



my connected community

# Users' Guide

to

# my connected community

[mc2.vicnet.net.au](http://mc2.vicnet.net.au)

## Part 1: Getting Started



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Version 9.2



Although the information found in this *Users' Guide*  
was correct at the time of printing,  
the **my connected community (mc2)** Web site  
is a dynamic environment which continues to develop.

As such, the contents of this *Users' Guide*  
may vary from that found on mc2 Web site  
**mc2.vicnet.net.au**

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# SOME BACKGROUND TO MC2

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## What is mc2?

Increasing numbers of people are using the Internet to form *online communities* - virtual places where they can interact with others who share similar interests, needs for information, services and support.

mc2 (short for *my connected community* and pronounced “em see squared”) provides communities with a variety of free and easy to use online features, including a *Forum*, a *Chat room*, and a *Guestbook*.

mc2 also offers communities the opportunity to publicise and learn of upcoming *Events*, to add and access *Links* to other Web sites of interest, to vote in *Polls*, to create their own *Webpages*, and remote *Webspace* for storing their files.

mc2 is an initiative of the Victorian Government’s *Connecting Communities* strategy and is funded by the Department of State and Regional Development. Coordinated by VICNET, the key objectives of mc2 are to

- (i) train and resource leaders of cultural, sporting, special interest and social groups within Victoria to promote the benefits of online activity
- (ii) assist members of these groups to develop their online skills and participate in the features offered by mc2 communities

### Tip

- to find out more, access our ABOUT page ([mc2.vicnet.net.au/help/about.html](http://mc2.vicnet.net.au/help/about.html))

Address	<a href="http://mc2.vicnet.net.au/help/about.html">mc2.vicnet.net.au/help/about.html</a>
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## Who is responsible for mc2?

Each community participating in mc2 has an *owner* who takes responsibility for

- establishing their community
- maintaining their members’ involvement
- ensuring their members follow the mc2 CODE OF CONDUCT (guidelines as to how members interact with others and make use of the mc2 online features)

The owner (and any *moderator(s)* they may appoint) also has administrative rights to delete inappropriate content created by their members, and to suspend or ban members in breach of the CODE OF CONDUCT from participation in the community’s activities. VICNET also reserves the right to remove any inactive communities, and to suspend or ban any community or individual mc2 member in breach of the CODE OF CONDUCT.

### Tip

- for more information, see Appendix A (p. 25) or access our CODE OF CONDUCT page ([mc2.vicnet.net.au/help/code.html](http://mc2.vicnet.net.au/help/code.html))

Address	<a href="http://mc2.vicnet.net.au/help/code.html">mc2.vicnet.net.au/help/code.html</a>
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## What do I need to get started using mc2?

The notes contained in the *Users' Guides to mc2 (Parts 1 - 4)* provide step-by-step instructions to help you make the most of the features provided by mc2.

It is assumed, however, that you already have

- (i) access to a computer that has a connection to the *Internet* such as a computer in your local library or community centre, or a home computer that has an account with an *ISP* (Internet Service Provider)
- (ii) a basic understanding of how to use a *browser* such as INTERNET EXPLORER to navigate the *Web*

You will also need an *email address*, and a basic understanding of how to send and receive email messages, to participate fully in the features mc2 provides.

### Tips

- if you don't have an email address (or want to use a different address from your existing one) you can apply for a free mc2 email WEBMAIL account when you register as an mc2 member; see pp. 9 - 11 for details
- the skills needed to successfully use mc2 WEBMAIL can be found in the *Users' Guide to mc2: Part 2*, available from: [mc2.vicnet.net.au/docs](http://mc2.vicnet.net.au/docs)

If you don't possess basic Web and email skills, or want help making the most of the interactive features of the mc2 Web site, you may like to enrol in one or more of VICNET's free two hour training courses

- Welcome to the Net
- Introduction to Email
- Introduction to mc2

Please phone us on 8664 7001 or 1800 629 835 (toll free) for more information or bookings, or access our TRAINING page ([mc2.vicnet.net.au/help/training.html](http://mc2.vicnet.net.au/help/training.html)) to view the dates and times of our current courses

Address	<a href="http://mc2.vicnet.net.au/help/training.html">mc2.vicnet.net.au/help/training.html</a>
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### Tip

- see the back cover of this *Users' Guide* for a summary of how you can get help using mc2, or access our HELP page ([mc2.vicnet.net.au/help](http://mc2.vicnet.net.au/help))

Address	<a href="http://mc2.vicnet.net.au/help">mc2.vicnet.net.au/help</a>
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# BECOMING AN mc2 MEMBER

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In order to participate in mc2 you need to become a member - this doesn't mean you have to pay, just that you are asking to have a *login* created for you (ie. a unique online identity at mc2).

