JOINING AND NAVIGATING THE
SENIOR LAWYERS SECTION COMMUNITY

1. INTRODUCTION

The Senior Lawyers Section ("SLS") Community is a closed Internet discussion and information sharing site hosted by the New York State Bar Association Senior Lawyers Section and available only to section members.

In the Community you can:

- Share information and start discussions with other members
- Ask for advice, forms, recommendations and referrals
- Easily read all posts on an issue
- Upload documents, articles or forms to a SLS library that other members can read and download
- Establish a personal profile so that members will know more about you and you can find (and contact) other SLS members
- Learn about SLS events and programs

2. JOINING THE COMMUNITY

All existing members of the section have been auto-subscribed to the Community. We suggest that you log in to the Community to learn more about it and select your preferences. By default, you are subscribed to receive a daily digest of posts to the Community, but you may update your preferences if you wish (see 4a below).

3. GETTING TO THE COMMUNITY

Start by having available your user name and password for the NYSBA web site. If you don't have this information (or don't know it), call the NYSBA Member Resource Center at 800-582-2452 (8am-4:45pm, M-F) for help.

Next, go to the web address **http://communities.nysba.org** and click on the "Groups" tab in the upper left, then "My Groups." You will be asked to sign in using your user name and password. Groups and Communities are synonymous.
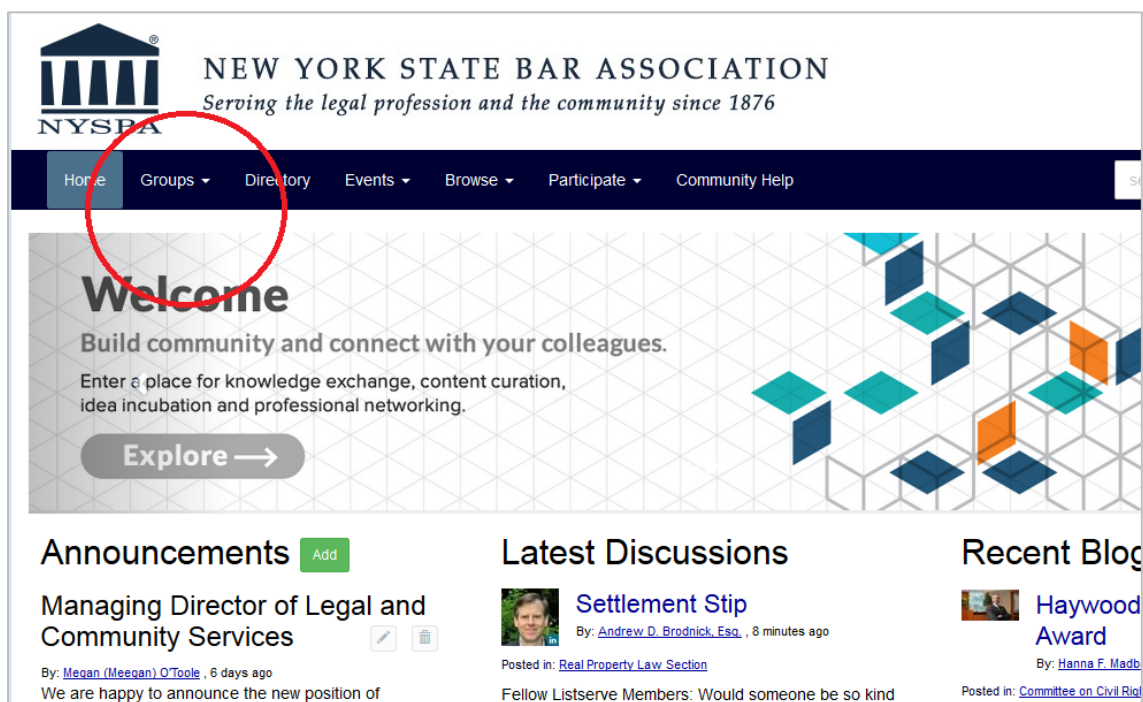
You will then come to a page that lists all of your existing Communities. The Senior Lawyer Section should be shown as well as other Communities of which you are a member (Note: You may see a number of Communities of which you are already a member by virtue of your NYSBA profile, e.g. Non-Resident.)

