

## Molloy College Chat and Message Boards

---

To access our Message Board system, you can either enter [bbs.molloy.edu](http://bbs.molloy.edu) directly into your web browser or click on the “Chat and Message Boards” link on the Molloy College Homepage. See Figure 1-1.



Figure 1-1

After the Chat and Message Boards have loaded, you will see the following screen.

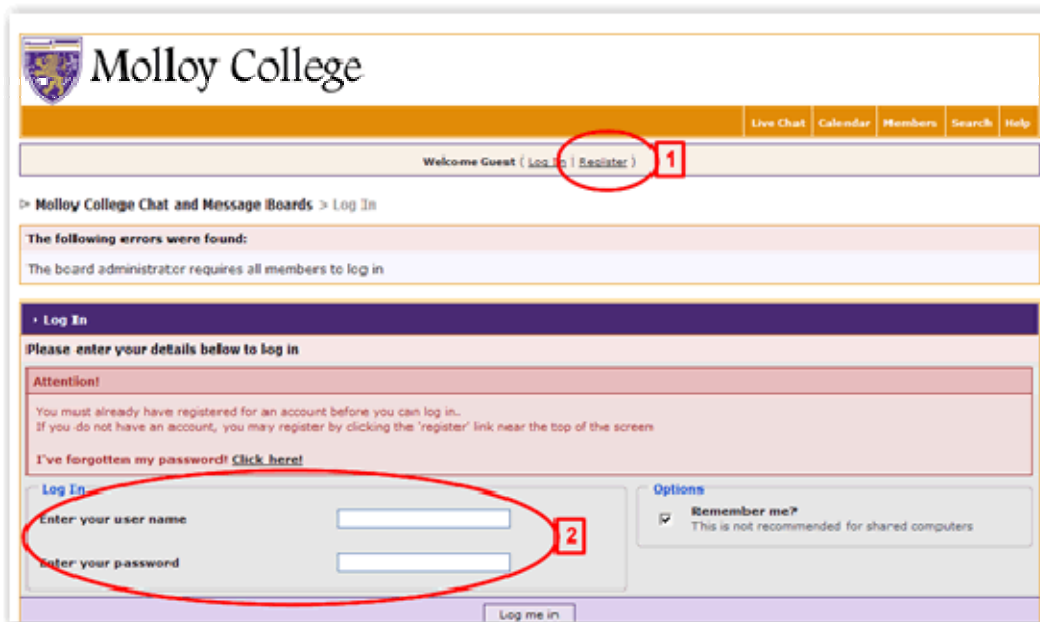


Figure 1-2

At the top of the screen, you will be asked to log in, or register. (Figure 1-2 #1) Click on the appropriate button.

If you have not previously registered for the Chat & Message Boards, click register. If you have an existing account, click login and skip to Figure 3.

The registration process is simple. Follow the directions exactly. Any deviation will block you from registering.

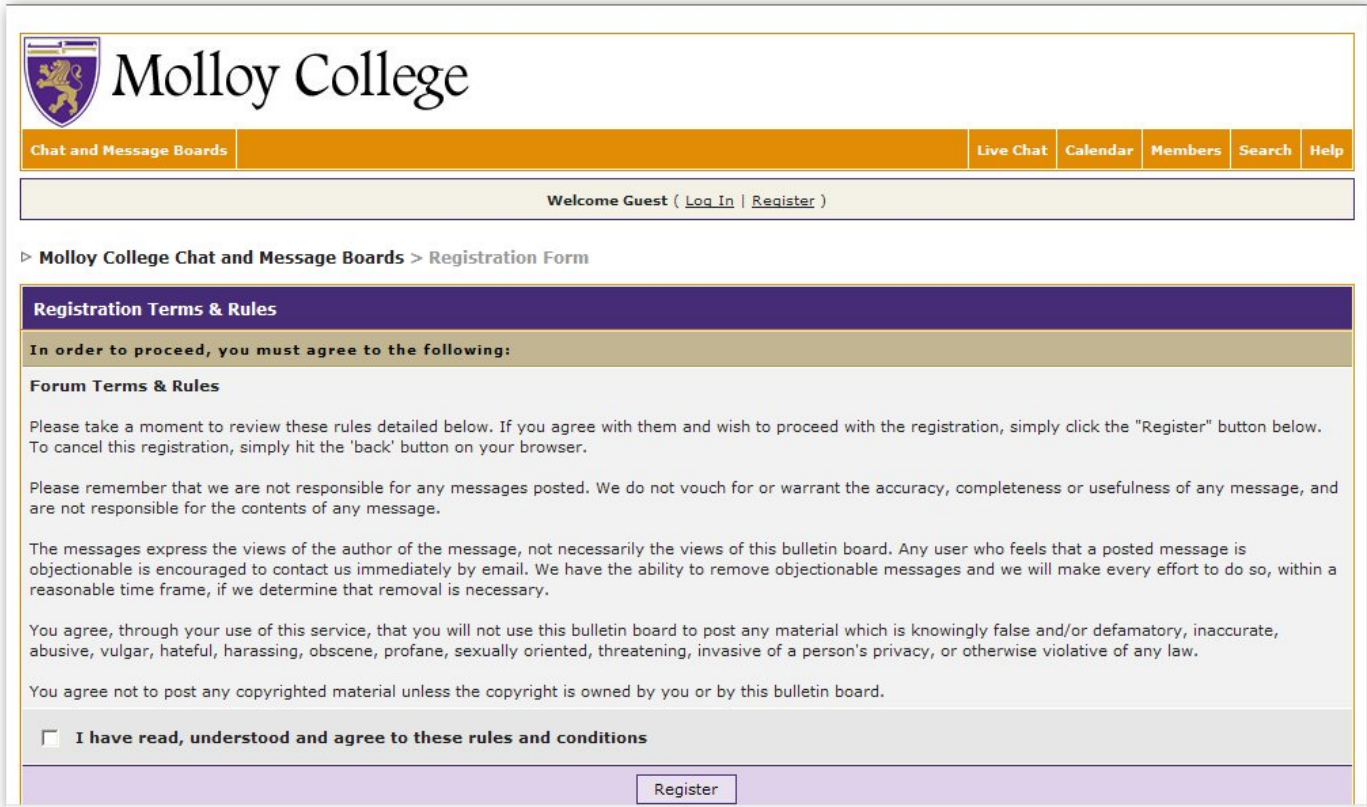


Figure 2

First, you must read, understand and agree to the Registration Terms & Rules in order to proceed. To do so, check the box at the bottom of the screen **Figure 2 #1**

Then, click the register button. See **Figure 2 #2**

You will be sent an email to the email address you give after registering. Please read the email carefully, you will need to validate your account by clicking on a link in the email.