## Tips

- the steps involved in becoming an mc2 member only need to be completed once; as explained later in these notes you can then
  - join one or more mc2 communities and make use of their features
  - access any of the other online features provided by mc2
- mc2 is committed to safeguarding your privacy online; to find out more, access our PRIVACY POLICY ([mc2.vicnet.net.au/help/privacy.html](http://mc2.vicnet.net.au/help/privacy.html))

Address	<a href="http://mc2.vicnet.net.au/help/privacy.html">mc2.vicnet.net.au/help/privacy.html</a>
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- all members of mc2 are bound and protected by the CODE OF CONDUCT; VICNET reserves the right to alter this document at any time and it is the responsibility of mc2 users to have read the most up-to-date version ([mc2.vicnet.net.au/help/code.html](http://mc2.vicnet.net.au/help/code.html))

Address	<a href="http://mc2.vicnet.net.au/help/code.html">mc2.vicnet.net.au/help/code.html</a>
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## Step 1 - Access the mc2 Web site

To access the mc2 Web site

- open INTERNET EXPLORER (and connect to your ISP if you're accessing the Internet from home)
- access our HOME PAGE ([mc2.vicnet.net.au](http://mc2.vicnet.net.au))

Address	<a href="http://mc2.vicnet.net.au">mc2.vicnet.net.au</a>
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## Tips

- the mc2 Web site is best viewed with
  - INTERNET EXPLORER version 6+
  - Javascript enabled
  - a screen resolution of at least 800 x 600

access our BROWSER SCREEN RESOLUTION page if you want to test whether your computer's settings meet these requirements

Address	<a href="http://mc2.vicnet.net.au/help/resolution.html">mc2.vicnet.net.au/help/resolution.html</a>
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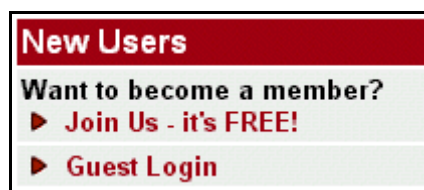
- you must also have *cookies* enabled (small, temporary text files that provide better security for mc2 users to ensure only you can access your information); if you are experiencing any difficulties logging into mc2, access our COOKIE HELP page ([mc2.vicnet.net.au/help/cookies.html](http://mc2.vicnet.net.au/help/cookies.html))

Address	<a href="http://mc2.vicnet.net.au/help/cookies.html">mc2.vicnet.net.au/help/cookies.html</a>
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## Step 2 - Register with mc2

To register with mc2

- (i) click on JOIN US - IT'S FREE!



### Tips

- as of July 2003, mc2 WEBMAIL (free, Web-based email) is available to every Victorian who registers with mc2
  - a) click on **Get FREE Email!**
  - b) click on **New Users: Register for free mc<sup>2</sup> WebMail NOW!**  
or go to: mc2.vicnet.net.au/html/register\_webmail.html
  - c) follow steps (ii) - (iv) below
- the skills needed to successfully use mc2 WEBMAIL are detailed in the *Users' Guide to mc2: Part 2*

- (ii) scroll down the page that appears and type the relevant details into the

### Registration Form

### Tips

- type your **First Name** as you would like it to appear to other members of any mc2 community you join; eg. type *Lottie* rather than *Charlotte*
- your **Family Name** is your surname; eg. *Hunder*, or *Nguyen*
- if you're also applying for an mc2 WEBMAIL address you'll also need to provide your *postal address* (**Address**). N.B. apart from attributing your name and email address to any messages you post to any mc2 communities, mc2 will not disclose any of your personal information nor share your information with any third parties
- choose your **Login Name** carefully, as it can't be changed at a later date
- your **Password** can only contain *letters* and *numbers* (no spaces); note too that it is "case sensitive", so make sure you haven't got the CAPS LOCK key on!