You can also get to the My Groups page by logging in at the NYSBA Internet site (www.nysba.org) and then clicking on the Communities tab at the top.

Next, enter the Senior Lawyer Section Community by clicking on "Senior Lawyers Section."

4. ENTERING YOUR PREFERENCES AND PROFILE

The next step is to configure your email notification settings and, if you do not yet have a NYSBA Community profile, creating one.
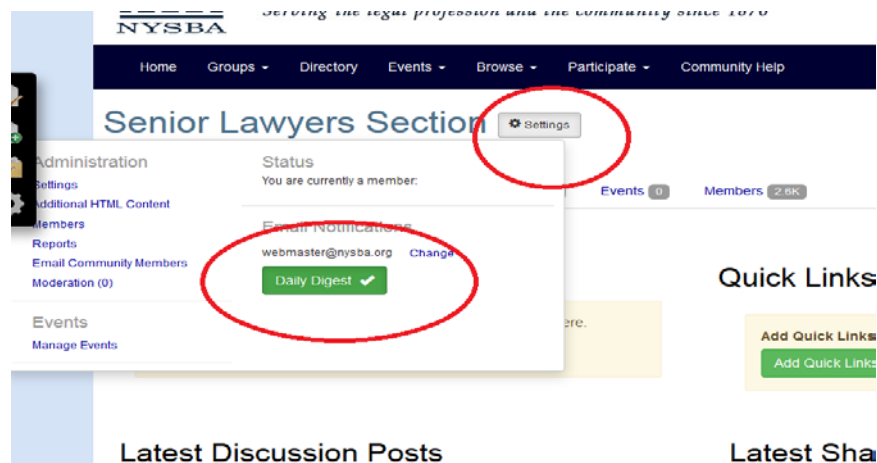
a. Selecting Your Email Preferences

This is how you receive discussion posts from other Section members. You can receive email notifications of all discussion posts on the Community, *if you want to receive them*. If you are a member of more than one Community you can have a separate notification preference for each.

You have four choices for notification. You can either:

(1) Get posts via email in real time as they are made, or

(2) Our most popular option--Get one daily email with all discussion posts for that day (if there were no posts that day, you will not receive an email), or

(3) Get posts via email in text only format (this version strips out images and is most similar to the classic listserve format), or

(4) Opt to receive no Community emails at all, in which case you can read discussion posts whenever you log in and enter the Community page online.

To configure your choice, click on the "Settings" button next to the Community's title on the Senior Lawyer Section Community page. Under "Email Notifications" click on the dropdown box and choose which of the alternative notifications you want.

You can also select your email preferences directly from your Profile Page (see below).

b. Creating/Modifying Your Profile

In the upper right corner of the Communities page there is a greyed-out figurehead with a drop-down arrow. Click on the arrow and then click on Profile.
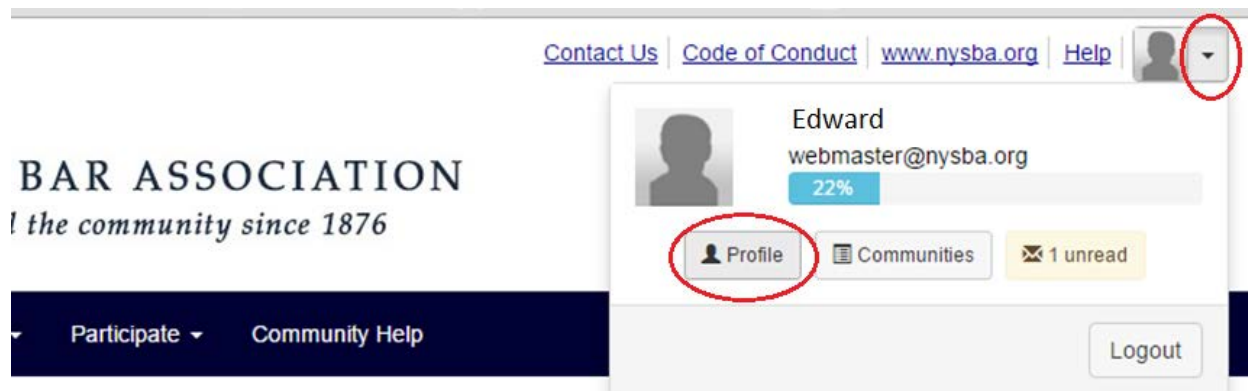
This will take you to your Profile Page. You can manually insert your profile or, if you have a LinkedIn profile that you want to start with, you can import it directly. Your Profile can be as expansive or narrow as you prefer. You can change or update your profile in the same manner. To edit your basic NYSBA contact information click on the box to the left on Contact Details (light grey with a pen). Note that this changes the information in your NYSBA record overall (e.g., for mailing purposes). If you wish to change only the information that appears in the Community itself, see the Privacy section below.

