

DIRECTIONS FOR OHIO NAPNAP “CHAT ROOM” :

1. Go to www.ohio-napnap.org
2. Once on the website, scroll down to the lower left page below the “LINKS” to the coffee cup “ENTER MY CHAT ROOM” -- double click –
3. A new site opens--- HEALTH POLICY / PNP PRACTICE chat room. Fill in your name and your profile (you may put anything here) and then click on the BLUE CHAT BUTTON.
4. Next opens a dialogue box with the names of anyone in the chat room –including you—in the upper left corner; you may choose to speak to one or all of them by clicking on their name.
5. The bar at the lower left (where you see your cursor) is where you type your part of the conversation and push ENTER. Their response appears in the open area of the box.
6. Remember this is a CHAT ROOM. It requires at least 2 persons in it. It is real time--- like instant message. You could make plans to meet your peers in the room to discuss issues.
7. When done, you just close out of the box. If anything in the box is information you wish to keep, you must either write it down or cut and paste it to a WORD file. Once you close, the conversation IS DISCARDED and cannot be retrieved.

DIRECTIONS FOR THE MESSAGE BOARD CALLED “MESSAGE FORUM” :

1. Go to www.ohio-napnap.org
2. Once on the website, scroll down to the lower left page below the “LINKS” to the right of the coffee cup to “ENTER MY FORUM” -- double click –
3. A new site opens--- MESSAGE FORUM. Scroll down below the grey box to “start new post”. There are advertisements that appear—just click the X in their right hand corners to close them.
4. Next opens a box “Post a forum”. Type in your name, email address. Subject, (can skip all the rest if you wish), and finally your question or statement or whatever you wish to post.
5. You can apply an icon if you wish. You can also check the box if you want to be notified by email if there is a response. **YOU MUST CHECK THIS BOX IF YOU WISH TO BE NOTIFIED THAT THERE IS A RESPONSE TO YOUR POST.** YOU WILL RECEIVE AN EMAIL IN YOUR JUNK FOLDER FROM “BRAVENET WEB SERVICES”. You may then include them as a contact so responses proceed directly to your email.
6. You must verify the number/letter box if you want to post.
7. Click the POST MESSAGE button.

You may also enter the MESSAGE FORUM, scroll to the grey box to “RECENT POSTS”, and read the conversations. If you wish to respond to them, just hit the reply button and follow the same directions as if you were posting a message.

A representative from the Board will check the MESSAGE BOARD frequently for questions or statements and will forward it to an appropriate Board member to reply to the inquiry or statement. The poster will receive an email from Bravenet Web Services which will tell you that someone has responded to your posting and gives you a link to the reply on the MESSAGE BOARD. However, anyone—not just a Board member may reply to your posting. You will only receive a message from Bravenet Web Services . Your email address is never accessed or supplied.