- (iii) click on **Code of Conduct** to display the most up-to-date version of this document in a new INTERNET EXPLORER window; when you've read the information, close the window

- (iv) click on **I Agree**

### Tip

- if you're applying for an mc2 WEBMAIL address
  - approval of your mc2 WEBMAIL account can take up to 48 hours
  - your general mc2 membership, however, will be activated immediately; you can ignore *Step 3* on the next page of these notes and go straight to *Step 4*

### Step 3 - Activate your mc2 membership

After registering with mc2 a new page will appear, asking you to check your email to complete the registration process and activate your membership

## Step 2 - Check your email !

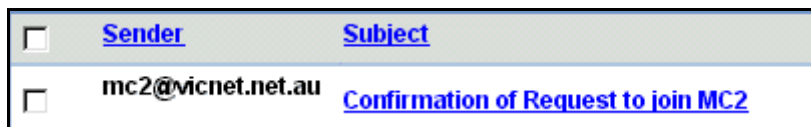
**You must now follow the link in the email we have just sent you!**

Why the confirmation email? This is to check:

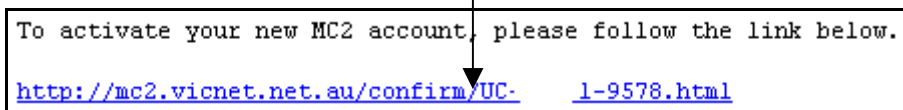
- that you entered your email address correctly
- to verify that you are the legitimate owner of that address
- to confirm that you wish to join this community
- to ensure that nobody else signs you up without your knowledge & approval

To activate your mc2 membership

- (i) access your email account
- (ii) open the email message from mc2



- (iii) read the message, and then click on the *link* provided



#### Tip

- if you don't complete step (iii) above, you won't be able to use any of the mc2 online features

### Step 4 - Login to mc2 for the first time

After activating your membership, a new INTERNET EXPLORER window will open informing you that you've successfully registered with mc2 and prompting you to login.

To login to mc2 for the first time

- (i) type your LOGIN NAME and your PASSWORD in the text boxes
- (ii) click on LOGIN or press the ENTER key on your keyboard

### Members Login

Login Name

Password  LOGIN

▶ Login Help

▶ Forgotten your Password?

# JOINING AN MC2 COMMUNITY

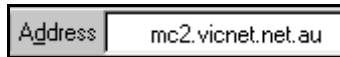
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After becoming an mc2 member (see pp. 9 - 11), you can then join a community which matches your interests - again for no cost.

## Step 1 - Login to mc2

To login to mc2

- (i) open INTERNET EXPLORER (and connect to your ISP if you're accessing the Internet from home)
- (ii) access our HOME PAGE (mc2.vicnet.net.au)



Address mc2.vicnet.net.au

- (iii) type your LOGIN NAME and your PASSWORD in the text boxes
- (iv) click on **LOGIN** or press the ENTER key on your keyboard



**Members Login**

Login Name lhunder

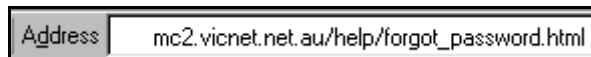
Password \*\*\*\*\* **LOGIN**

▶ Login Help

▶ Forgotten your Password?

### Tip

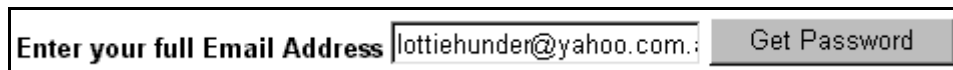
- if you were an mc2 member prior to March 2003, you had to type your full EMAIL ADDRESS every time you logged in ... now all you need to type in is your LOGIN NAME; to find out your LOGIN NAME (which may be different to the 1<sup>st</sup> part of your EMAIL ADDRESS)
  - a) access our LOGIN DETAILS page (mc2.vicnet.net.au/help/forgot\_password.html)