You can also use your Profile page to manage your email notifications (located under "My Account," then select "Community Notifications").

c. Privacy and Limiting Access to Your Profile

Do you want to limit who can see your profile and how you are listed? If so, go to your Profile page (see above). There are four tabs: click on the "My Account" tab, and then click on "Privacy Settings."

You can select exactly which parts of your profile you want to be seen by others. Remember, the names of all members of the Section will be listed with information as you want it shown. If you wish to remain anonymous in the Community, you may click the "Yes" button next to "I would like to be included in the member directory and community rosters" to change it to "No." Once you have made your changes, be sure to scroll down to the bottom of the page and click "**Save Changes**."

5. REPLYING TO A DISCUSSION POST

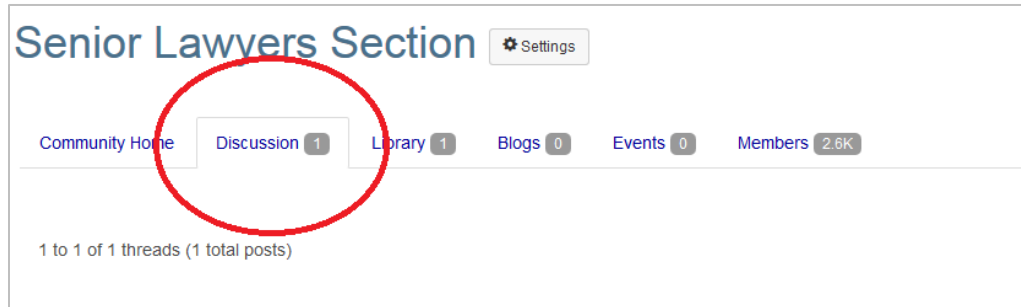There are two ways to reply to a Community discussion post.

a. **Reply from Your Email:** If you have received a Community post via email and wish to respond, click the "Reply to Group" button which appears next to the message thread in your email (this posts a reply to the Community, which is generally recommended); or click "Reply to Sender via Email" to reply to the person individually.

b. **Reply Online:** If you are accessing the Community online, go to the Community online (see #3 above) and click on the "Discussion" tab. Click on the appropriate thread subject, then click "Reply to Discussion." Enter your message, and then be sure to scroll down and click "Send." This will post your reply to the Community.

6. STARTING A NEW DISCUSSION OR ASKING A QUESTION

If you want to start a discussion or ask a question of the members, there are two ways to do so.

a. **Post a New Message Online:** Log on to the Senior Lawyers Section Community site (see #3 above), click on the "Discussion" tab, and you will see a green button to "Post New Message." Click on that and start your message. Click "**Send**" at the bottom of the page when you are finished.
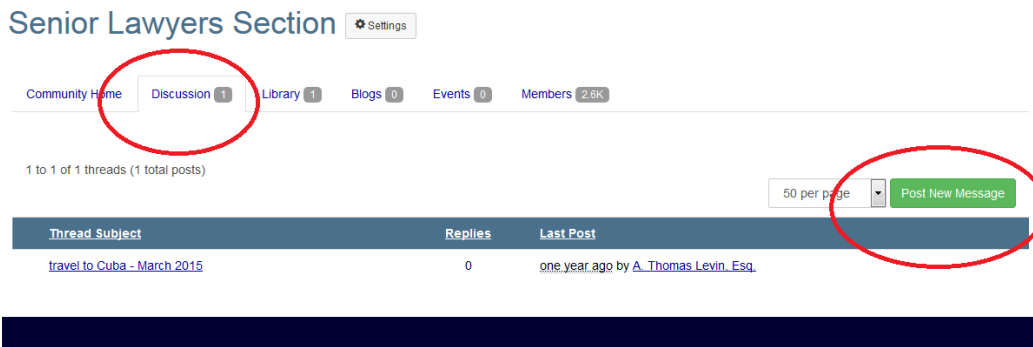
b. **Post a New Message by Email:** You can also start a discussion without logging on by sending an email directly to the Community email address – **nysba-seniorlawyers@connectedcommunity.org**. The subject line of your email will become the title of your post and the entire text of your email will become the body of the post.

