



my connected community

Users' Guide

to

my connected community

mc2.vicnet.net.au

Part 4:

Features of a Group /

Community



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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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TABLE OF CONTENTS

Accessing an mc2 Community you've Joined	7
Using mc2 Forums	9
Read a message posted to a forum	10
Post a new message to a forum	11
Reply to a message posted to a forum	12
Using mc2 Guestbooks	14
Read an entry written in a guestbook	14
Add a new entry to a guestbook	15
Using mc2 Mailing Lists	16
Read a message posted to a mailing list.....	16
Reply to a message posted to a mailing list	17
Post a new message to a mailing list	17
Using mc2 Notice Boards	18
Read an entry written on a notice board	18
Add a new entry to a notice board	19
Using mc2 Chat	20
Join a chat session	20
Participate in a chat session	22
Chat privately with another member	23
End a chat session	23
Using mc2 Shared Files	24
Access a shared file	24
Upload a new shared file	25
Using mc2 Group Files	26
Access a group file	26
Using mc2 Events	28
View an event	28
Add a new event.....	29
Using mc2 Polls	30
View the results of a poll	30
Vote in a poll	30
Suggest a new poll	31
Using mc2 Links	32
Access a link	32
Add a new link	33
Suggest a new category for links	34

Using other mc2 Community Features	35
Invite a friend to join a community	35
View the members' list	36
Unsubscribe from a community	36

Appendices

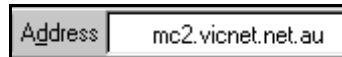
Appendix A: mc2 Code of Conduct	39
Appendix B: Changing your email notification message settings	40
Appendix C: Chat using mIRC	41
Appendix D: Chat acronyms	43

ACCESSING AN mc2 COMMUNITY YOU'VE JOINED

After becoming an mc2 member and joining one or more communities (see our *Users' Guide: Part 1*), you can then access a community and the various features it provides.

To access an mc2 community you have joined

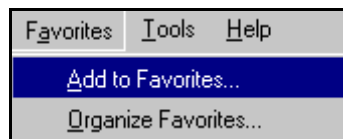
- (i) open INTERNET EXPLORER (and connect to your ISP if you're accessing the Internet from home)
- (ii) access our HOME PAGE (mc2.vicnet.net.au)



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

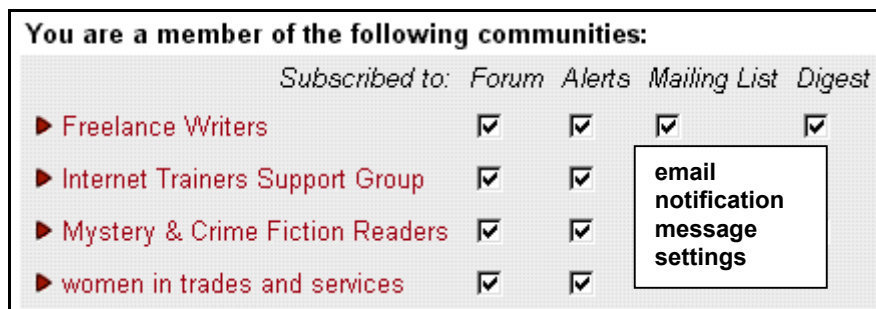
Login Name lhunder

Password ***** **LOGIN**

▶ Login Help

▶ Forgotten your Password?

- (v) click on the name of the community whose features you want to use (eg. INTERNET TRAINERS SUPPORT GROUP)



You are a member of the following communities:

	Forum	Alerts	Mailing List	Digest
▶ Freelance Writers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▶ Internet Trainers Support Group	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Mystery & Crime Fiction Readers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ women in trades and services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

email notification message settings

Tip

- see Appendix B (p. 40) for information on your communities' *email notification message settings* and how to change them

... continued over the page ...

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

Tips

- for more information on each of the features provided by an mc2 community, click on **Group Features** ; this will open a new INTERNET EXPLORER window which, in turn, links to more detailed explanations of all the features of an mc2 community
- 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



You are a member of the following communities:

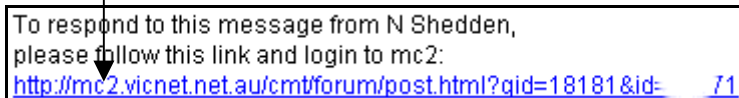
	<i>Subscribed to:</i>			
	<i>Forum</i>	<i>Alerts</i>	<i>Mailing List</i>	<i>Digest</i>
▶ Freelance Writers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▶ Internet Trainers Support Group	<input checked="" 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"/>	-	-

USING MC2 FORUMS

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.

Tips

- you will automatically be sent an *email notification message* when a new message or reply has been posted to the forum of any communities of which you are a member; see Appendix B (p. 40) for details on how to change this setting
- while you can read a message posted to the forum via the *email notification message*, do not reply to the message via email, as it will only be sent to the owner of the community and other members will not be able to read your comments; make sure you click on the *link* provided in the email message and login to mc2 to reply to a message



To respond to this message from N Shedden,
please follow this link and login to mc2:
<http://mc2.vicnet.net.au/cmt/forum/post.html?gid=18181&id=71>

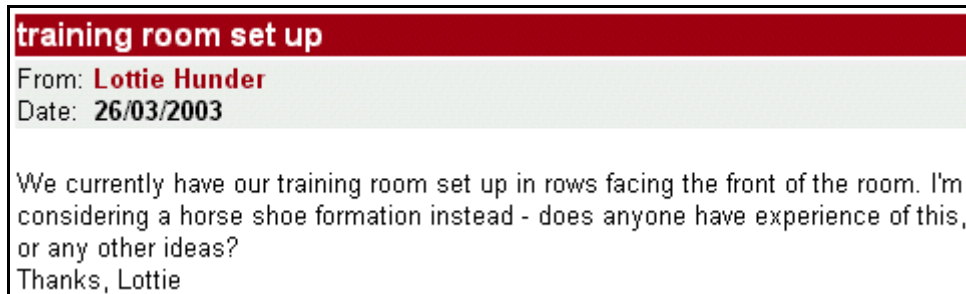
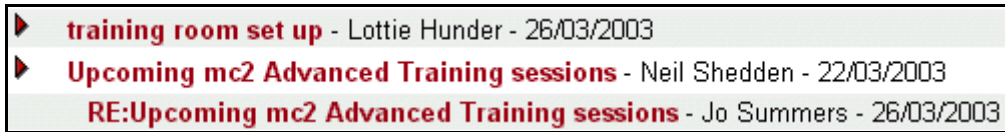
- if your community's owner has enabled the MAILING LIST (see pp. 16 - 17) you can use that feature to post, reply to and read messages about an issue using *email* (rather than via the mc2 Web site)
- use the NOTICE BOARD (see pp. 18 - 19) rather than the FORUM if the issues you want to discuss are of a personal nature rather than of interest to the community as a whole