Address mc2.vicnet.net.au/help/forgot\_password.html

- b) type your EMAIL ADDRESS in the text box and then click on

Get Password



Enter your full Email Address lottiehunder@yahoo.com. Get Password

your LOGIN NAME and PASSWORD will be sent to that email address within 24 hours

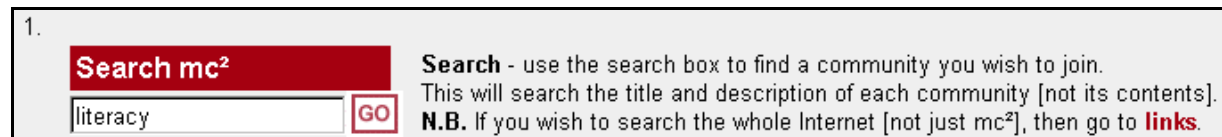
## Step 2 - Find a community to join

To find a community to join

- (i) click on JOIN A COMMUNITY (found on the dark red bar across the top of all mc2 pages when you are logged in)

[Join a Community](#) | [Features](#) | [Log Out](#)

- (ii) type the word(s) you think would appear in the *title* (name) or in the *description* of a community in the SEARCH MC2 text box, and then click on [GO](#); don't use "quotation marks" or + signs with your search word(s)

1. 

or

click on ALL GROUPS to view a list of all current mc2 communities, or click on a letter of the ALPHABET if you know the 1<sup>st</sup> letter of the name of a particular community

2. Use [All Groups](#) or [A - Z Listing](#)

[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#)

or

click on a category (eg. HEALTH AND FAMILIES) and then, if necessary, click on any available sub-category (eg. GENEALOGY) in the next window that appears

3. [Browse Categories](#) and sub-categories, listed on the left-hand side of of the homepage, and below:

- ▶ BUSINESS
- ▶ COMMUNITIES
- ▶ EDUCATION
- ▶ HEALTH & FAMILIES
- ▶ INFORMATION & MEDIA
- ▶ KIDS & TEENS
- ▶ POLITICS
- ▶ SCIENCE & TECHNOLOGY
- ▶ SOCIETY & CULTURE
- ▶ SPORT & RECREATION
- ▶ TRAVEL & TOURISM



[See also subcategories](#) ▶ [Genealogy](#) ▶ [Illnesses and Diseases](#)

... continued over the page ...

- (iii) when the results page is displayed, click on the name of a community (eg. MYSTERY AND CRIME FICTION READERS) to find out more about it

► **Mystery & Crime Fiction Readers** [[subscribe](#)]  
A group where lovers of the mystery & crime genre can make recommendations to other members, review the latest book they've read, organise meetings & chat sessions, & more. ...  
[more](#)  
**Members Only**



**Mystery & Crime Fiction Readers** [Join a Community](#) | [Features](#) | [Log Out](#)

**Search for Groups** **Mystery & Crime Fiction Readers** **Owner:** [Pippi Williams](#)  
  **Type:** Members Only  
[A - Z Listing](#) | [All Groups](#) A group where lovers of the mystery & crime genre can make recommendations to other members, review the latest book they've read, organise meetings & chat sessions, & more. **Members:** 4  
**Founded:** 19 Mar 2003  
**Category:** society & culture  
Writers & Literature  
**Website:** [Click here](#)

**Group Features**

► **Group Info**

---

**JOIN this Group?**  
( [Subscribe](#) )

*Tip*


- when an owner creates an mc2 community, they decide whether it will be MEMBERS ONLY, READ ONLY or PUBLIC; for information on what type of access you have to each of these types of communities, see our FEATURES page - GREATER PUBLIC ACCESS ([mc2.vicnet.net.au/help/features.html#public](http://mc2.vicnet.net.au/help/features.html#public))