**Username:**  
Enter your **log in** username. This must be the first part of your Molloy E-mail address (everything before the @ symbol). (?)

**Password:**  
Enter your password (?)      Confirm Password (?)

**Email Address:**  
Enter your Molloy College Email Address (?)      Confirm Email Address (?)

**Security Code Confirmation**  
Confirm security code  
Please enter the 6 character code shown in the image. If you cannot read the code, click the image to generate a new one. Case sensitive.

7 2 2 2 1 6

**Optional Information**

**Receiving Email**  
Now and again, the administrators and other members might wish to contact you via email through this board.

Receive email from administrators  
 Receive email from other members

**Time Zone Settings**  
You can adjust the default time zone setting below

(GMT - 5:00 hours) Eastern Time (US & Canada), Bogota, Lima ▼

I agree to the terms of this registration and wish to proceed.

Figure 3

At the next screen, you are prompted to enter your user name and password. See **Figure 3 #1**

Your user name is your Molloy College e-mail address, without the @molloy.edu  
EX: psmith06@molloy.edu = e-mail address  
psmith06 = user name

Password: **(Figure 3 #2)**  
Pick a password that is 6 - 8 characters and uses only letters and numbers

You will then be prompted to enter a Security Code Confirmation: **(Figure 3 #3)**  
Enter the code exactly as it appears.

Don't forget to complete the Optional Information section, **(Figure 3 #4)**, if you would like to receive e-mail from administrators and others, through this board.

If you agree to the terms of this registration, then click on the "Submit My Registration" button **(Figure 3 #5)** in the bottom right corner to complete your registration.

At this point an e-mail will be sent to the Molloy e-mail address you provided. There will be a link in this e-mail that you must click to activate your account. If you do not receive this e-mail in 20 minutes, please re-register. You may have done something incorrect the first time.

If you do not have a Molloy e-mail address, please contact Jean Eylers in the Academic Computer Lab.

If you already have an account, simply log in by entering your username and password at the bottom, left of your screen. See **Figure 3 #6**.

Once logged in, you will be taken to the Chat and Message Board homepage. Here you can initiate or join a live chat, check calendar events, read messages, or post your own.

### Calendar

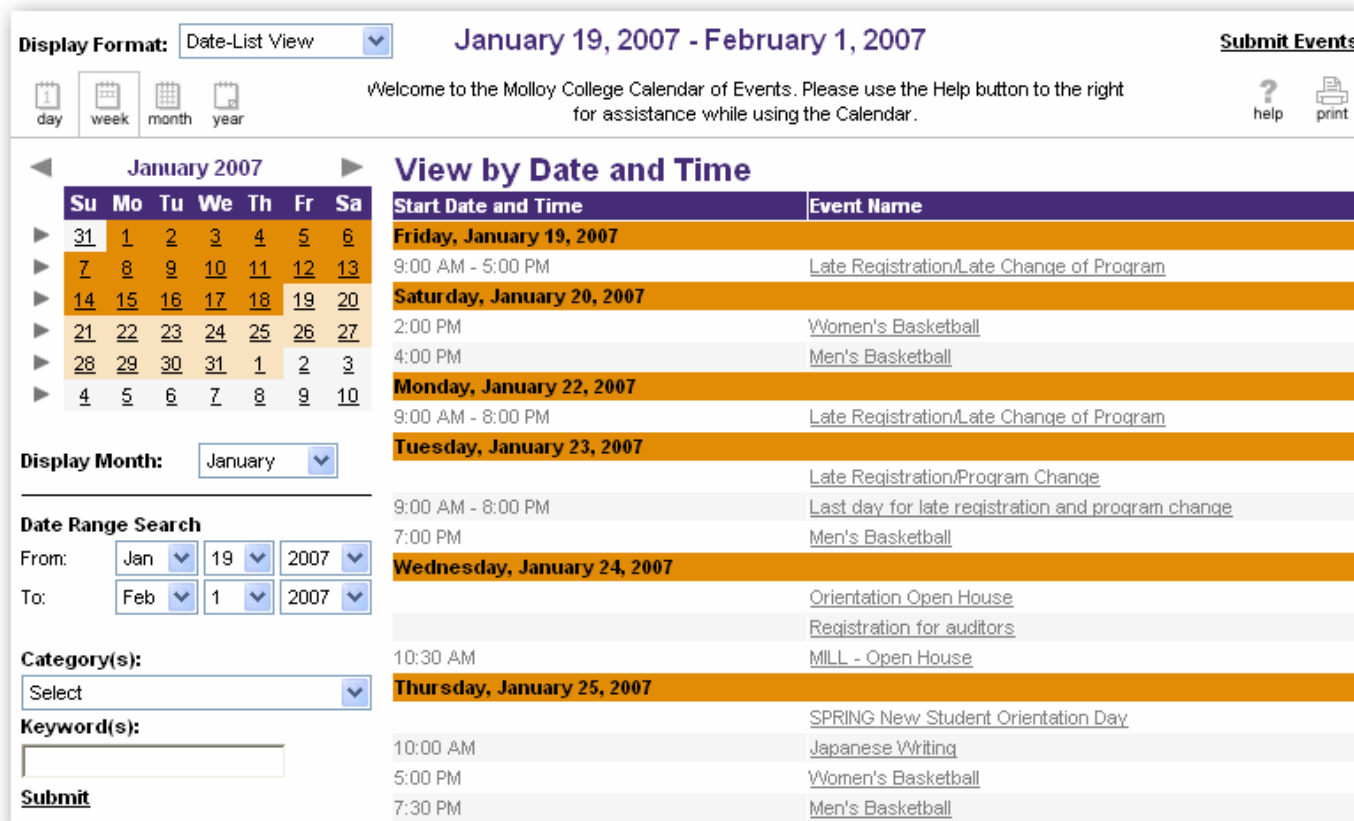




Figure 4

The Molloy College Calendar can be navigated in many different ways. You can search for a specific event by category or keyword, (**Figure 4 #1**), browse the current calendar by day, week, month or year, (**Figure 4 #2**) or view an entire month of events (**Figure 4 #3**). There is also a feature that lets you search for a range of dates. (**Figure 4 #4**).



