you have completed your post click the “Post” button.



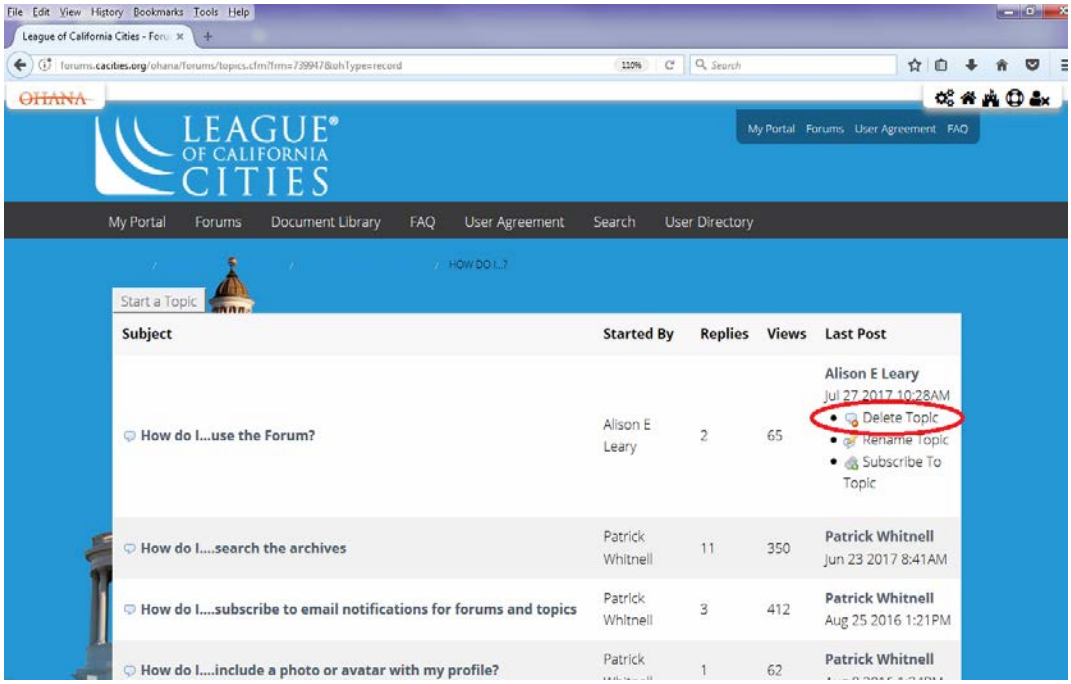
Posting a Reply:

- If you would like to reply to an already existing post, click Reply on the top left of the discussion, the bottom left of the discussion, or scroll down to the bottom of the page. You can fill out the form in the same way as you filled out the new topic form.