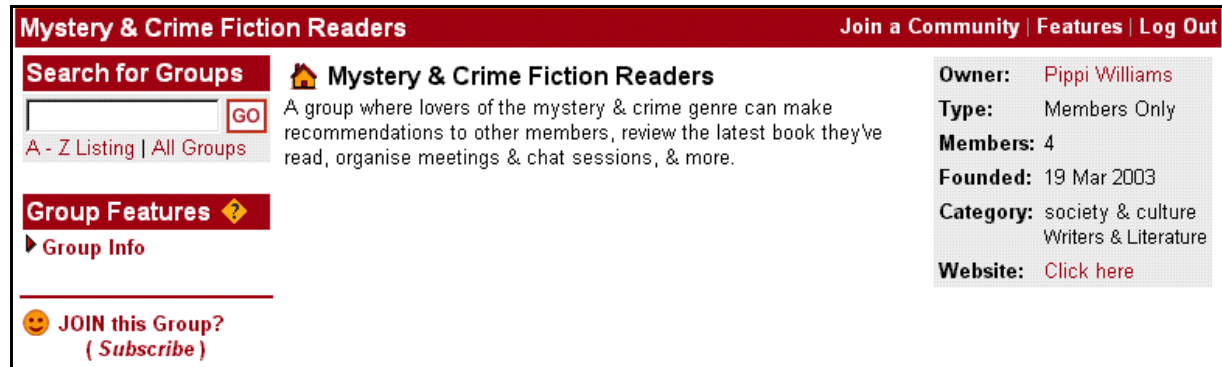
Address	<a href="http://mc2.vicnet.net.au/help/features.html#public">mc2.vicnet.net.au/help/features.html#public</a>
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### Step 3 - Subscribe to a community


Once you've found a community of interest, you should *subscribe* to it (apply to join as a member) so you can participate fully in the features it offers.

To subscribe to a community

(i) click on 



The screenshot shows the group page for 'Mystery & Crime Fiction Readers'. At the top, there are links for 'Join a Community', 'Features', and 'Log Out'. Below this, there is a search bar with a 'GO' button and a link to 'A - Z Listing | All Groups'. The group name 'Mystery & Crime Fiction Readers' is displayed with a home icon. A description follows: 'A group where lovers of the mystery & crime genre can make recommendations to other members, review the latest book they've read, organise meetings & chat sessions, & more.' To the right, a sidebar lists group details: Owner: Pippi Williams, Type: Members Only, Members: 4, Founded: 19 Mar 2003, Category: society & culture Writers & Literature, and Website: Click here. At the bottom left, there is a 'Group Features' section with a 'Group Info' link and another 'JOIN this Group? (Subscribe)' button.

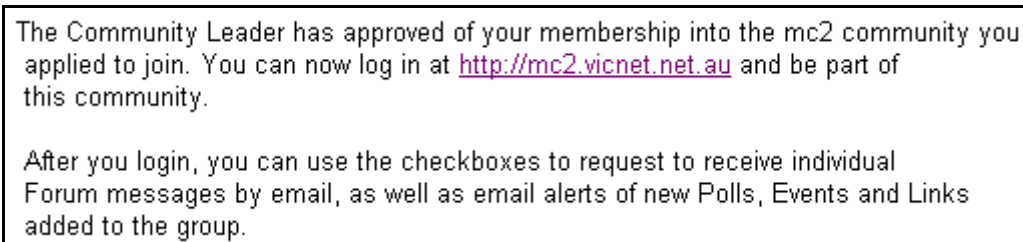
(ii) click on 



The dialog box asks 'Do you want to join Mystery & Crime Fiction Readers?' and has two buttons: 'YES' and 'NO'.

If the owner of the community has decided approval is not required, you can begin participating in the features it offers as soon as you subscribe.

If, however, the owner has decided approval is required, after subscribing you'll need to wait for an email message letting you know that your membership has been approved before you can begin participating in the community.



The email content states: 'The Community Leader has approved of your membership into the mc2 community you applied to join. You can now log in at <http://mc2.vicnet.net.au> and be part of this community. After you login, you can use the checkboxes to request to receive individual Forum messages by email, as well as email alerts of new Polls, Events and Links added to the group.'

... continued over the page ...

