

## FAQs about NYSBA Communities:

### 1. How do I log in for the first time?

Go to <http://communities.nysba.org>. In the top right corner, you will see a button that says Sign In (have your NYSBA username and password ready). The Communities link is also accessible at the top of [www.nysba.org](http://www.nysba.org).

Once signed in, you will see a drop-down menu in the top right corner. Click Profile and go to My Account. Under My Account, choose Email Preferences. Scroll to Community Emails and hit Configure Your Subscriptions.

Here, you can choose your email settings of Real Time, Daily Digest, Plain Text or No Email (further explained in Question 3).

### 2. Do I have to log-in every time?

You only need to log-in if you want to upload a library file or post a blog entry or event. You can start a discussion/post a new message through email and you can respond to all discussion threads from your email, either to the entire community or just the sender.

### 3. What are my choices for how I receive or view messages?

- **Real Time:** you will receive messages live as you would from a listserve in a more dynamic version.
- **Daily Digest:** you will receive one clean email per community with a list of the discussion threads from each day; it is mailed after 2:00 a.m. This is the default setting for most communities.
- **Plain Text:** If you prefer the original listserve method of sending/receiving email
- **No email:** If you use the app, you can receive notifications in place of email.

### 4. How do I set up a separate Inbox in Outlook or other standard email formats?

In Outlook, right-click on your Inbox and hit New Folder. You can create a rule that automatically moves all Community emails to this new folder.

### 5. Will I need to set up a signature block or enter my name and other information each time I post a message?

No, your contact information as it appears on your NYSBA privacy setting will automatically appear. You may also modify this information or pull in a LinkedIn profile (recommended).

### 6. Can I also access the Community from my smart phone?

Yes, simply go to the App or Google Play Store, search for NYSBA Communities, load the App and then select your Community. (Entries will appear on your phone in order of posting rather than as a thread.) The app is highly recommended.