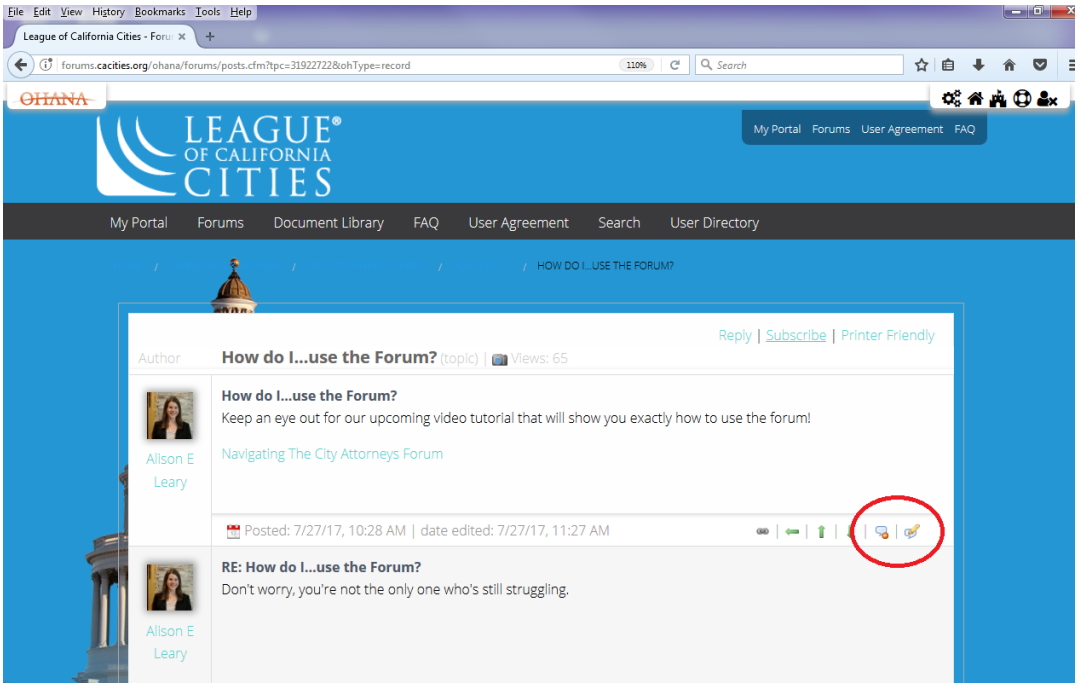


Editing or Deleting a Post:

- Unlike the listserv, League staff does not approve posts before they become available for all users to see. But we will be able to delete and edit posts as needed.
- If you are the user who made a topic or post, you will also be able to edit or delete your post.
- To delete an entire topic, navigate to the forum in which you posted the topic. Then hover over the topic and click "Delete Topic" in the popup menu that comes up on the right. This will delete not only your initial post, but also any subsequent posts added to your topic by other forum users.

