

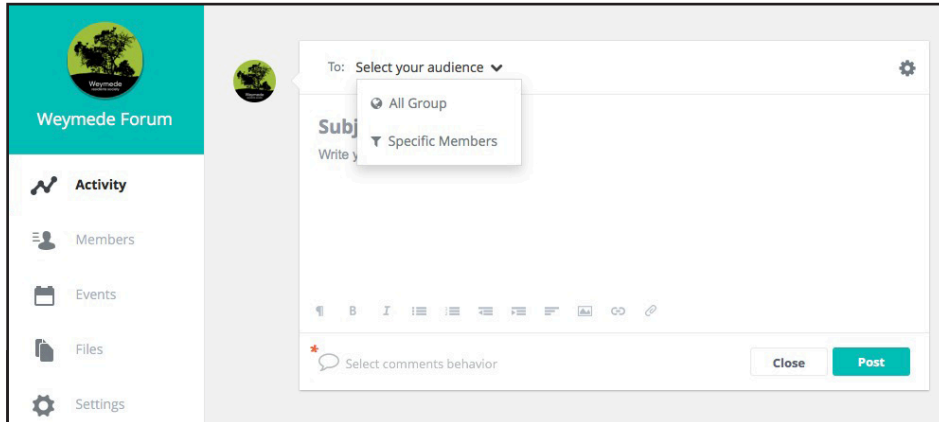


## Weymede Forum - How to?

### 1 Deciding who sees your message.

Mobilize has been chosen for Weymede's forum because of its clarity and its ease of use. It might be useful however to issue the odd instructional to highlight some of the sites features, some of them obvious, some not so.

#### Who do you want to speak to?

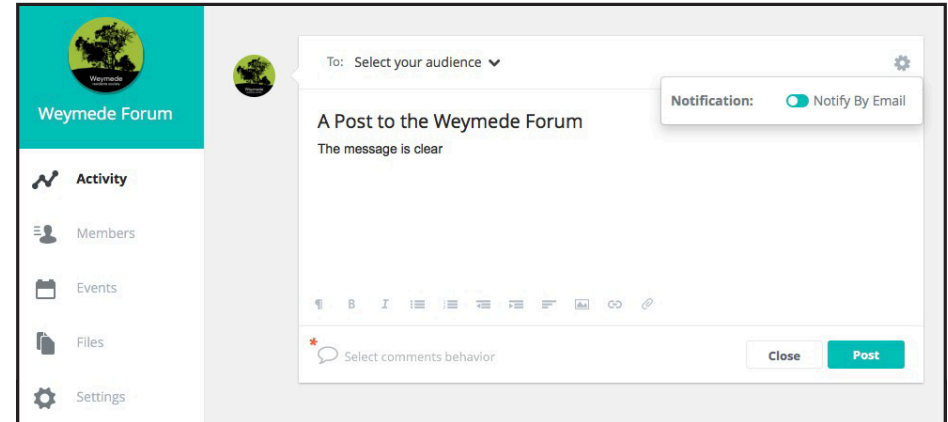


Top left to any Mobilize posting window is where you can select who your statement, question or invitation goes to. It's obvious:

"All Group" means that the post goes to everyone in the group.

"Specific members" allows you to select as many of the group as you wish

#### Who do you want notified?

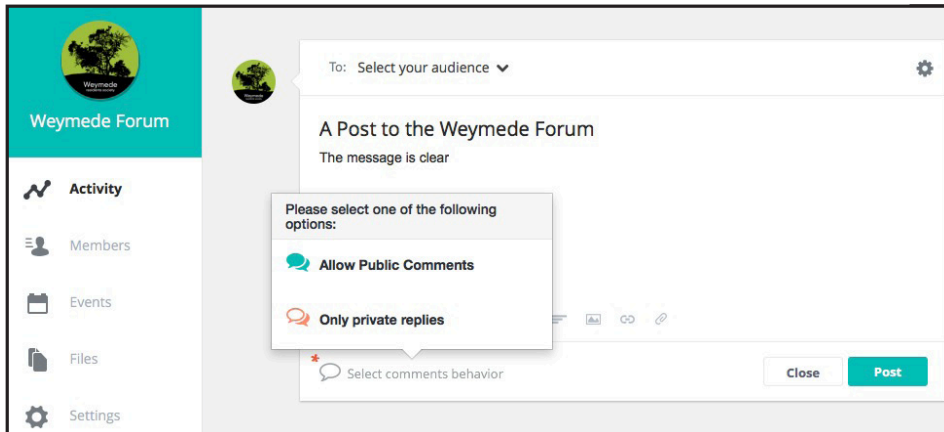


You may not want an email sent to everyone in the group each time you post something. Something we should all think about as people in general do not wish to be bombarded with mail.

Green dot showing: means your post is e-mailed to everyone in the group.

Green dot hidden: means your post just appears on the forum without a broadcast email.

#### What sort of replies do you want?



Here you can decide if any replies to you post are posted for everyone to see or you can force only personal replies. Very useful for certain types of question.

By using these controls you can control the message traffic your fellow group members are exposed to.

If, at any point you feel that the site is being used inappropriately or without consideration drop a mail to [pr@weymede.co.uk](mailto:pr@weymede.co.uk) who has complete control over the membership and content.