### Message Boards

The Molloy College Message Boards are a great source of information and the perfect place to post your own message. Here, you will find postings from your professors, job listings, departmental news and much more. Check back often.

It's easy to browse messages - which are listed alphabetically - according to department. The Message Board allows you to see who posted the message, when it was posted, how many topics have been posted under that department heading and how many messages have been posted in reply. It will also tell you who made the last entry to the board under that specific topic.

Education			
Forum	Topics	Replies	Last Post Info
 <b>Ed Department Computer Lab</b> Carole Gerrity - Director of the Ed. Computer Lab Rickey Moroney - Lab Associate Michael Herman - Lab Associate	4	0	 Jan 16 2007, 06:50 PM <b>In:</b> <a href="#">Making Graphs and Charts</a> <b>By:</b> <a href="#">mherman</a>

Faculty Professional Center			
Forum	Topics	Replies	Last Post Info
 <b>Faculty Professional Center</b> R. Vanson <i>Forum Led by: <a href="#">rvanson</a></i>	1	0	 Yesterday, 02:36 PM <b>In:</b> <a href="#">Calendar for Jan-Feb</a> <b>By:</b> <a href="#">rvanson</a>





Mathematics			
Forum	Topics	Replies	Last Post Info
 <b>MAT 115</b> M. Tse	1	0	 Jan 17 2007, 12:28 AM <b>In:</b> <a href="#">Syllabus</a> <b>By:</b> <a href="#">mtse</a>
 <b>MAT 232</b> M. Tse	1	0	 Jan 17 2007, 12:30 AM <b>In:</b> <a href="#">Syllabus</a> <b>By:</b> <a href="#">mtse</a>

Figure 5-1

To access a topic, or message, click on the department heading. (Figure 5-1 #1)

Ed Department Computer Lab						Forum Options ▾
	Topic Title	Replies	Topic Starter	Views	Last Action	
	 <a href="#">@Making Graphs and Charts</a>	<a href="#">0</a>	<a href="#">mherman</a>	8	16th January 2007 - 06:50 PM <b>Last post by:</b> <a href="#">mherman</a>	
	 <a href="#">@Education Websites</a>	<a href="#">0</a>	<a href="#">mherman</a>	1	16th January 2007 - 06:43 PM <b>Last post by:</b> <a href="#">mherman</a>	
	 <a href="#">@How to Make a Brochure &amp; Word Template</a>	<a href="#">0</a>	<a href="#">mherman</a>	1	16th January 2007 - 06:41 PM <b>Last post by:</b> <a href="#">mherman</a>	
	 <a href="#">@Double Sided Printing in the Ed Lab</a>	<a href="#">0</a>	<a href="#">mherman</a>	1	16th January 2007 - 06:39 PM <b>Last post by:</b> <a href="#">mherman</a>	

<input type="text" value="Enter Keywords"/>	<input type="button" value="Search forum"/>
---	---

Figure 5-2

You will be brought to a new page which lists all the topics under that department heading. (Figure 5-2 #1) Click on the topic you want to read and you will be taken to the page where the message is displayed.

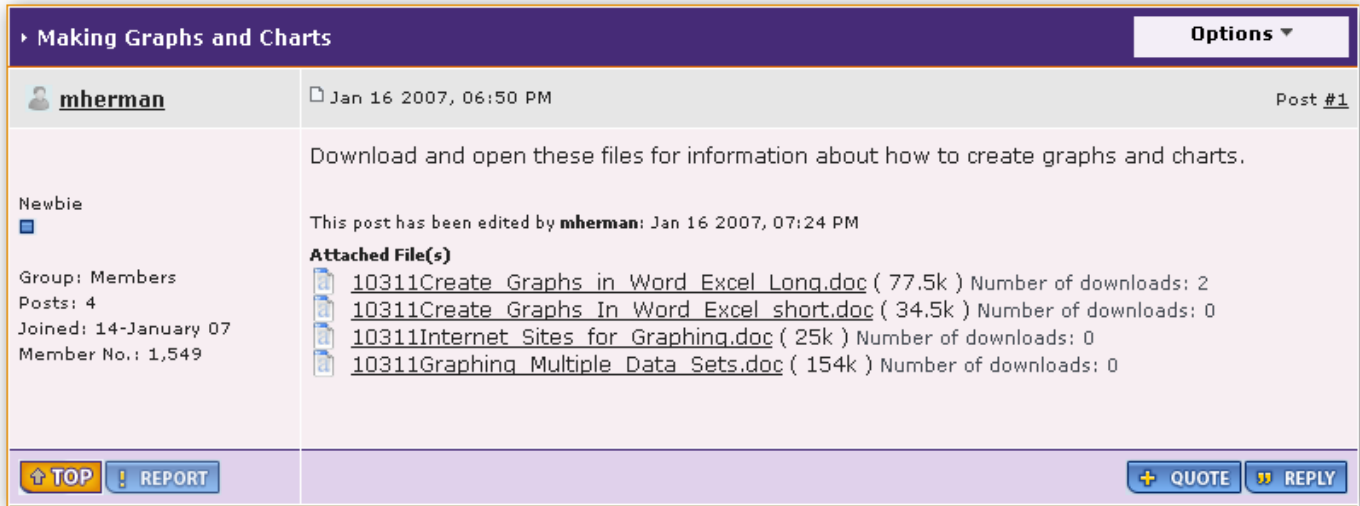


Figure 5-3

**EX:** Click on Ed Department Computer Lab. Four topics are posted under that heading – Making Graphs and Charts; Education Websites; How to Make a Brochure and Word Template and Double Sided Printing in the Ed Lab. Click on Making Graphs and Charts. A new page appears with just the link for Making Graphs and Charts. Click on it to display the message.