To maintain security and the closed nature of the Community, direct email posting will

work only if you are sending the email from the email address you have registered with NYSBA. If you use a different email address, your post will be rejected.

If you post a message the signature block will be your contact information as it appears on your profile, subject to your Community privacy setting choices.

7. UPLOADING DOCUMENTS

If you want to add a document or article to the Community library, click on the "Library" tab in the Community and then click on "Create New Library Entry."
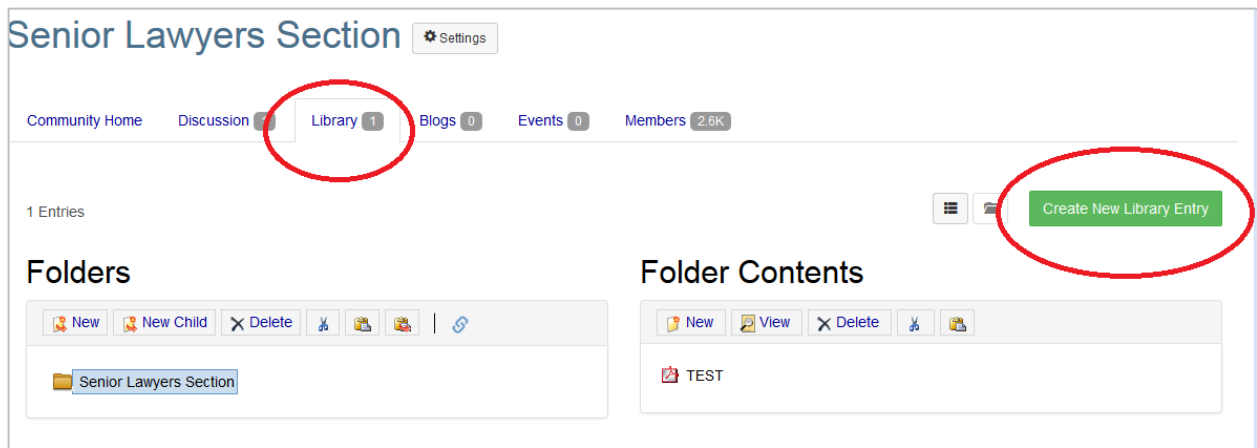
Fill in the information about your library item, then click on "Next," attach your file and upload it by finishing the process.

If you are posting a message to the Community via email (see #5a and #6b above), you may simply attach the document to the email and it will be automatically posted to the library.

8. COMMUNICATING WITH OTHER SLS MEMBERS INDIVIDUALLY

You can send emails via the Community to other section members. All section members are listed in the Members section of the Senior Lawyers Section Community. To reach one of them, go to the Senior Lawyers Section Community (see #3 above) and click on the "Members" tab towards the top. You will then see a search screen that allows you to search for members by first name, last name, law firm/company name or email address.

You can click on each member by name and look at his or her profile. You will be able to send them a direct email message by clicking on "**Send Message**." As you can see, having your own complete profile will help other members know more about you and contact you when appropriate.

9. APPS ANYONE?

There is a mobile app which you can use to access the Community on your smart phone. Go to the Apple or Google Play Store, search for NYSBA Communities, load the app and then and select your Community. Entries will appear on your phone in order of posting rather than as a thread. Some of the instructions in this document will apply differently when accessing the Community from the app. You can also access the Community from NYSBA's LawHUB at www.nysba.org/lawhub.

CODE OF CONDUCT:

For the code of conduct that governs NYSBA Communities, please visit http://communities.nysba.org/codeofconduct.

QUESTIONS?

For additional information, contact Brandon Vogel at (518) 487-5644 or bvogel@nysba.org, or post questions or issues on the SLS Community.