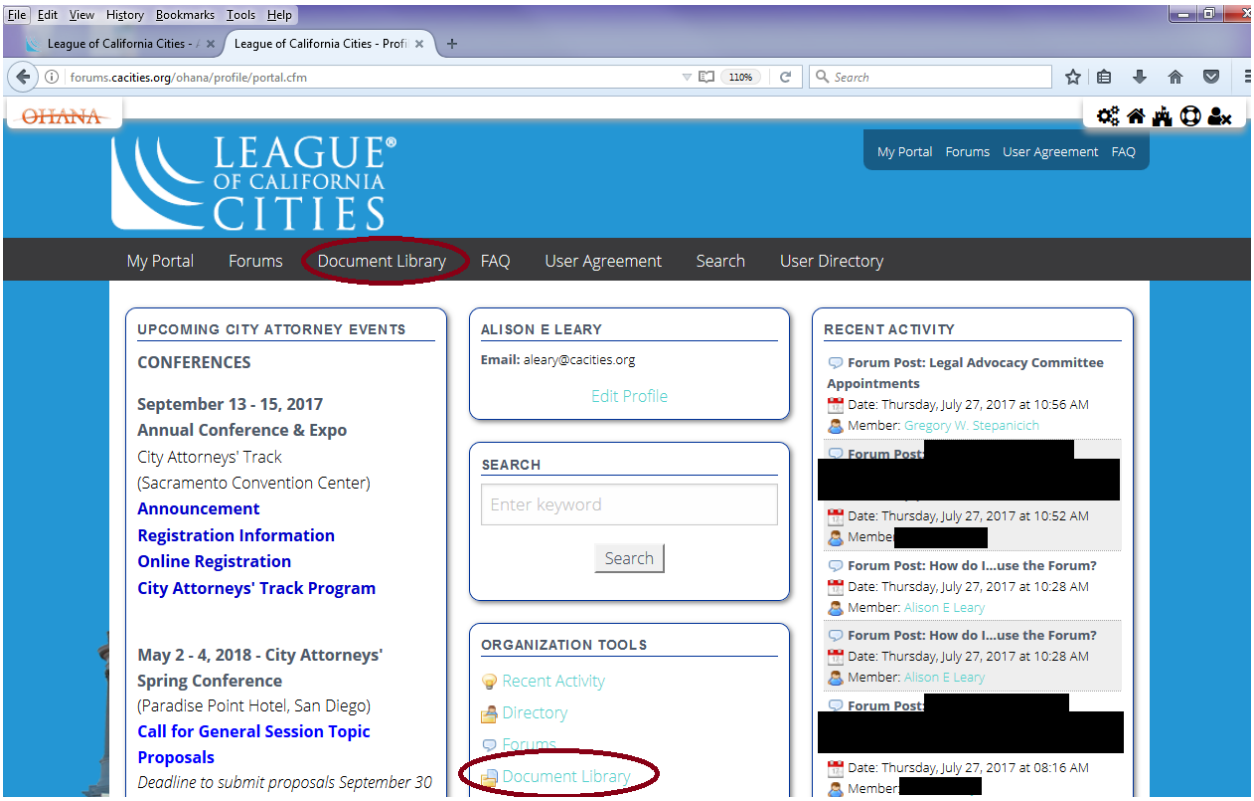


- To edit or delete a single post, click on the topic to which you posted, scroll down to your post, and then click the button to edit or delete the post on the bottom, right hand side of the post. To edit, click the comment bubble with a pencil. To delete click the comment bubble with the red dot with a white line through it.

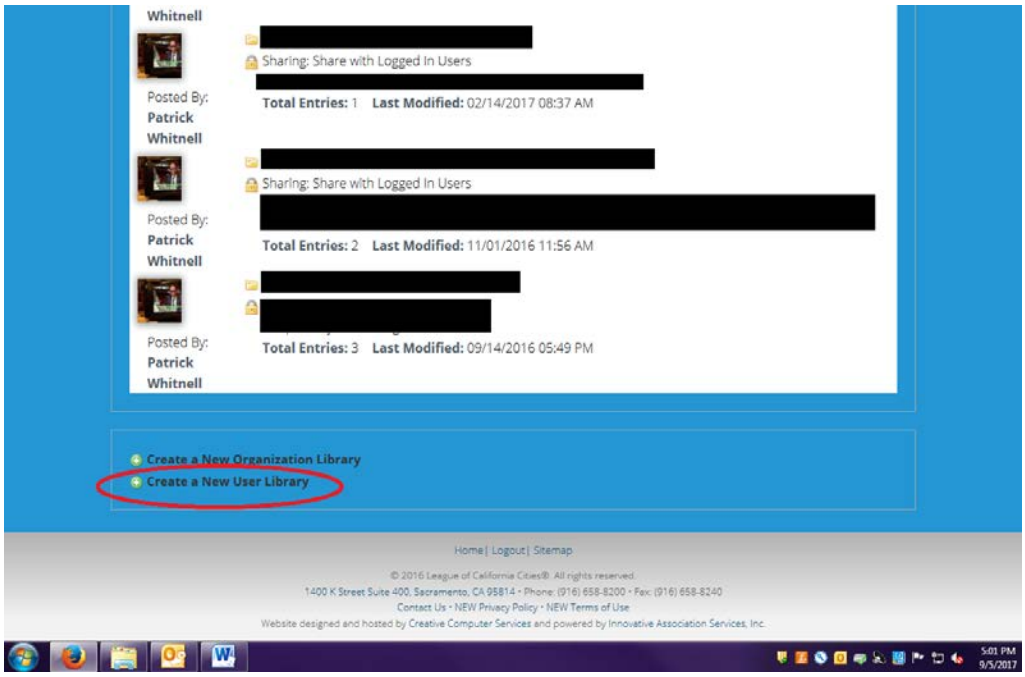


Using the Document Library:

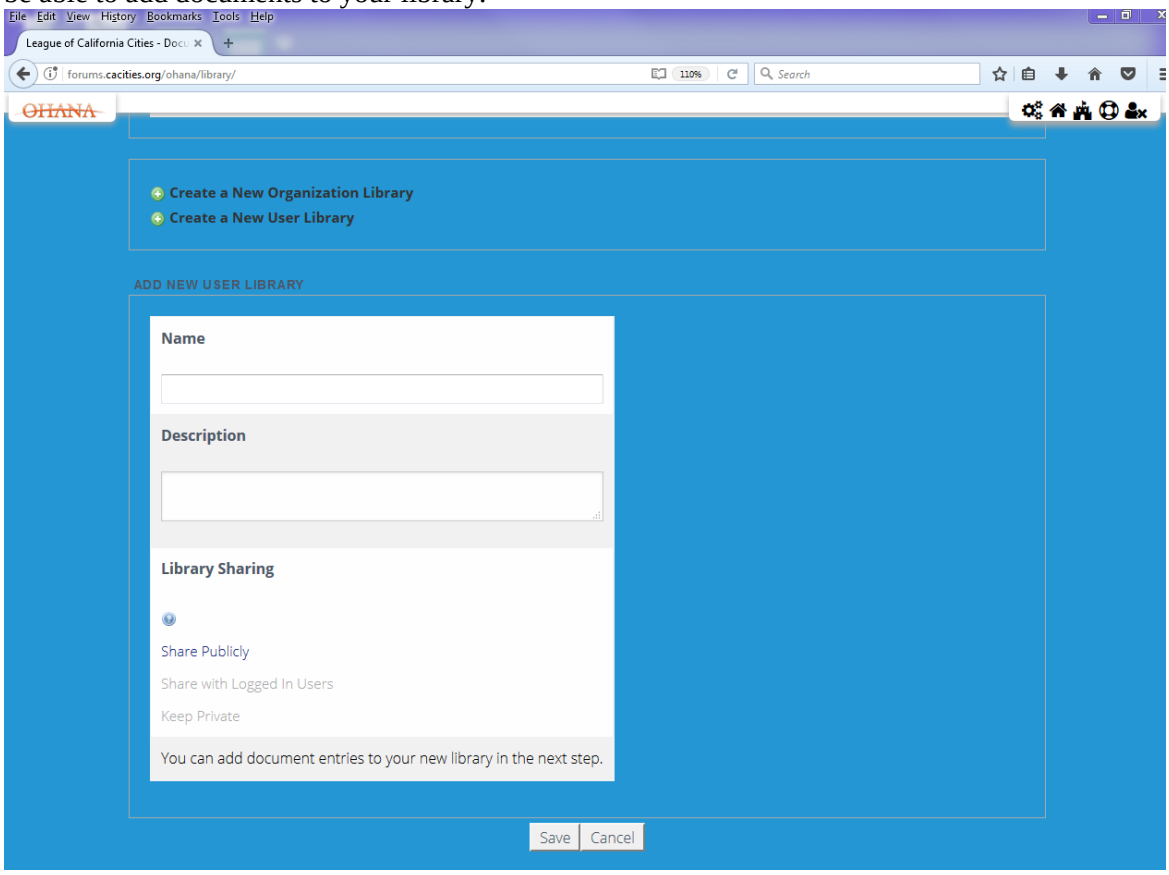
- In addition to allowing users to post documents to individual posts, the new forum also features a document library. To access the document library, click "document library" in the toolbar at the top of the page or in the "Organization Tools" box on your "my portal" page.



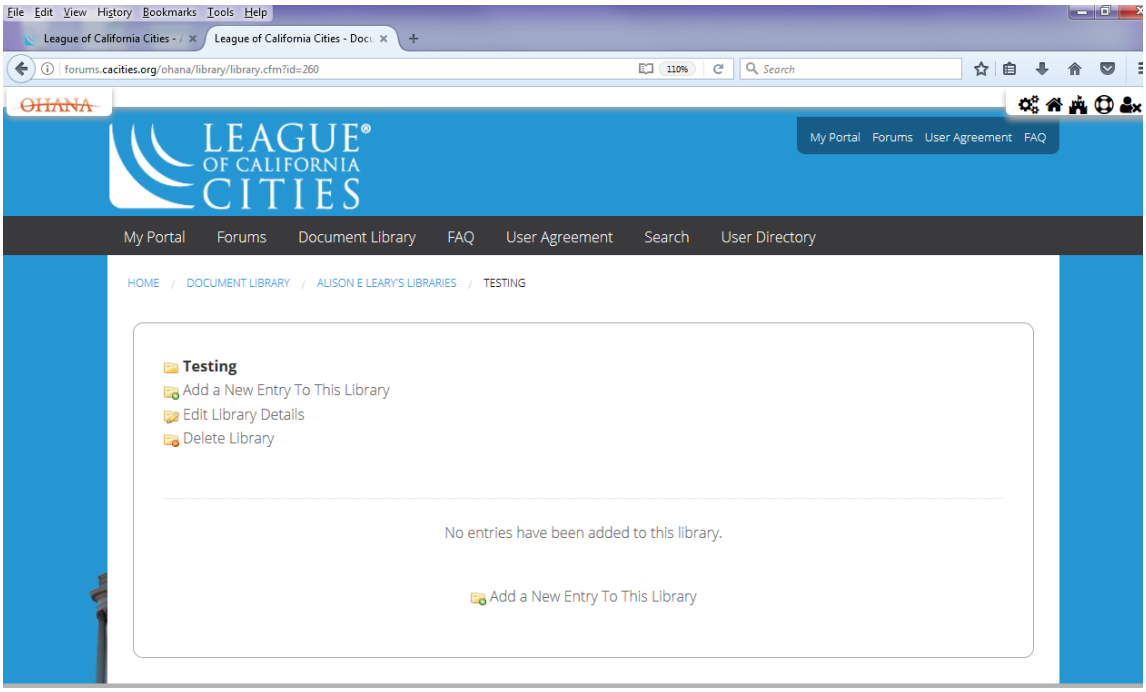
- To create a document library, click on "Create a New User Library." Enter a name and description for the library and click save.