Remember to login to mc2 and access the community first

Read a message posted to a forum

To read a message posted to a forum

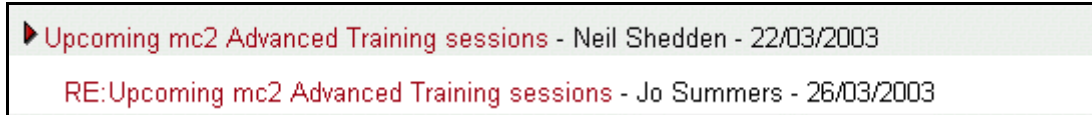
- (i) click on **Forum** (found down the left side of the community's home page)
- (ii) scroll down the page and click on a message or reply that interests you (eg. *training room set up*)



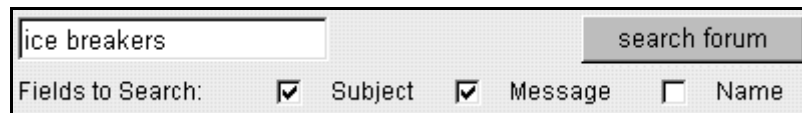
- (iii) click on **Back** (found at the top of the message) to return to the forum page

Tips

- if a message is a *reply*, it is prefixed by RE: and indented from the other messages; when a new message has one or more replies posted to it a *thread* is created; by reading the message and replies in a thread you can see how a discussion has evolved



- if there are a large number of messages in the forum, you can
 - SEARCH for particular word(s) you think may have been in the message





- change the display to (eg.) only show messages from a certain MONTH & YEAR



Post a new message to a forum

To post a new message to a forum

- (i) click on  (found down the left side of the community's home page)
- (ii) click on 
- (iii) type a short subject in the SUBJECT text box
- (iv) type your message in the MESSAGE OR COMMENTS text box
- (v) optional - type the relevant details in the LINK NAME & LINK URL text boxes
- (vi) optional - type the relevant details in the IMAGE URL text box

Post a new message

Name: Lottie Hunder
Email: lottiehunder@yahoo.com.au
Subject (text):
Message or Comments:
Link Name (text):
Link URL: (Web Address) [What is an URL ?](#)
Optional Image URL: [Help posting an image with my forum message](#)
 if given, URL must refer to a .gif or .jpg image file already on the Web
e.g. www.mygroupsite.com.au/images/myimage.gif

- (vii) click on 

Tips

- for help on posting an image with your message, visit our URL OF FORUM IMAGE help page (mc2.vicnet.net.au/help/URL_Forum_Image.htm)

Address

- if you want an *avatar* (a small image) to automatically appear below your name on any messages you post in a FORUM



click on MY PROFILE & make the required changes under the section headed PERSONALIZED PICTURE (AVATAR)

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

Reply to a message posted to a forum

To reply to *all members* about a message posted to a forum

- (i) click on **Forum** (found down the left side of the community's home page)
- (ii) click on the message you want to reply to
- (iii) scroll down to the end of the message
- (iv) type your reply in the MESSAGE OR COMMENTS text box
- (v) optional - type the relevant details in the LINK NAME & LINK URL text boxes
- (vi) optional - type the relevant details in the IMAGE URL text box



Reply to this message

Name James Davies
Email jamesd@mc2.vicnet.net.au
Subject RE:public PCs & security

Message or Comments

Hi James,

Only product I've heard of is WINSelect (see link below). I'd also be interested what other members can recommend.

Cheers, Lottie

Link Name (text) WINSelect e.g. my connected community
Link URL (Web Address) <http://www.faronics.com/main.asp?p> ? e.g. mc2.vicnet.net.au
Optional Image URL ?
if given, URL must refer to a .gif or .jpg image file already on the Web
e.g. www.mygroupsite.com.au/images/myimage.gif
[Help posting an image with my forum message](#)


- (vii) click on **Add Message**

Tip

- for help on posting an image with your message, visit our URL OF FORUM IMAGE page (mc2.vicnet.net.au/help/URL_Forum_Image.htm)

Address


To reply to *only the sender* about a message they posted to a forum, do not reply to the *email notification message* as it will actually be sent to the owner of the community; instead

- (i) click on  (found down the left side of the community's home page)
- (ii) click on the message you want to reply to

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

- (i) position your mouse pointer on the relevant person's name (eg. *James Davies*)



- (ii) look in the bottom left corner of your screen (above the  button) and make a written note of their email address (eg. *jamesd@mc2.vicnet.net.au* - not the *mailto:* part)

`mailto:jamesd@mc2.vicnet.net.au`

- (iii) make a written note of the subject of their message (eg. *public PCs & security*)
- (iv) access your email account
- (v) create a new message
- (vi) type the person's email address in the To box
- (vii) type the person's original subject in the SUBJECT box
- (viii) write your reply and then send it

If you use an email program such as OUTLOOK EXPRESS

- (i) make a written note of the subject of the person's message (eg. *public PCs & security*)
- (ii) click on the person's name (eg. *James Davies*)



- (iii) an email message window will appear, with the person's email address automatically inserted in the To box
- (iv) type the person's original subject in the SUBJECT box
- (v) write your reply and then send it

Tip

- if you reply only to the sender about a message they posted to a forum, your reply will not appear on the community's forum page for other members to read

USING mc2 GUESTBOOKS


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

Remember to login to mc2 and access the community first

Read an entry written in a guestbook

To read an entry written in a guestbook

- (i) click on **Guestbook** (found down the left side of the community's home page)
- (ii) scroll down the page and read about other members of your community

Pippi Williams	I'm also looking forward to sharing ideas & meeting like-minded people ... what a great resource! Pippi Link included with post: http://www.pippiwilliamsontheweb.info 08/08/2003
 James Davies	I work part time at my local library in Widgee running training classes & doing general computer maintenance - hope to get to know you all through this group. J 08/08/2003

Tip



- comments written in a guestbook may include a link to a *Webpage address*; click on the address to view the Webpage in a new INTERNET EXPLORER window


Link included with post: <http://www.pippiwilliamsontheweb.info>

↑
Webpage address

Add a new entry to a guestbook

To add a new entry to a guestbook

- (i) click on  (found down the left side of the community's home page)
- (ii) click on 
- (iii) type some information about yourself in the COMMENTS text box
- (iv) optional - type the address of your Webpage in the HOMEPAGE URL text box



Sign the Guestbook

Your Name

Your Email

Comments

characters left

Homepage URL (optional) [What is an URL ?](#)

- (v) click on 

Tip

- if you want an *avatar* (a small image) to automatically appear below your name on any entry you add to a GUESTBOOK



click on MY PROFILE & make the required changes under the section headed PERSONALIZED PICTURE (AVATAR)

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

USING MC2 MAILING LISTS

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.