### Reply

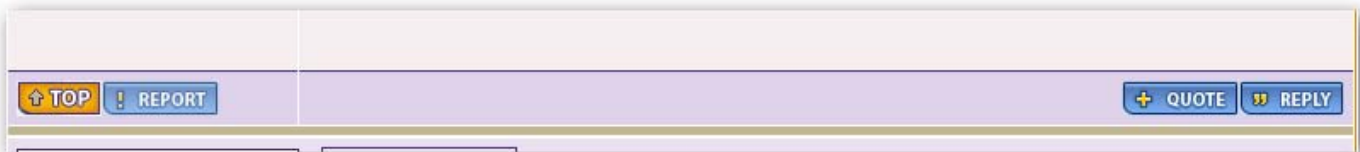


Figure 6-1

At the bottom, right of each message box, there is the option for you to post a reply to that message. (Figure 6-1 #1) Simply click on the “reply” box. (Please note, that some boards are “Read Only” and you will not be given the option to post a reply.)

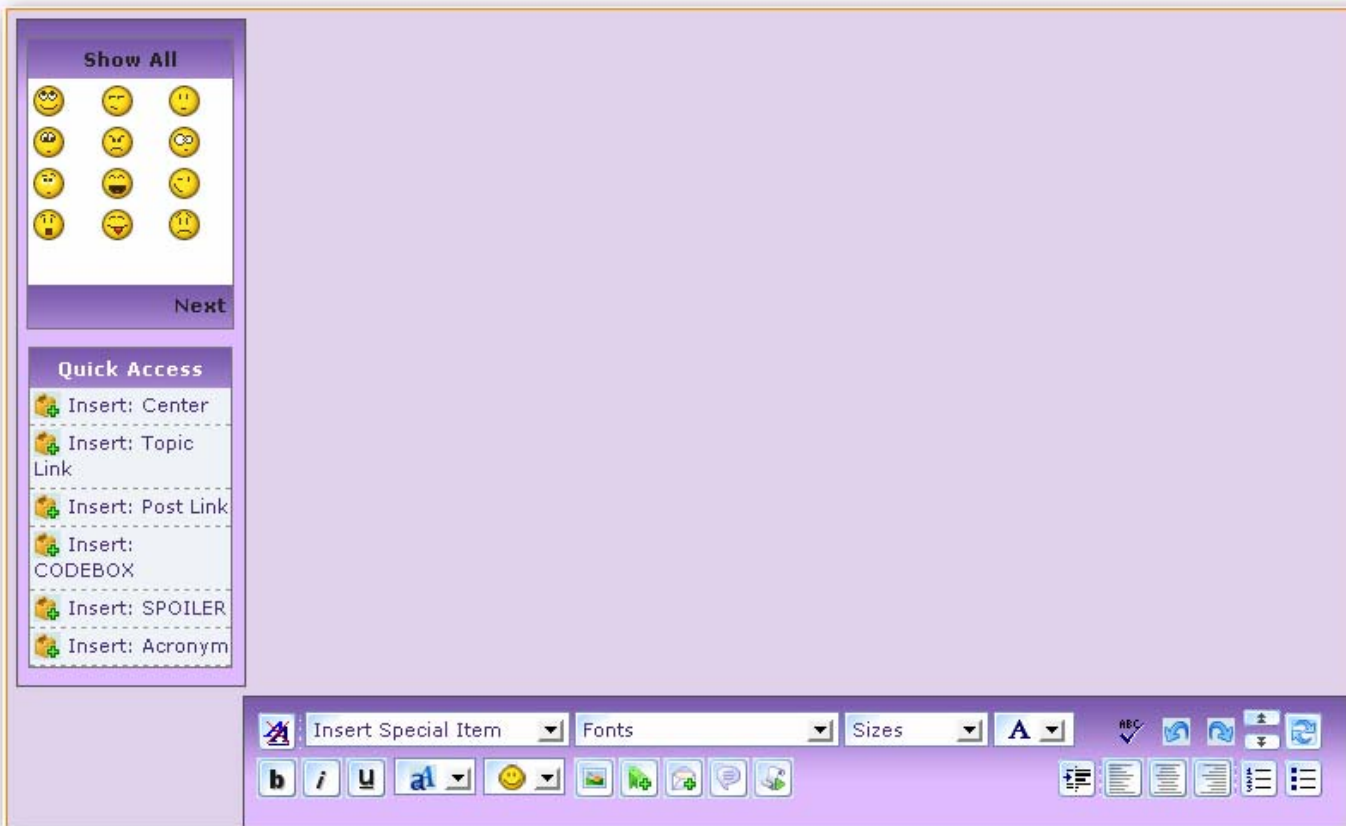


Figure 6-2

A blank text box will open. Write your message here. (Figure 6-2 #1)

When you are done entering your text use may Insert Special Items, (Figure 6-2 #2) change the font, (Figure 6-2 #3) adjust the size and style of your text, (Figure 6-2 #4) or check for spelling errors. (Figure 6-2 #5)

There is an option to “Toggle Side Panel in the bottom left of the screen. (Figure 6-2 #5) If you choose this option, the bar on the left-hand side with the emoticons will close. When you are finished with your message, click the UPLOAD button, located on the bottom, right of the screen to post it.

### New Topic

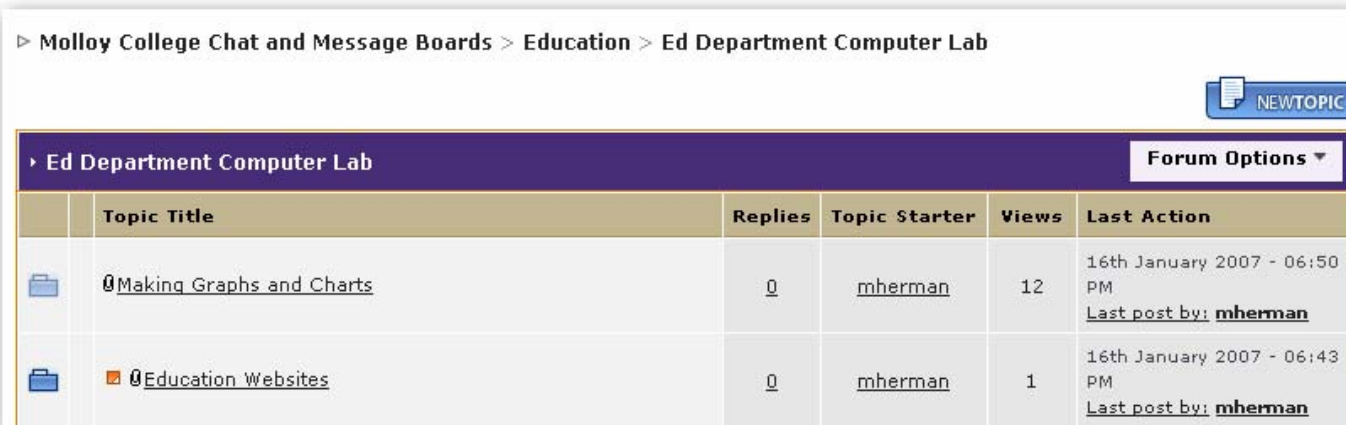


Figure 7-1

When you access the topics under any given heading, you will be given the option to post a new topic. Click on the New Topic button. **Figure 7-1 #1**

