



NYSBA Communities

How to Reply to an Email from the Community or Post a New Discussion

REPLY BY EMAIL REAL TIME OR DAILY DIGEST

1. In the top right of each discussion (pictured below) are your email response options: reply to group or reply to sender if you prefer to send a personal email.

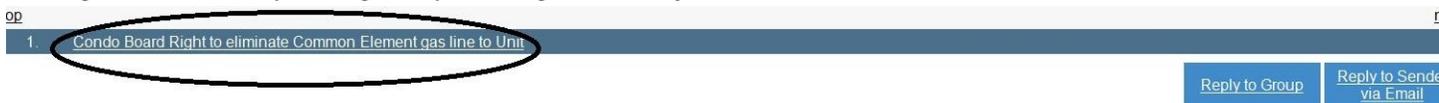


REPLY BY EMAIL PLAIN TEXT

1. Simply hit Reply in your email browser and send your response.

REPLY ONLINE

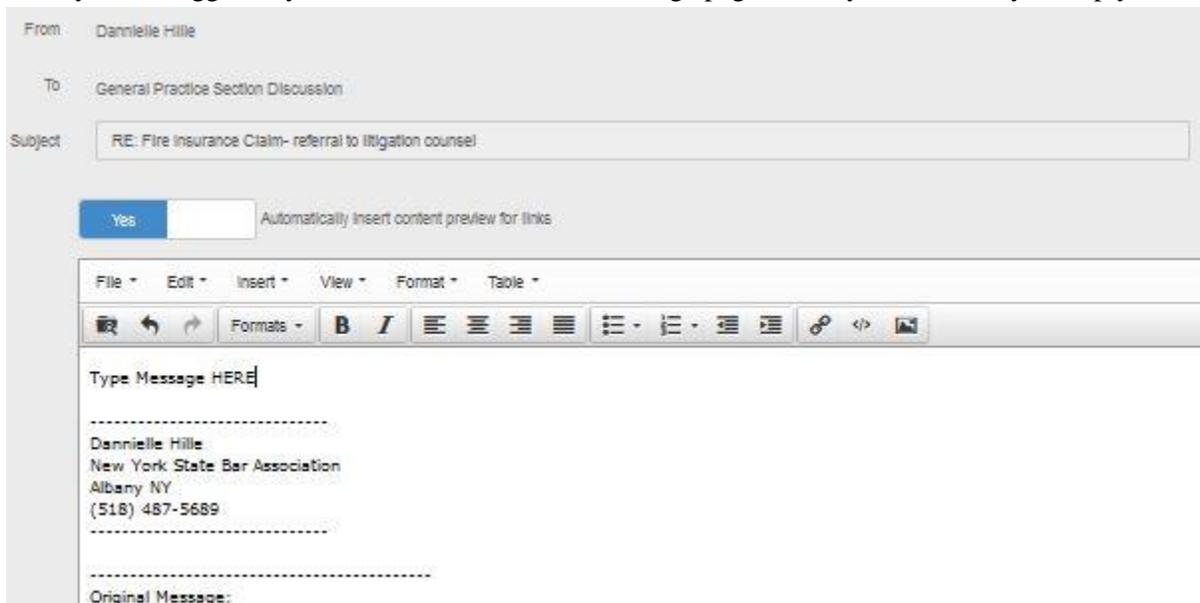
1. Each discussion is linked and stored on communities.nysba.org. You can choose to respond online by either visiting communities.nysba.org, or by clicking on the subject line of each discussion.



Sep 11, 2015 7:28 PM

You will have to login using your username and password. Then, you will be redirected to the NYSBA Communities site. If you have forgotten your username and/or password or require assistance logging in, please call the NYSBA Member Resource Center at (800) 582-2452. If it does not appear, you are already logged into the NYSBA website.

2. Once you are logged in you will be redirected to a message page where you can enter your reply.



3. Once you have composed your reply, click

How to Start a New Discussion in the Community

START DISCUSSION BY EMAIL (LIKE A LISTSERV)

- Option A: Send an email to the community using this email address: nysba_generalpracticesectionne@ConnectedCommunity.org. Option B: Open a previous email from the community. At the top of the email, you will find the following option to start a new discussion.

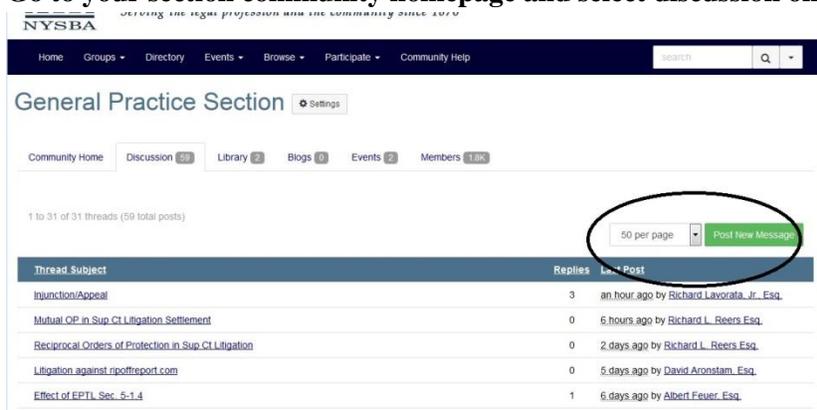
General Practice Section

Post New Message

- Enter a subject line and your discussion in the body of the email and then hit send.

START DISCUSSION ONLINE

- Go to your section community homepage and select discussion on the main tabs.



The screenshot shows the email composition interface. The 'From' field is 'Dannielle Hille'. The 'To' field is 'Select Discussion'. The 'Subject' field is empty. There's a checkbox for 'Automatically insert content preview for links' which is checked. Below the text area is a rich text editor with a menu bar (File, Edit, Insert, View, Format, Table) and a toolbar with various icons. The body of the email contains the contact information for Dannielle Hille, New York State Bar Association, Albany NY, (518) 487-5689.

- Once you have composed your message, click

Send