Tips

- you must *subscribe* to a community's mailing list before you can start using it; see Appendix B (p. 40) for details
- if your community's owner has not enabled the mailing list you can use the FORUM (see pp. 9 - 13) to post, reply to and read messages about an issue by using the *mc2 Web site* (rather than email)
- use the NOTICE BOARD (see pp. 18 - 19) rather than the MAILING LIST if the issues you want to raise are of a personal nature rather than of interest to the community as a whole

Read a message posted to a mailing list

To read a message posted to a mailing list

- (i) access your email account (eg. MC2 WEBMAIL or OUTLOOK EXPRESS)
- (ii) open the email message from your community and read it

!	▼	📧	From	Subject	Received ▲
			Neil Shedden	Web-based email	22/03/03 12:32 AM



Over the years we've suggested to people wanting Web-based email that they use Hotmail & we're now recommending Yahoo Mail (mail.yahoo.com.au). Do any of you use/recommend anything different?

Thanks, Neil

Tips

- if you've deleted messages sent to the mailing list from your email account, you can re-read them in the *archive* kept on the mc2 Web site
 - a) login in to mc2 and access the relevant community
 - b) click on **Mailing List**
 - c) click on a message or reply that interests you (eg. *training ice-breakers*)

■ **tips for training seniors**, Pippi Williams, 26/03/2003
■ **training ice-breakers**, Jo Summers, 23/03/2003
■ **Re: training ice-breakers**, Kevin S Davies, 23/03/2003

- if a message is a *reply*, it is prefixed by RE: and indented from the other messages
- when a new message has one or more replies posted to it a *thread* is created; by reading the message and replies in a thread you can see how a discussion has evolved

... continued over the page ...

- if there are a large number of messages in the mailing list archive, you can search for messages with particular characteristics

This search will allow you to search the contents of all the publicly available posts in this archive.

Match: Format: Sort by:

Search:

Reply to a message posted to a mailing list


To reply to *all members* about a message posted to a mailing list

- access your email account (eg. MC2 WEBMAIL or OUTLOOK EXPRESS)
- open the email message from your community

- click on your email program's REPLY ALL button (eg.  , eg. )
- type your reply and then send it

To reply to *only the sender* about a message they posted to a mailing list

- access your email account (eg. MC2 WEBMAIL or OUTLOOK EXPRESS)
- open the email message from your community

- click on your email program's REPLY button (eg.  , eg. )
- type your reply and then send it

Post a new message to a mailing list

To post a new message to a mailing list

- access your email account (eg. MC2 WEBMAIL or OUTLOOK EXPRESS)
- create a new message
- type the community's LIST ADDRESS in the TO box (see below)
- write your message and then send it

Tips

- the LIST ADDRESS of all mc2 communities follows a similar format

- they all begin with the community's *listname* (eg. training)
- the rest of the address is always **@mc2.vicnet.net.au**

- to find out a community's *listname*

- login in to mc2 and access the relevant community
- click on **Group Info**
- look in the ADDRESS BAR ... the *listname* is the part between *home/* and */index.html* (eg. training)

- for more information about mailing lists, visit our MAILING LISTS HELP page (mc2.vicnet.net.au/help/mailling_lists.html)

USING mc2 NOTICE BOARDS

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.

Tip

- use the FORUM (see pp. 9 - 13) or the MAILING LIST (see pp. 16 - 17) rather than the NOTICE BOARD if the issues you want to raise are of interest to the community as a whole
- use the EVENTS (see pp. 28 - 29) rather than the NOTICE BOARD if it is an official event for the whole community

Remember to login to mc2 and access the community first

Read an entry written on a notice board

To read an entry written on a notice board

- click on **Notice Board** (found down the left side of the community's home page)
- scroll down the page and click on the topic of a notice that interests you (eg. *venue for 50th birthday*)

▶ walking & dogs ;-) - James Davies - 09/08/2003
▶ venue for 50th birthday - Pippi Williams - 09/08/2003



venue for 50th birthday

From: Pippi Williams (pippiwilliams@hotmail.com)
Date: 09/08/2003

I want to book a restaurant in the inner Melb. area for my partner's upcoming 50th. Must have a private room, allow us to BYO & of course not be too expensive! Any one have a suggestion? I've already checked Melb City Search - see link below.

Ta, P

Link Posted with this message
[Melb City Search](#)

- click on **Back** (found at the end of the notice) to return to the notice board page

Tip


- comments written on a notice board may include a link to a *Webpage*; click on the name of the Webpage to view it


Link Posted with this message
[Melb City Search](#)

↑
name of Webpage

Add a new entry to a notice board

To add a new entry to a notice board

- (i) click on **Notice Board** (found down the left side of the community's home page)
- (ii) click on 
- (iii) type your message in the COMMENTS text box
- (iv) optional - type the relevant details in the LINK NAME, LINK URL and IMAGE URL text boxes



Add a notice

Your Name Lottie Hunder
Your Email lhunder@mc2.vicnet.net.au
Subject
Comments
 characters left
Link Name (text)
e.g. my connected community.
Link URL (Web Address) [What is an URL ?](#)
e.g. mc2.vicnet.net.au
Optional Image URL [?](#)
if given, URL must refer to a .gif or .jpg image file already on the Web
e.g. [www.mygroupsite.com.au/images/myimage.gif](#)
[Help posting an image with my Notice Board entry](#)

- (v) click on 

Tip

- for help on posting an image with your message, visit our URL OF NOTICE BOARD IMAGE page (mc2.vicnet.net.au/help/URL_Notice_Board_Image.htm)

USING 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.