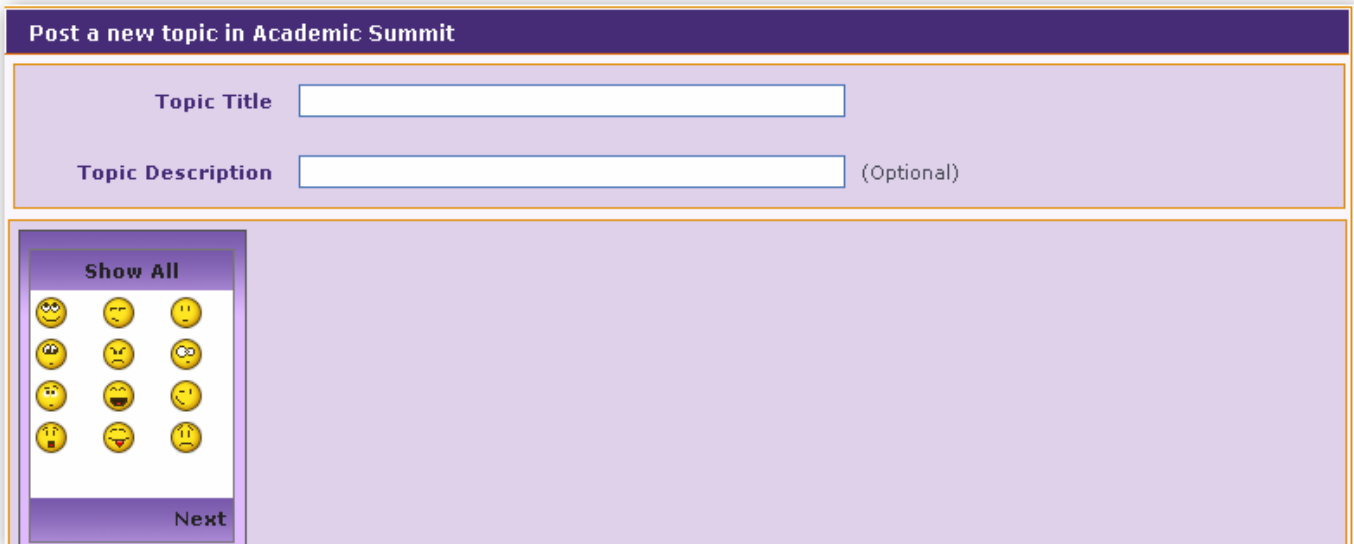


Figure 7-2

Choose and enter a Topic Title. **(Figure 7-2 #1)** On the second line, enter a description of your topic. **(Figure 7-2 #2)** Although this is optional, it is recommended. With that done, you are all set to enter your text.

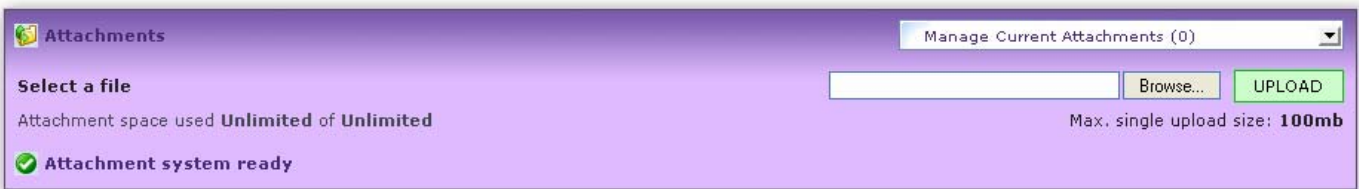


Figure 7-3

Entering a new topic will give you the option to include an attachment. Click on the Browse button. **(Figure 7-3 #1)** Highlight the file you want to attach in the pop-up window and click the Open button. Then, click on the Upload button. **(Figure 7-3 #2)**. Your file will be attached and your topic and message posted.

## Members



Figure 8-1

On the Molloy Chat and Message Boards, it's easy for you to interact with other members. To start, click on the orange Member drop down on the homepage. (Figure 8-1 #1)

The screenshot shows a search interface with a purple header bar containing the text "Search and Filter Options" and a button "Toggle More Options...". Below the header are three main filter sections: "Member name" with a dropdown set to "begins with" and a yellow input field; "Photo" with a checkbox labeled "Must have a photo"; and "Members' Gender" with a dropdown set to "Any". At the bottom, there is a row of filters: "All Members" (dropdown), "by Member Name" (dropdown), "in Ascending Order" (dropdown), "with 20" (dropdown), "results per page" (text), and a "Go!" button.

Figure 8-2

There are over 2,000 active members on the Molloy Chat and Message Boards. Need to find someone? You can search for members a few different ways. You have the option to enter the member's name, part of their name, or even just the letter their name begins with to initiate a search. (Figure 8-2 #1). You can search for members who have photos posted, or you can search by gender. You can ask for 20, 40, or 60 results per page, (Figure 8-2 #2) in ascending or descending order. (Figure 8-2 #3). You can also search all members, or perhaps you are looking for an administrator. You can specify that, too! (Figure 8-2 #4).

The screenshot shows a "Member List" interface with a purple header bar containing the text "Member List" and a search filter "Name begins with..." with a dropdown set to "a". Below the header is a grid of member profiles. Each profile includes a name, a profile picture, a join date, and statistics for posts and views.

Member Name	Join Date	Posts	Views
aabruzzo05	19 Jan 2007	0	0
aacosta04	--	0	0
aadeyeye04	17 Jan 2007	0	1
aallen04	--	0	0
aapath06	--	0	0
AArancia05	Today, 12:49 AM	0	0
abaptiste03	--	0	0
abarba05	--	0	0

Figure 8-3

The page will also display a complete list of all active Chat and Message Board members. Clicking on a member's name (Figure 8-3 #1) will allow you to view their profile, add them to your list of friends, send them a message, or find posts they have made to the boards.

