

Dear Section Members:

Thank you for your interest in using NYSBA's new private online professional communities.

Here are the directions for logging in to NYSBA Communities:

1. Go to www.nysba.org and click LOGIN on the top banner. Login with your NYSBA username and password. If you need help with your username and password please call the State Bar Service Center at 800-582-2452 and the staff will help you out.
2. Once you are successfully logged in click Communities on the upper right (or the lower left or under Members Only) - or go directly to <http://communities.nysba.org>.
3. On your first visit to Communities you will be asked to accept Terms and Conditions. Read the document and click "I agree" at the bottom to continue.
4. Next you should click on your Profile in the upper right corner. You will have a basic profile from our membership database but you are encourage to add a picture, add additional information and bring in your existing LinkedIN profile if you have one (only takes one click!).
5. When you are done editing your profile you can begin using the Communities. To see the Communities to which you belong you may click the Communities link on your profile (upper right corner of every page) or click the Groups tab in the navigation and choose MyGroups from the dropdown menu.
6. When you make your first post in any Community you will be asked to set your subscription - how often you want to receive the messages from that group. The default is Daily Digest - one email a day from the group.
7. If you expect to interact mainly using a tablet or smartphone you may want to download the Communities app. In the Google Play store or the iTunes store search NYSBA (use the acronym) to get to the free Communities app. Sorry - no app for Blackberries.
8. If you choose to use the app you may want to set your subscription to No Email as you will receive notifications of new posts through the app.
9. Please email webmaster@nysba.org or bbeauchamp@nysba.org with questions or if you need assistance.
10. If the group wishes to have a visual demonstration and time for questions please have the chair arrange a time with Barbara Beauchamp and we will arrange a Webex screen share and phone call at your convenience.

Best wishes on the successful launch of your new Community!