Tips

- unless your community is particularly large and active online, the chat room will often be empty if you drop in by chance; keep an eye on your community's FORUM (see pp. 9 - 13), MAILING LIST (see pp. 16 - 17) and EVENTS (see pp. 28 - 29) to check for any pre-arranged chat times
- if you can't access CHAT from the mc2 Web site, you can use MIRC; see Appendix C (pp. 41 - 42) for further information

Remember to login to mc2 and access the community first

Join a chat session

To join a chat session

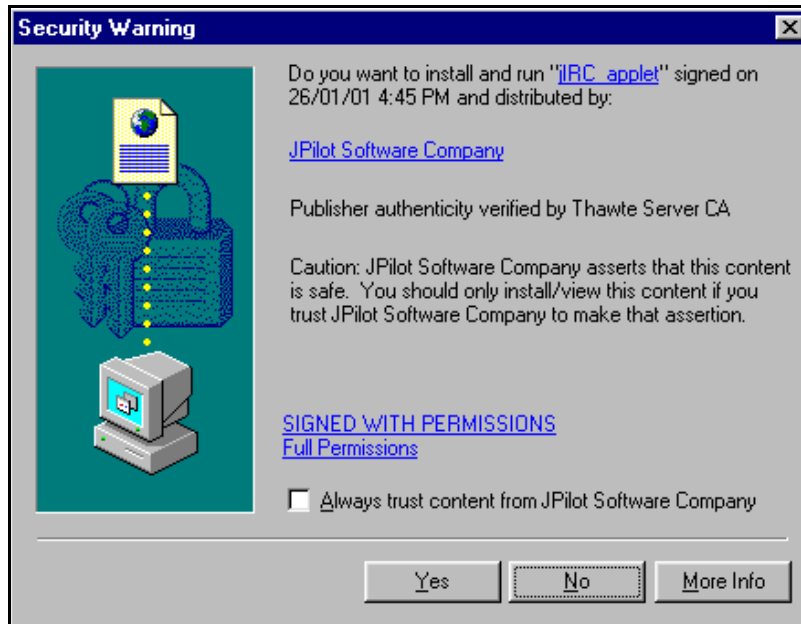
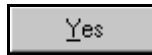
- click on **Chat** (found down the left side of the community's home page)
- type a *nickname* in the text box
- optional - change the APPLET SIZE, FONT SIZE, etc.

Choose a nickname:	<input type="text" value="lottie"/>
Applet Size:	<input type="text" value="Medium"/>
Font Size:	<input type="text" value="12"/>
Applet Text Colour:	<input type="text" value="000000"/> <input type="button" value="Select a Colour"/>
Applet Background Colour:	<input type="text" value=""/> <input type="button" value="Select a Colour"/>

- click on
- click on

... continued over the page ...

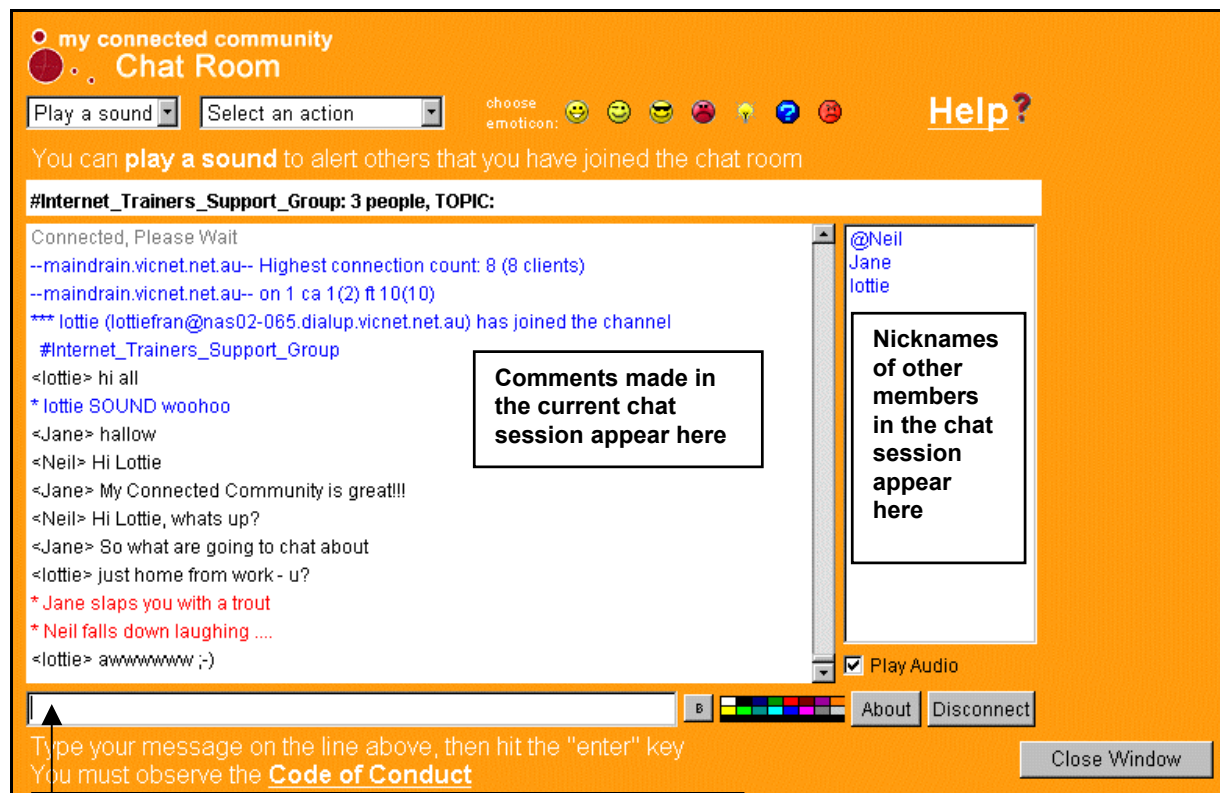
(vi) if a SECURITY WARNING window appears, click on



Tip

- if you don't click on YES in step (vi) above, you will not be able to join a chat session; clicking on YES simply allows a *java applet* (a small software program) to be downloaded and run on INTERNET EXPLORER and won't affect your computer's security

(vii) a new INTERNET EXPLORER window will eventually open, showing the chat session



... continued over the page ...

Tips

- an @ symbol in front of a *nickname* (eg. @Neil) simply indicates that the member was the first one to join the chat session
- after joining a chat session, you can then just *lurk* (read what others are saying without responding)

Participate in a chat session

To participate in a chat session

- (i) type your comment in the MESSAGE text box



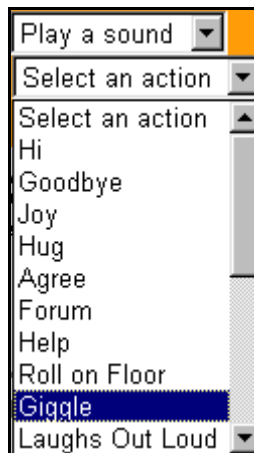
- (ii) press the ENTER key on your keyboard

Tips

- don't worry too much about correct spelling, grammar and use of capital letters
- to “jazz up” your comments, you can
 - click on a different colour, type your comment in the MESSAGE text box, and then press the ENTER key on your keyboard



- click on the drop-down arrow (▼) next to PLAY A SOUND or next to SELECT AN ACTION, and then click on one of the options provided