## My Controls



Figure 9-1

Click on My Controls (Figure 9 #1) to configure your account and keep track of your activity on the Molloy Chat and Message Boards. The main page of the control panel shows a summary of your accounts and includes a notepad for you to make any notes.



Figure 9-2

The Messenger Center also appears on this page, (Figure 9-2 #1), on the left side, under Menu. Here, you will find a record of messages you have received, sent or saved and you can organize information your way.

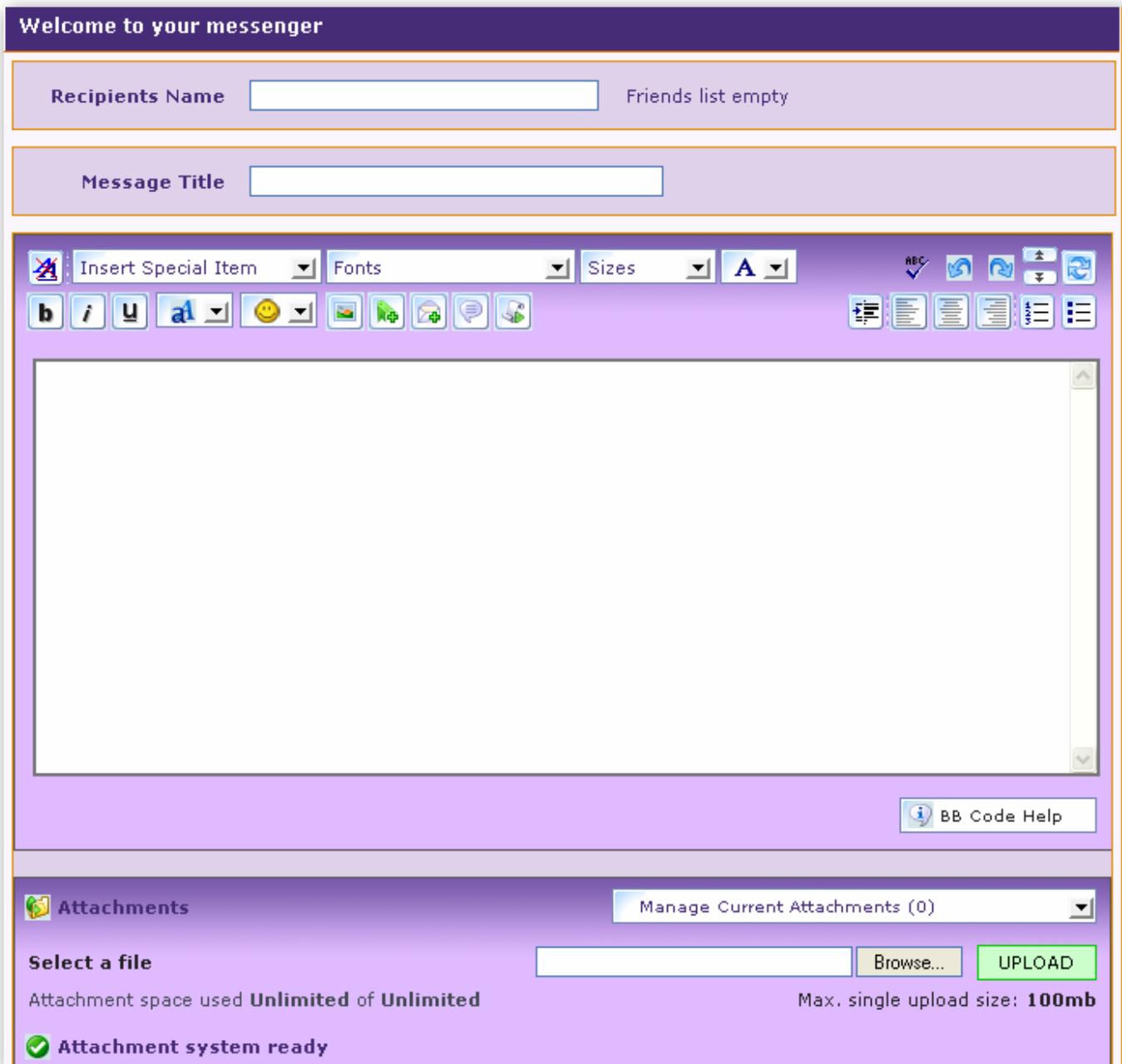


Figure 10-1

**Compose New Message:** Write a message to another member. Fill in the recipient's name, (Figure 10-1 #1), enter a message title (Figure 10-1 #2), and type in your text. (Figure 10-1 #3). You can change the font and size of your text to make it your own style (Figure 10-1 #4), and you can also add an emoticon (Figure 10-1 #5). To send an attachment, use the button at the bottom of the page (Figure 10-1 #6). Click on Browse, (Figure 10-1 #7), locate the file you want to enclose and then click Open. When your message is ready to be sent, click on Upload (Figure 10-1 #8), to post it.