If you don't receive such an email message within a few working days

- (i) login to mc2 (see p. 12)
- (ii) click on the name of the relevant community (eg. MYSTERY AND CRIME FICTION READERS)


**You have membership PENDING in the following communities:**


► [Mystery & Crime Fiction Readers](#)

If you use a free Web-based email service such as MC2 WEBMAIL

- (i) position your mouse pointer on the name of the owner (eg. *Pippi Williams*)

**Owner:** [Pippi Williams](#)

- (ii) look in the bottom left corner of your screen (above the  button) and make a written note of their email address (eg. [pippiwilliams@hotmail.com](mailto:pippiwilliams@hotmail.com) - not the *mailto:* part)

 <mailto:pippiwilliams@hotmail.com>

- (iii) access your email account
- (iv) create a new message
- (v) type the owner's email address in the TO box
- (vi) type (eg.) *approval to your mc2 community* in the SUBJECT box
- (vii) write a short message politely requesting approval ASAP and then send it

If you use an email program such as OUTLOOK EXPRESS

- (i) click on the name of the owner (eg. *Pippi Williams*)

**Owner:** [Pippi Williams](#)

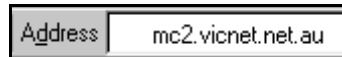
- (ii) an email message window will appear, with the owner's email address automatically inserted in the TO box
- (iii) type (eg.) *approval to your mc2 community* in the SUBJECT box
- (iv) write a short message politely requesting approval ASAP and then send it

# ACCESSING AN mc2 COMMUNITY YOU'VE JOINED

After joining an mc2 community (see pp. 12 - 16), you can then access it and the various features it provides.

To access an mc2 community you've joined

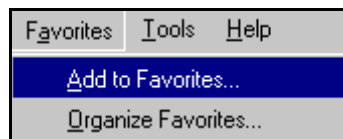
- (i) open INTERNET EXPLORER (and connect to your ISP if you're accessing the Internet from home)
- (ii) access our HOME PAGE (mc2.vicnet.net.au)



Address mc2.vicnet.net.au

### Tip

- add this page to your FAVORITES for quick future access



- (iii) type your LOGIN NAME and your PASSWORD in the text boxes
- (iv) click on **LOGIN** or press the ENTER key on your keyboard



**Members Login**

Login Name

Password  **LOGIN**

▶ Login Help

▶ Forgotten your Password?

- (v) click on the name of the community whose features you want to use (eg. MYSTERY & CRIME FICTION READERS)

You are a member of the following communities:				
	Forum	Alerts	Mailing List	Digest
▶ Internet Trainers Support Group	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▶ Mystery & Crime Fiction Readers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▶ women in trades and services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	-

... continued over the page ...

The various features (FORUM, GUESTBOOK, NOTICE BOARD, etc.) available to the members of an mc2 community are listed down the left side of their home page

Mystery & Crime Fiction Readers
Join a Community | Features | Log Out

**Search for Groups**

 GO  
[A - Z Listing](#) | [All Groups](#)

**Mystery & Crime Fiction Readers**

A group where lovers of the mystery & crime genre can make recommendations to other members, review the latest book they've read, organise meetings & chat sessions, & more.

**Owner:** [Pippi Williams](#)

**Type:** Members Only

**Members:** 5

**Founded:** 19 Mar 2003

**Category:** society & culture  
Writers & Literature

**Website:** [Click here](#)

**Group Features**

- ▶ **Group Info**
- Forum
- Guestbook
- Mailing List
- Notice Board
- Chat
- Shared Files
- Group Files
- Events
- Polls
- Links
- Invite a friend
- Members

[Unsubscribe](#)

**Features provided by an mc2 community**

*Tip*

- you can click on MY COMMUNITIES (found on the orange bar across the top of all mc2 pages when you are logged in) at any time to return to the list of communities of which you are a member

[My Communities](#) | [My Profile](#) | [My Webpage](#) | [My Office](#)



<b>You are a member of the following communities:</b>					
	<i>Get Email from:</i>	<i>Forum</i>	<i>Alerts</i>	<i>Mailing List</i>	<i>Digest</i>
▶ <a href="#">Internet Trainers Support Group</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▶ <a href="#">Mystery &amp; Crime Fiction Readers</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▶ <a href="#">women in trades and services</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	-	-

# OVERVIEW OF THE FEATURES AVAILABLE IN AN MC2 COMMUNITY

---

Every mc2 community provides its members with the following features:

## **mc2 Forum**

FORUMS provide you with a means of *posting* (writing) messages to a community about an issue, replying to messages already posted, or simply reading messages and replies that other members have posted, all from the mc2 Web site.