*lottie giggles happily

- click on an EMOTICON (face) to show your feelings



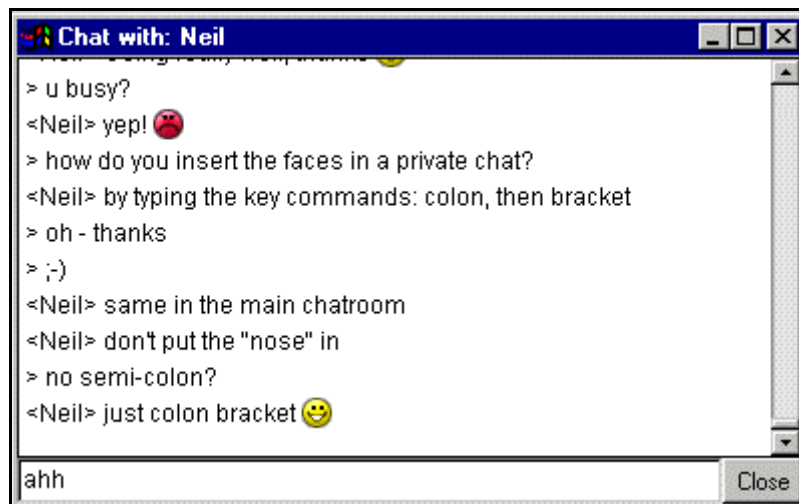
<lottie> 😊

- see Appendix D (p. 43) for a suggested list of *acronyms* (abbreviations) you can use when participating in a chat session

Chat privately with another member

To chat privately with another member

- (i) double-click on their *nickname* (found down the right side of the chat window)
- (ii) type your comment in the text box at the bottom of the window that appears (eg. *ahh*)



- (iii) press the ENTER key
- (iv) click on to finish chatting privately

End a chat session

To end a chat session

- (i) click on




USING 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.

Tips

- you will automatically be sent an *email notification message* when a new file has been uploaded to any communities of which you are a member; see Appendix B (p. 40) for details on how to change this setting
- you can upload any file (eg. *word processed documents, spreadsheets, images*) you think may be of interest to others
- to avoid potentially spreading viruses, mc2 does not allow you to upload *executable (exe)* files
- while you can upload individual files of up to 2 Mb (~ 2000 Kb) in size, you should



compress any file over 1 Mb in size using a *Zip program* such as  to minimise the time needed by members using a modem connection to mc2 to access it

- mc2 strongly advises that you install, run and frequently update a *virus checking program* on your computer, as we can not protect you from viruses that may be contained in files provided by other members; to find out more about this important issue, access our VIRUSES page (mc2.vicnet.net.au/help/viruses.html)

Address

- use MY FILES rather than the SHARED FILES if you want to upload personal files to your WEBSITE

Remember to login to mc2 and access the community first

Access a shared file

To access a shared file

- click on **Shared Files** (found down the left side of the community's home page)
- click on the name of the file you want to access (eg. *somegoodgenealogywebsites.doc*)

filename	filesize	date	time
▶ emailhotmailconfiguringforpop3.doc	28672	Mar 11	07:45
▶ internetexplorerkeyboardshortcuts.doc	40448	Mar 11	07:45
▶ somegoodgenealogywebsites.doc	28160	Mar 11	07:45
▶ webmoreskillschecklistsemester22002.doc	32768	Mar 11	07:45

- optional - print and/or save the file
- close the file and the software program that opened the file

Tip

- if you don't have the software program (eg. MICROSOFT WORD) used by the person who created the file installed on your computer, you will not be able to access it

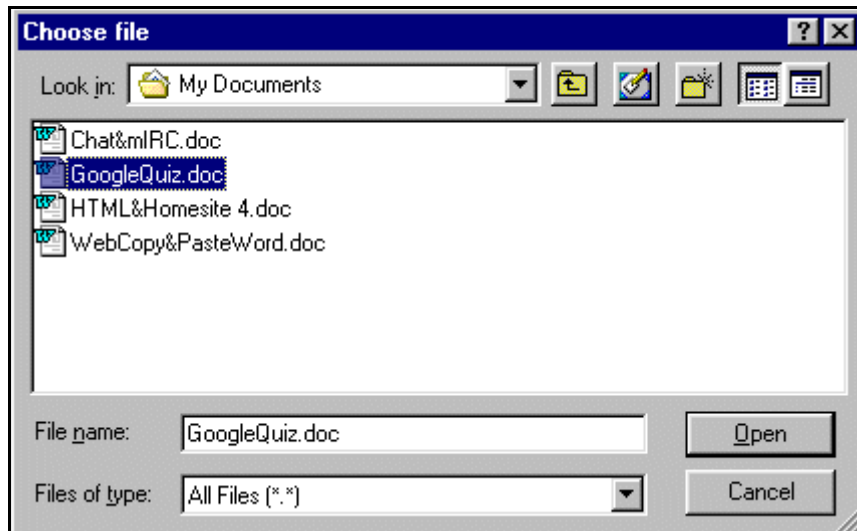
Upload a new shared file

To upload a new shared file

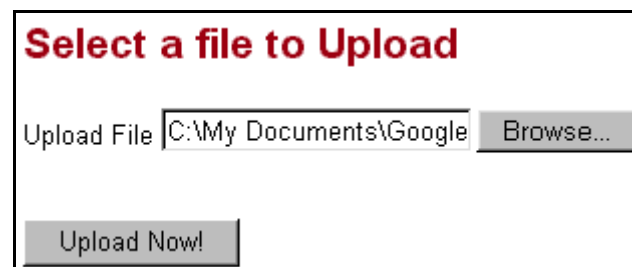
- (i) click on **Shared Files** (found down the left side of the community's home page)
- (ii) click on **Browse...**



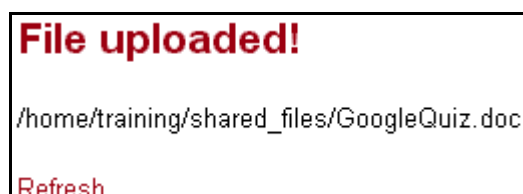
- (iii) navigate to the location your file is stored in (usually the MY DOCUMENTS folder), click on the name of the file (eg. *GoogleQuiz.doc*), and then click on **Open**



- (iv) click on **Upload Now!**



- (v) click on **Refresh** to return to the shared files page



USING 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.