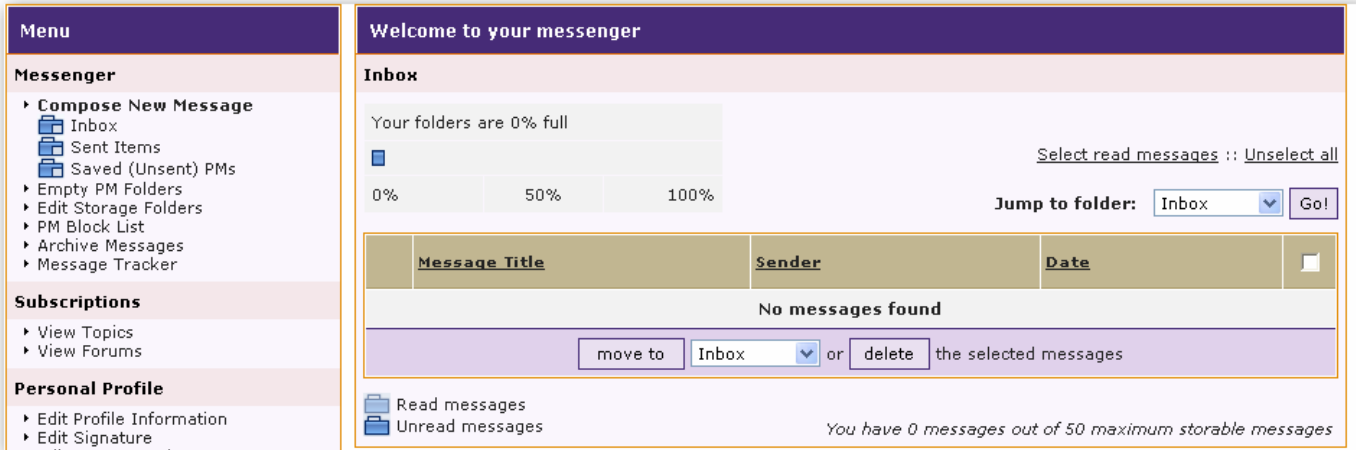


Figure 10-2

**Inbox:** Stores the messages you have received from other members. Click on it and you can organize your messages. See how full your folders are, (Figure 10-2 #1), move messages to other folders, (Figure 10-2 #2) or delete selected messages. (Figure 10-2 #3).

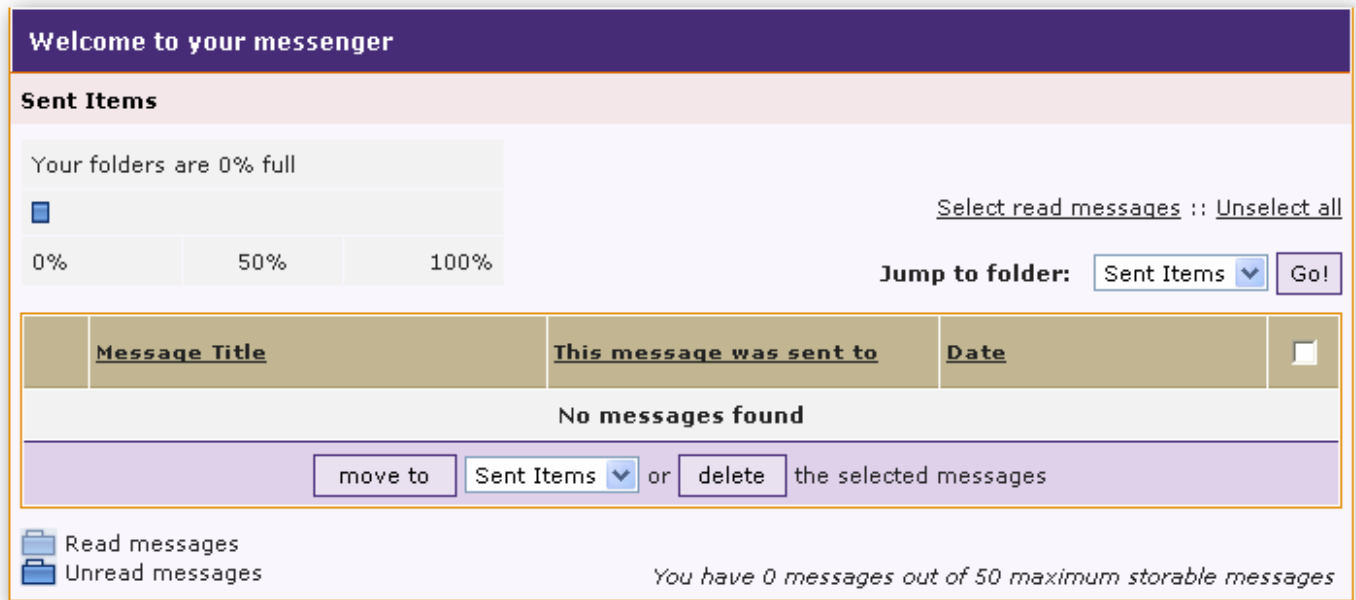


Figure 11

**Sent Items:** A record of the messages you have sent to others. This page will tell you how full your folders are (Figure 11 #1 and displays the messages you sent, the title (Figure 11 #2 and date sent (Figure 11 #3. It also allows you to read the messages, (Figure 11 #4 move them to other files, (Figure 11 #5 or delete them (Figure 11 #6).

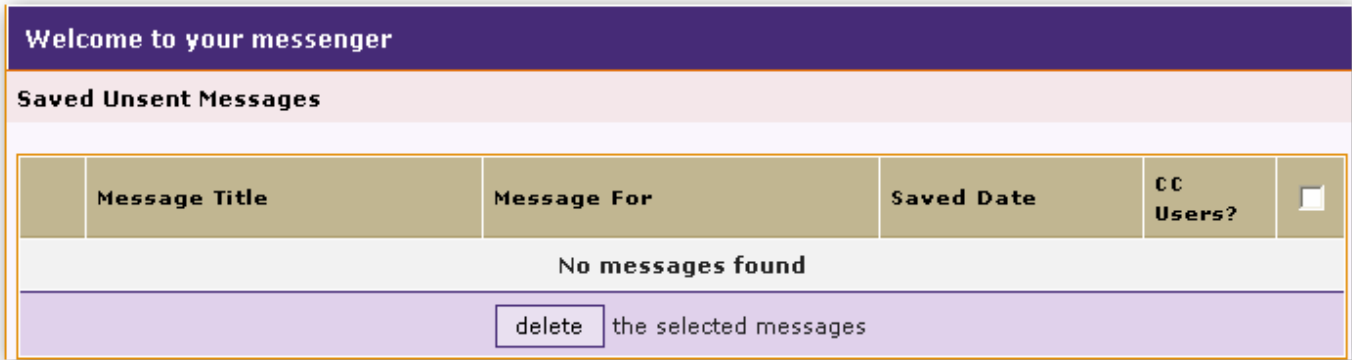


Figure 12

**Saved (Unsent) PMs:** Messages you've written, but have not yet sent are saved here. The message title, (Figure 12 #1) recipient (Figure 12 #2) and the date you saved the message (Figure 12 #3) are displayed. You will have the option to either read and send the message, or delete it. (Figure 12 #4)