- You will then be asked to create a name and description of your library. Once you click save, you will be able to add documents to your library.



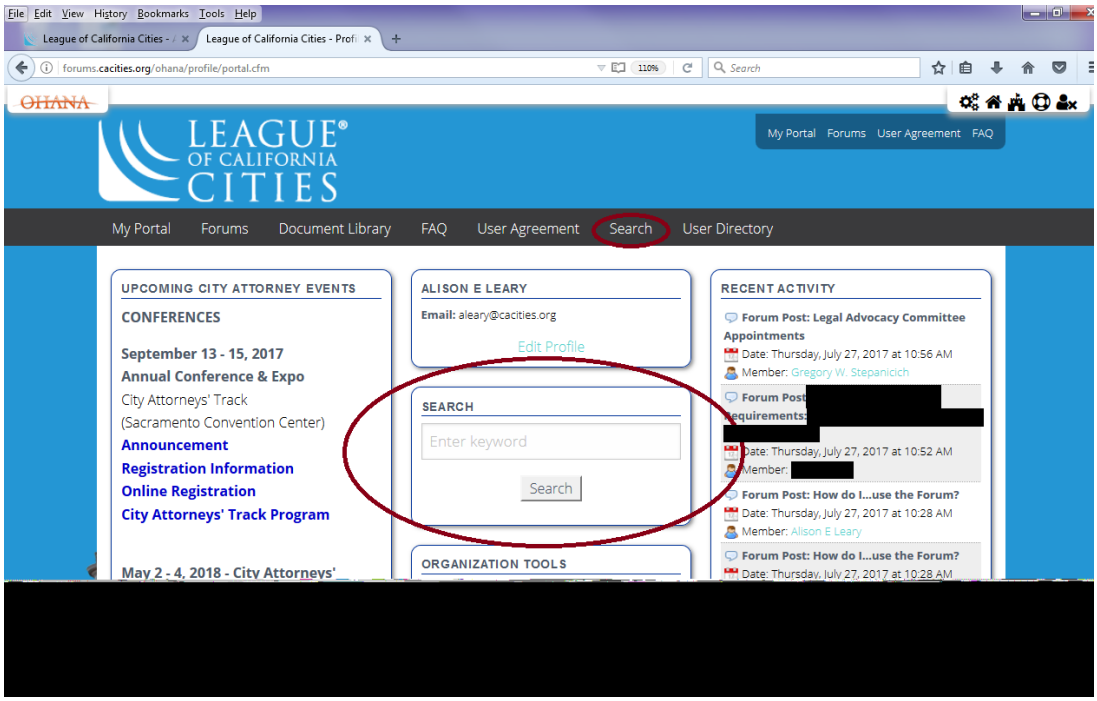
- On the next page, you can add new documents to the library, edit the library details, or delete the library.



- Note that users do not receive notifications when a document is posted to the library, so if you would like to make others aware of your addition to the library, you should post a new topic in the general discussion forum.

Searching the Archives:

- To search the archives, you can either go to the "My Portal" page and enter your keyword in the search box or click "Search" in the toolbar at the top.



- Once you've entered your search terms, the records pulled will sort by relevance, from most to least relevant.
- Next to the title of the search result, you can see whether the search result is an email from the old listserv or a post on the new forum.
- You can also access the old listserv archive by going to your "My Portal" page and clicking "CCA Listserv Archive" in the "Organization Tools" box. The old posts will appear on the next page in reverse chronological order.