Tips


- members of a community can only *access* the files found in GROUP FILES; use SHARED FILES if you want 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 strongly advises that you install, run and frequently update a *virus checking program* on your computer, as we can't protect you from viruses that may be contained in the files provided by individual communities; to find out more about this important issue, access our VIRUSES page (mc2.vicnet.net.au/help/viruses.html)

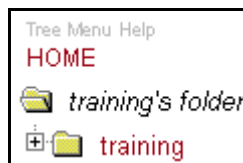
Address


Remember to login to mc2 and access the community first

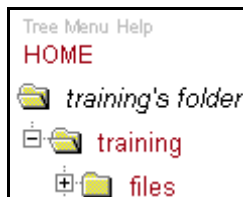
Access a group file

To access a group file

- click on **Group Files** (found down the left side of the community's home page)
- click on the *folder* containing all your community's files (eg.  **training**)








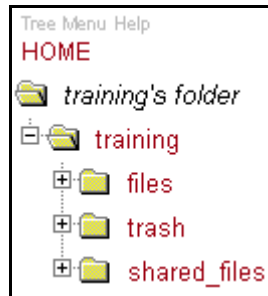
- click on the *sub-folder* containing your community's GROUP FILES ( **files**)





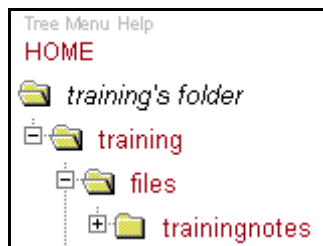
... continued over the page ...

Tips

- a  symbol next to a folder or sub-folder indicates that it contains (further) sub-folders, or individual files; when you click on a  symbol or on the name of a folder or sub-folder, the symbol changes to  and the contents of the folder/sub-folder are displayed on the right side of the screen
- the folder containing your community's files (eg.  **training**) also contains a sub-folder with your community's SHARED FILES ( **shared_files**); see pp. 24 - 25)




- (iv) if necessary - click on the sub-folder of the  **files** sub-folder (eg.  **trainingnotes**)



- (v) click on the name of the file you want to access (eg. *TrainingEvaluationForm.doc*)

filename	filesize	date	time
▶ SomeGoodGenealogyWebsites.doc	27136	Mar 18	02:23
▶ TrainingEvaluationForm.doc	43008	Mar 18	02:23

- (vi) optional - print and/or save the file
(vii) close the file and the software program that opened the file
(viii) click on  to return to the community's home page

Tip

- if you don't have the software program (eg. MICROSOFT WORD) used by the person who created the file installed on your computer, you will not be able to access it

USING 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*).

Tips

- you will automatically be sent an *email notification message* when a new event has been added to any communities of which you are a member; see Appendix B (p. 40) for details on how to change this setting
- use the NOTICE BOARD (see pp. 18 - 19) rather than the EVENTS if it is an event that is of a personal nature rather than of interest to the community as a whole

Remember to login to mc2 and access the community first

View an event

To view an event

- click on **Events** (found down the left side of the community's home page)
- click on **More Details** to find out further information about an event that interests you (eg. *Chat - Web Page Design*)

2 events	
Project Partners Meeting A get together for all mc2 Project Partners, followed by lunch. More Details	FROM 15 April 2003 TO 15 April 2003
Chat - Web page Design A chance to talk online with other members about what you'd like covered in upcoming Web page design sessions More Details	FROM 24 March 2003 TO 24 March 2003





Chat - Web page Design A chance to talk online with other members about what you'd like covered in upcoming Web page design sessions	Date Time Price State Contact Name Email	24 March 2003 8 - 10 pm free VIC Pippi pippiwilliams@hotmail.com
--	---	--

- click on **Return** (found at the top of the page) to return to the events page

Add a new event

To add a new event

- (i) click on **Events** (found down the left side of the community's home page)
- (ii) click on  **Add an event**
- (iii) type the relevant details in the text boxes

* Event Name	<input type="text" value="mc2 Open Day - Glen Not"/>
Description	<input type="text" value="If you're interested in creating your own mc2 community, already responsible for one, or just want to see what we're doing, please come along to our Open Day. There will be 30 minute training sessions run every hour (on the hour) from 10am to 3pm, a sausage sizzle & lots more!"/>
Price	<input type="text" value="free"/>
Time	<input type="text" value="10am - 4pm"/>
* Starting Date	<input type="text" value="07"/> <input type="text" value="September"/> <input type="text" value="2003"/>
Ending Date Leave blank if it is a one-day event	<input type="text"/> <input type="text"/> <input type="text"/>
Address	<input type="text" value="11 Station Street"/>
Suburb/City	<input type="text" value="Glen Nott"/>
State	<input type="text" value="VIC"/>
Contact Name	<input type="text" value="Lottie Hunder"/>
Phone	<input type="text"/>
Email	<input type="text" value="lottiehunder@yahoo.com."/> e.g. john@hotmail.com
Website URL What is a URL?	<input type="text"/> e.g. www.vicnet.net.au
Image URL  Help adding image	<input type="text"/> e.g. mc2.vicnet.net.au/images/balloons.gif
Public Event? View all Events	<input checked="" type="checkbox"/> if checked, non-members will also be able to view this event

Tip

- click in the box next to PUBLIC EVENT? if you would like the event to also appear in the mc2 general community EVENTS calendar



- (iv) click on **Add Event**
- (v) click on **Return** to go back to the events page

Tip

- your event will not be listed until it is approved by the owner/moderator of the community

USING 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.

Tip

- you will automatically be sent an *email notification message* when a new poll has been created for any communities of which you are a member; see Appendix B (p. 40) for details on how to change this setting

Remember to login to mc2 and access the community first

View the results of a poll

To view the results of a poll

- click on **Polls** (found down the left side of the community's home page) next to a question that interests you
- click on **View** and scroll down the page that appears to view the results

Polls Open for Voting	
Should we have our photo taken?	View Vote



Results	44 votes in total	Votes	%
Never	16	36 %	
Always	8	18 %	
Only at Night	10	23 %	
Black & White Only	10	23 %	

- click on **Back** to return to the polls page

Vote in a poll

To vote in a poll

- click on **Polls** (found down the left side of the community's home page)
- click on **Vote** next to a question that interests you

Polls Open for Voting	
Should we have our photo taken?	View Vote

... continued over the page ...

- (iii) click in the button next to one of the alternatives provided

Should we have our photo taken?

Never

Always

Only at Night

Black & White Only


- (iv) click on 

Tips

- voting in a poll is anonymous
- you can change your vote as often as you like until the poll closes, but your vote will only count once in each poll

Suggest a new poll



To suggest a new poll

- (i) click on  (found down the left side of the community's home page)

Tip

- as only the owner/moderator of a community can create a new poll, you'll need to send the owner an *email message* if you want to suggest one


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

- (i) position your mouse pointer on 
- (ii) look in the bottom left corner of your screen (above the  button) and make a written note of the owner's email address (eg. lottiehunder@yahoo.com.au - not the *mailto:* part)

<mailto:lottiehunder@yahoo.com.au>

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

If you use an email program such as OUTLOOK EXPRESS

- (i) click on 
- (ii) an email message window will appear, with the owner's email address automatically inserted in the TO box
- (iii) type (eg.) *new poll for mc2 community* in the SUBJECT box
- (iv) write a short message detailing your suggestion for a new poll and then send it

USING 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.

