

## Procedures for GISB On-line Discussion Groups

GISB's Internet-based discussion group facility is currently in the pilot test stage. Use of this resource by the Internet Look and Feel Task Force could make a valuable contribution to the pilot test and provide further information about how to this capability into the GISB process. The discussion group is a forum in which participants can post comments and messages on any relevant issue. Anyone who connects to the forum can read the messages and post replies. Postings and all related replies are tied together in a discussion "thread" that have a common subject heading. The discussions are intended to identify and document issues and evoke comment to speed the GISB process for reaching consensus.

To access the GISB On-line Discussion Group, follow these steps:

- From a web browser, go to <http://www.customforum.com/custom2902/>
- From the web page that displays, choose the "Message Board" selection. You will be asked for your e-mail address. Enter it and press "continue." You will be prompted to enter your name as you wish it to display on forum messages. After entering your name, press "continue." This will open a text box for creating an e-mail message to VeronicaThomason. Type in a short note asking her to add your e-mail address as an authorized user of the forum. Press "Send Message" when done. You will get a "message sent!" pop-up box, after which you can close the browser.
- A short while after the request is submitted, you will receive an e-mail notice from Delphi with a system-generated password.
- When Veronica has authorized your access to the forum, she will notify you by e-mail. At this point you can return to the URL listed above and choose the Message Board selection. You will be prompted for your e-mail address and the password that you received.
- This should take you to the Message Board. The top frame contains the main function menu and the left-hand frame contains a hyperlink summary of unread messages.