## **mc2 Guestbook**

GUESTBOOKS provide you with a way to read about other members of a community, and to introduce and tell them something about yourself.

## **mc2 Mailing List**

MAILING LISTS provide you with a means of *posting* (writing) messages to a community about an issue, replying to messages already posted, or simply reading messages and replies that other members have posted, all via email.

## **mc2 Notice Board**

NOTICE BOARDS are a cross between FORUMS, MAILING LISTS and EVENTS. You can post personal messages here (eg. *items for sale*), or promote events that are of interest to you personally rather than those which represent the interests of the community as a whole.

## **mc2 Chat**

CHAT offers you the ability to talk to with other members in real time through use of your keyboard and computer screen - the virtual equivalent of CB radio or a telephone party line.

## **mc2 Shared Files**

SHARED FILES allow you to access any files uploaded by members of a community, and to *upload* (transfer from your computer's hard drive to the mc2 Web server at VICNET) any of your personal computer files for sharing with other members.

## **mc2 Group Files**

GROUP FILES allow you to access any files uploaded by the owner, or moderator(s), of a community, as well as all SHARED FILES uploaded by other members of the community.

## **mc2 Events**

EVENTS allow you to publicise events that a community is hosting, or that are of general interest to a community (eg. *upcoming meeting dates, fundraising nights*).

### **mc2 Polls**

POLLS allow you to view the results of a poll created by the owner / moderator of a community (eg. *preferred days and times for a chat session*), and to vote in a poll.

### **mc2 Links**

LINKS provide you with easy access to other Web sites relevant to a community's interests, and should save you a lot of time searching the estimated 3+ billion pages available on the Web for useful information.

You also have the options of

- inviting a friend to join a community
- viewing a list of the names and email addresses of members of a community

#### *Tip*

- for more information on the features of an mc2 community/group, see our FEATURES page ([mc2.vicnet.net.au/help/features.html](http://mc2.vicnet.net.au/help/features.html))

Address	<a href="http://mc2.vicnet.net.au/help/features.html">mc2.vicnet.net.au/help/features.html</a>
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# OVERVIEW OF OTHER FEATURES AVAILABLE AT MC2

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Once *registered* and *logged in*, every mc2 member has access to the following features

**My Communities | My Profile | My Webpage | My Office**

## **My Communities**

MY COMMUNITIES allows you to view a list of all the communities of which you are a member.

## **My Profile**

MY PROFILE lets you to update the personal details you provided when you first registered with mc2 (eg. change your email address or password).








## **My Webpage**

MY WEBPAGE allows you to create one or more simple Webpages using a step-by-step template, and *upload* (transfer) them to the mc2 Web server at VICNET.

## My Office

MY OFFICE provides you with access to

- MY MAIL - check, send and receive email messages using mc2 WEBMAIL
- MY TASKS - manage your virtual "to do" list
- MY CALENDAR - check diary appointments in your online calendar
- MY PHOTOS - create a virtual photo album
- MY WEBPAGE - create your own Webpages
- MY FILES - access your personal documents online
- MY GROUPS / COMMUNITIES - view a list of all the communities you are a member of
- MY PROFILE - change your personal details

	<b>My Mail</b>	<b>Check, Send and Receive mc<sup>2</sup> WebMail</b> <small>HELP with My Mail</small>
	<b>My Tasks</b>	<b>Manage your virtual "TO DO" list</b> <small>HELP with My Tasks</small>
	<b>My Calendar</b>	<b>Check diary appointments in your online calendar</b> <small>HELP with My Calendar</small>
	<b>My Photos</b>	<b>Create a Virtual Photo Album</b> <small>HELP with My Photos</small>
	<b>My Webpage</b>	<b>Create your own Webpage</b> <small>HELP with My Webpage</small>
	<b>My Files</b>	<b>Access your personal documents online</b> <small>HELP with My Files</small>
	<b>My Groups / Communities</b>	<b>Access all the communities you are a member of</b> <small>HELP with My Groups / Communities</small>
	<b>My Profile</b>	<b>Change your personal details</b> <small>HELP with My Profile</small>

### Tip

- MY OFFICE is paid for and provided by the Victorian Government as a community service and is not available to those residing outside Victoria

Every *visitor* to the mc2 Web site has access to a number of features, including



### Find out what's new at mc2

To keep up with the latest information about mc2 features and easy access to new mc2 communities that have been created, visit our [WHAT'S NEW](#) page.