Tips

- you will automatically be sent an *email notification message* when a new link has been added to any communities of which you are a member; see Appendix B (p. 40) for details on how to change this setting
- you can also access our LINKS page (mc2.vicnet.net.au/help/links.html) for the option of searching the entire Web using a search engine such as GOOGLE AND some links to some general *online community* resources

Address	mc2.vicnet.net.au/help/links.html
---------	--

Remember to login to mc2 and access the community first

Access a link

To access a link

- click on **Links** (found down the left side of the community's home page)
- click on a category that interests you (eg. *Government Online Resources*)

Categories (links)	Description	Suggest a Category
Customising your training (8)	A list of websites that provide info on customising your training for different interest areas.	Add link
Government Online Resources (8)	A listing of state government online resources.	Add link
Training Resources (16)	Ideas, tips, tricks and resources for trainers in the ICT area.	Add link

- scroll down the next page that appears and click a Web site that interests you (eg. *Land Channel*)

Better Health Channel	Your introduction to quality-assured, regularly reviewed, health and wellbeing information and services.
Business Channel	Business Channel is an electronic information service designed by the Victorian Government to bring government agencies and services within easy reach of the business community 24 hours a day, seven days a week.
Information Victoria	Information Victoria is your one stop shop for information on State Government programs and services.
Land Channel	Government information and services about land and property anywhere in Victoria.



Add a new link

To add a new link

- (i) click on **Links** (found down the left side of the community's home page)
- (ii) scroll down the page and click on a category that interests you (eg. *Training Resources*) to view the current links

Categories (links)	Description	Suggest a Category
Customising your training (8)	A list of websites that provide info on customising your training for different interest areas.	Add link
Government Online Resources (8)	A listing of state government online resources.	Add link
Training Resources (16)	Ideas, tips, tricks and resources for trainers in the ICT area.	Add link

- (iii) click on **Add link**
- (iv) type the relevant details in the LINK NAME, DESCRIPTION AND URL text boxes

Category Name:	Training Resources
* Link Name:	<input guides"="" how="" to"="" type="text" value="InfoPeople "/>
* Description:	<input type="text" value="developed by a federally-funded grant project administered by the California State Library."/>  
* URL: (Web Address)	<input type="text" value="www.infopeople.org/howto/"/> What is an URL ?

- (v) click on **Submit Link**
- (vi) click on **Return** to go back to the links page

Thank you

This link has been referred to a moderator of your community, for their approval. If approved, it will become visible within this group.


Return

Tip

- your link will not be listed until it is approved by the owner/moderator of the community

Suggest a new category for links

To suggest a new category for links

- (i) click on  (found down the left side of the community's home page)


Tip

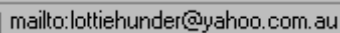
- as only the owner/moderator of a community can create new categories for links, you'll need to send them an *email message* if you want to suggest a new category

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

- (i) position your mouse pointer on 

Categories (links)	Description	Suggest a Category
--------------------	-------------	--------------------

- (ii) look in the bottom left corner of your screen (above the  button) and make a written note of the owner's email address (eg. lottiehunder@yahoo.com.au - not the *mailto:* part)



- (iii) access your email account
- (iv) create a new message
- (v) type the owner's email address in the TO box
- (vi) type (eg.) *new category for mc2 community links* in the SUBJECT box
- (vii) write a short message detailing your suggestion for a new category and then send it

If you use an email program such as OUTLOOK EXPRESS

- (i) click on 

Categories (links)	Description	Suggest a Category
--------------------	-------------	--------------------

- (ii) an email message window will appear, with the owner's email address automatically inserted in the TO box
- (iii) type (eg.) *new category for mc2 community links* in the SUBJECT box
- (iv) write a short message detailing your suggestion for a new category and then send it

USING OTHER MC2 COMMUNITY FEATURES

In addition to those mentioned on pp. 9 - 34, there are a few other features provided by all mc2 communities of which you are a member that you may find useful.

Remember to login to mc2 and access the community first

Invite a friend to join a community

INVITE A FRIEND provides you with an easy way to send an email message to a friend you think may be interested in joining a community.

To invite a friend to join a community

- (i) click on **Invite a friend** (found down the left side of the community's home page)
- (ii) type the relevant details in the text boxes



Enter your friend's **name**, as you would like it to appear:

 e.g. John, Mr. Smith, Mohamed etc.

Enter your friend's full **email address** below:

 e.g. friendsname@hotmail.com

Personal **message**: (optional)

- (iii) click on **Invite Friend**
- (iv) optional - click on **Invite another friend?** to repeat this process





View the members' list

MEMBERS provides you with a list of the names (organised alphabetically by first name) and the email addresses of a community's members.


To view the members list

- (i) click on **Members** (found down the left side of the community's home page)
- (ii) scroll down the page and position your mouse pointer on a member's name to see their email address in a pop-up window

Members List

		Email Notification	
		Forum	Alerts
	Lottie Hunder	Email Lottie Hunder: lhunder@mc2.vicnet.net.au	
	Pippi Williams	moderator	remove? Remove Mod
	James Davies	Remove?	Make Mod
	Joannes Leider	Remove?	Make Mod
	Kevin S Davies	Remove?	Make Mod

Tips

- click on  next to a member's name to view their *Webpage* in a new INTERNET EXPLORER window

Unsubscribe from a community

UNSUBSCRIBE allows you to unsubscribe from a community if it no longer interests you.

To unsubscribe from a community

- (i) click on **Unsubscribe** (found down the left side of the community's home page)
- (ii) click on **YES**

Do you want to unsubscribe from VICNET Community Technology Group?

- (iii) click on **Home** to return to your my communities page

NOTES

APPENDIX A

mc2 CODE OF CONDUCT

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

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

- do not harass other members or use offensive language
- do not 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 SCREAMING!)
- be wary of giving out your home address, telephone number, etc., to another member unless you know them personally
- do not 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 and PRIVACY POLICY at mc2.vicnet.net.au/privacy

APPENDIX B

CHANGING YOUR EMAIL NOTIFICATION MESSAGE SETTINGS

By default, all members of a community are automatically subscribed to receive notifications by email every time

- a new message or reply is posted to the FORUM (*Forum* - see below)
- a new file is uploaded to the SHARED FILES, a new EVENT or LINK is approved, or a new POLL is created (*Alerts* - see below)

Some community owners may also have enabled the MAILING LIST which you can also subscribe to.