### Get online help using mc2

If you have a problem while using mc2, there are a number of ways to get instant help

- our [HELP !](#) page is updated on a regular basis and provides numerous ideas beyond the scope of this *Users' Guide* to help you make the most of the features provided by mc2
- our [SEARCH](#) page allows you to easily search for mc2 groups (communities), a topic that may be covered in the mc2 HELP pages, or for a general topic on other Web sites

What do you wish to search for?		
mc <sup>2</sup> Groups / Communities	<input type="text"/>	GO
mc <sup>2</sup> Help	<input type="text" value="chat"/>	GO
The Internet for other Websites	<input type="text"/>	GO

- our [GLOSSARY](#) explains technology-related words that you may come across on Web sites, but be unfamiliar with
- our [FAQ](#) (*Frequently Asked Questions*) page provides a list of commonly asked questions and answers for mc2 beginners through to more advanced users.

#### Tip

- see the back cover of this *Users' Guide* for a summary of how you can get more help using mc2

**NOTES**

# APPENDIX A

## mc2 CODE OF CONDUCT

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The CODE OF CONDUCT is designed to provide a safe and secure environment in which members can participate in mc2 communities.

While the following notes provide a brief overview of what is generally considered acceptable behaviour when interacting with others on the Internet (known as *netiquette*), it is the responsibility of every mc2 member to be aware of and adhere to the complete and most recent CODE OF CONDUCT, available online at: [mc2.vicnet.net.au/help/code.html](http://mc2.vicnet.net.au/help/code.html)

Address	mc2.vicnet.net.au/help/code.html
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### After joining an mc2 community

- *lurk* for a while (read what is being discussed without participating) to become acquainted with the general tone of conversation, current topics of interest, and to avoid raising an issue that's been recently covered

### If you decide to participate in an mc2 community

- don't harass other members or use offensive language
- don't engage in illegal activities such as *cracking* (attempting to break into secure systems), or breaching copyright
- stay on topic; keep your comments brief and to the point
- avoid typing in all capitals (considered as SHOUTING!)
- be wary of giving out your home address, telephone number, etc., to another member unless you know them personally
- don't send *spam* (eg. unsolicited ads), *chain letters* or *virus hoax messages*
- don't upload a file over 2 Mb ( ~ 2000 Kb) in size; to preserve bandwidth mc2 staff reserve the right to remove files exceeding this limit and to remove, without notice, any file that is deemed inappropriate
- if you have a complaint, report it to the owner/moderator of a community rather than sending it to all members or to an individual member

The mc2 project staff, community owners and moderators reserve the right to remove any content deemed inappropriate, and to suspend or ban any user or community in breach of the CODE OF CONDUCT.

VICNET reserves the right to alter the CODE OF CONDUCT at any time, without notice. By continuing to use mc2, you agree to be bound by the latest changes. It is the responsibility of mc2 users to have read the most up-to-date CODE OF CONDUCT on the mc2 site at: [mc2.vicnet.net.au/code](http://mc2.vicnet.net.au/code) and PRIVACY POLICY at [mc2.vicnet.net.au/privacy](http://mc2.vicnet.net.au/privacy)





If you require any assistance using the **my connected community (mc2)** Web site, you can:

\* phone the VICNET Help Desk  
**8664 7001** or **1800 629 835** (toll free)

or

\* email the mc2 staff  
**mc2@vicnet.net.au**

or

\* access the Help section of the mc2 Web site  
**mc2.vicnet.net.au/help**

If you contact us by phone or email,  
please mention that it is a  
**my connected community (mc2)** enquiry and state the nature  
of your enquiry, e.g., Web site related or a training booking