Tips

- subscribing to both the FORUM and the ALERTS for a community means you don't have to access the mc2 Web site each day to see if there's any new information in your community; the email notification messages contain direct links to the new information, saving you time searching for it on the site
- subscribing to the MAILING LIST, if enabled, means you will receive any new messages posted to this list via email and don't have to access the mc2 Web site to reply to a message
- if your community posts a lot of messages to the MAILING LIST every day, you can also add a tick (✓) to DIGEST so you'll only receive one email message summarising the day's messages rather than a separate email message for each posting

To change what email notification messages you receive from an mc2 community

- (i) click on MY COMMUNITIES (found on the orange bar across the top of all mc2 pages when you are logged in)

My Communities | My Profile | My Webpage | My Files

- (ii) click in one or more of the boxes next to each community you are a member of (FORUM, ALERTS, MAILING LIST AND DIGEST) to add or remove the tick (✓)

You are a member of the following communities:					
	Subscribed to:	Forum	Alerts	Mailing List	Digest
▶ Freelance Writers		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▶ Internet Trainers Support Group		<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"/>	-	-

- (iii) click on **Update Settings**

- (iv) when your settings have been updated, click on **Back** to go back to the my communities page

Update My Settings
done!

APPENDIX C

CHAT USING MIRC

If you have problems chatting using the CHAT on the mc2 Web site, you can try chatting using MIRC.

Step 1 (if necessary) - download and install mIRC

- (i) access the MIRC Web site (www.mirc.com) to download and then install MIRC




Address

Step 2 - find out your mc2 community's chat password

- (i) login to mc2 and access the relevant community
- (ii) click on **Chat** (found down the left side of the community's home page)
- (iii) click on **Advanced Settings**
- (iv) click on **Get the Chat Password Emailed to you**
- (v) check your email to find out the password

Step 3 - set up mIRC to access mc2 chat

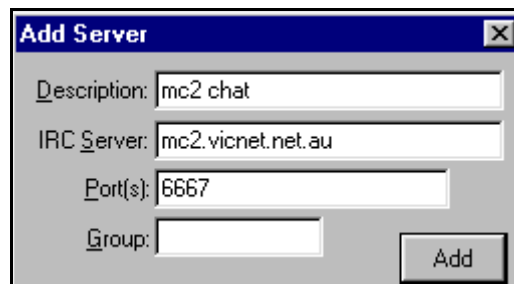


- (i) open 
- (ii) if necessary - close the MIRC introduction window
- (iii) click on **Add**



IRC Network: **Add**

- (iv) type the details shown below in the text boxes and then click on **Add**



Add Server

Description:

IRC Server:

Port(s):


Group:

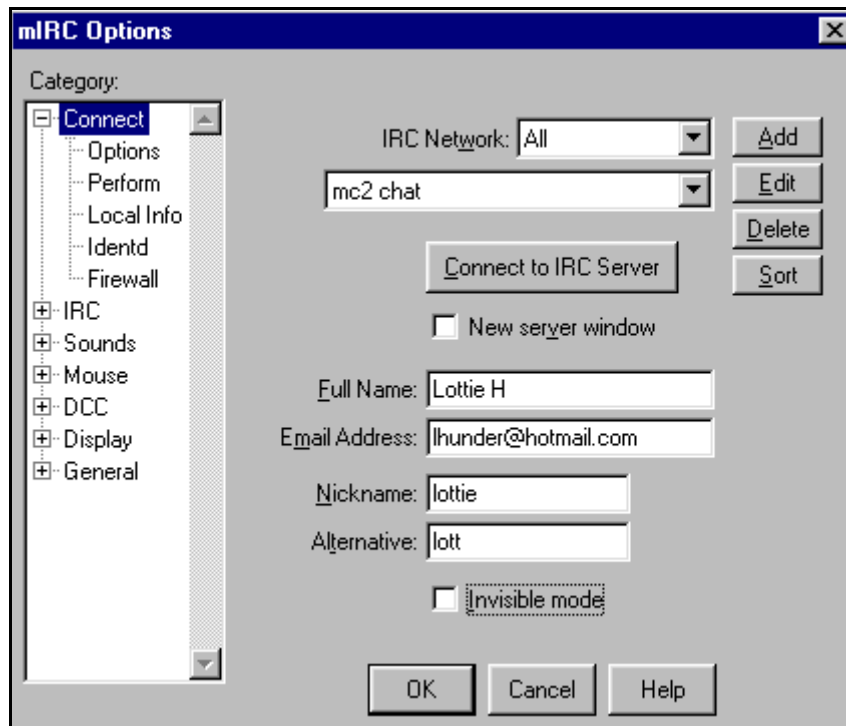
Add

Tips

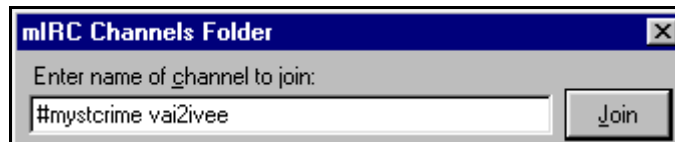
- to bypass DNS, type 203.10.72.244 as the IRC SERVER
- to connect to MIRC via WINGATE, type the IP address of your WINGATE server as the IRC SERVER (eg. 192.168.0.1)

... continued over the page ...

- (v) type (some version of) your FULL NAME, EMAIL ADDRESS, NICKNAME AND an ALTERNATIVE in the text boxes and then click on 



- (vi) type #***** %%%%%%%%%% in the text box, where
- ***** = the community's MAILING LIST / WEBSITE name (eg. *mystcrime*)
 - %%%%%%%%%% = the community's password (eg. *vai2ivee*)



- (vii) click on 

Step 4 - start chatting!

Tips

- if you have problems chatting using MIRC, please phone us on 8664 7001 or 1800 629 835 (toll free), mention that it is an mc2 enquiry and ask to speak with someone regarding MIRC CHAT
- see our CHAT HELP page (mc2.vicnet.net.au/help/chathelp.html) for further tips



APPENDIX D

CHAT ACRONYMS

Type	If you want to “say”
a/s/l	(what is your) age, sex and location?
bbl <u>or</u> bbs <u>or</u> brb	be back later <u>or</u> be back soon <u>or</u> be right back
btw	by the way
cu	see you
b4	before
f2f	face to face
fwiw	for what it’s worth
gmta	great minds think alike
lol	laughing out loud
rofl	roll on (the) floor laughing
tia	thanks in advance
ttyl	talk to you later
u	you
ur	you are
wb	welcome back
wtg	way to go

Tip

- access
 - our ACRONYMS & SMILEYS page (mc2.vicnet.net.au/help/chat_acronyms.html)

Address	mc2.vicnet.net.au/help/chat_acronyms.html
---------	--

or

- the NETLINGO SMILEYS & EMOTICONS page (www.netlingo.com/emailsh.cfm)

Address	www.netlingo.com/emailsh.cfm
---------	--

for a more comprehensive list of chat acronyms & email shorthand

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.