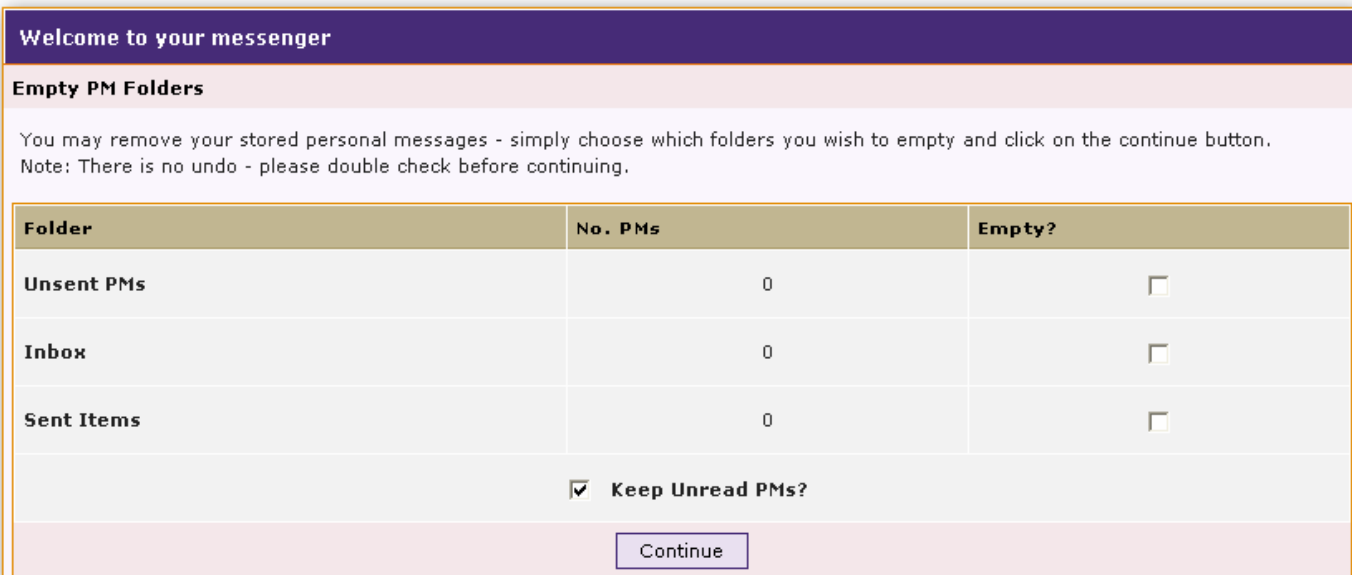


Figure 13

**Empty PM Folders:** Shows how many messages are in your Unsent Mail Folder, your Inbox and Your Sent Items folder (Figure 13 #1) and lets you empty them (Figure 13 #2) in one easy step.

The screenshot shows a web interface for managing messenger directories. At the top is a dark purple header with the text "Welcome to your messenger". Below this is a section titled "Current Virtual Directories" with a light pink background. It contains a paragraph: "You may edit the names, or delete the name to delete this virtual directory. Please note, you will be unable to remove a directory if it contains messages." Below the text are two entries: "Inbox" (highlighted in yellow) with "( Inbox - Cannot Remove )" and "Sent Items" with "( Sent Items - Cannot Remove )". Below this is another section titled "Add New Virtual Directories" with a light pink background. It contains a paragraph: "You may add extra directories. You do not have to use all the input boxes." Below the text are three empty text input boxes. At the bottom of the form is a "Submit Changes" button.

Figure 14

**Edit Storage Folders:** You can rename folders that already exist, or create and name additional folders for storing messages.

The screenshot shows a web interface for managing a block list. At the top is a dark purple header with the text "Welcome to your messenger". Below this is a section titled "Members already in your block list" with a light pink background. It contains a paragraph: "You have no members in your block list at the moment". Below this is another section titled "Add a member to block from sending you a PM" with a light pink background. It contains two text input boxes: "Members name" and "Optionally enter a reason". Below the input boxes is an "Add this member to my block list" button.

Figure 15

**Buddies & Block List:** This is your address book. It allows you to block other members from sending you messages. Just enter their member name and give us a reason why you are blocking this particular member.

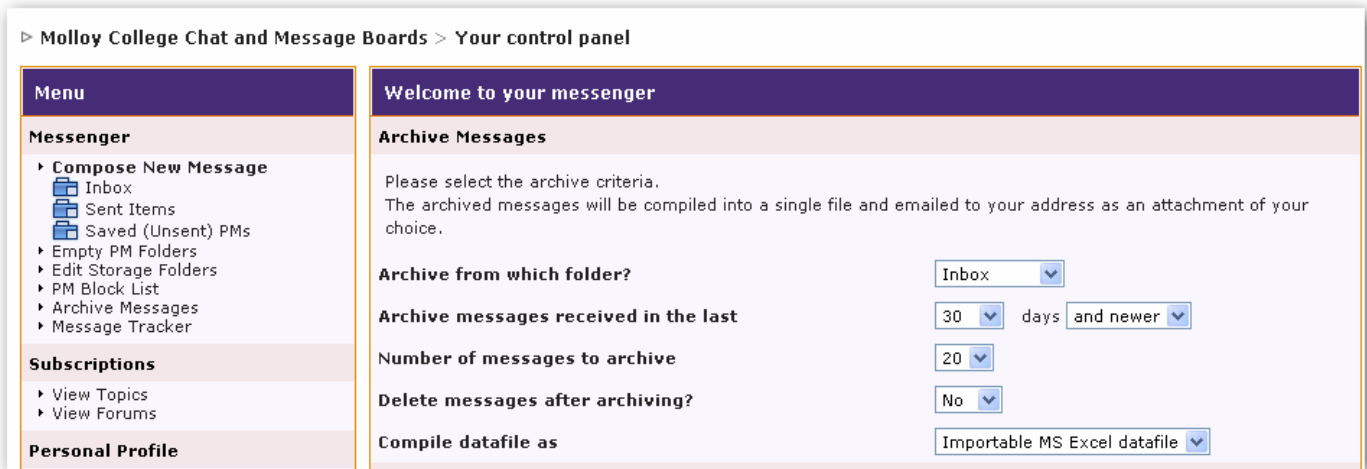


Figure 16

**Archive Messages:** You can choose to have messages sent to you in a single file, so that you can delete them from your folders.



Figure 17

**Message Tracker:** Allows you to see whether or not a member has read the e-mail you sent.



Figure 18

**View New Posts:** Clicking here will list all the messages that have been posted since you last signed on to the Molloy College Chat & Message Board.

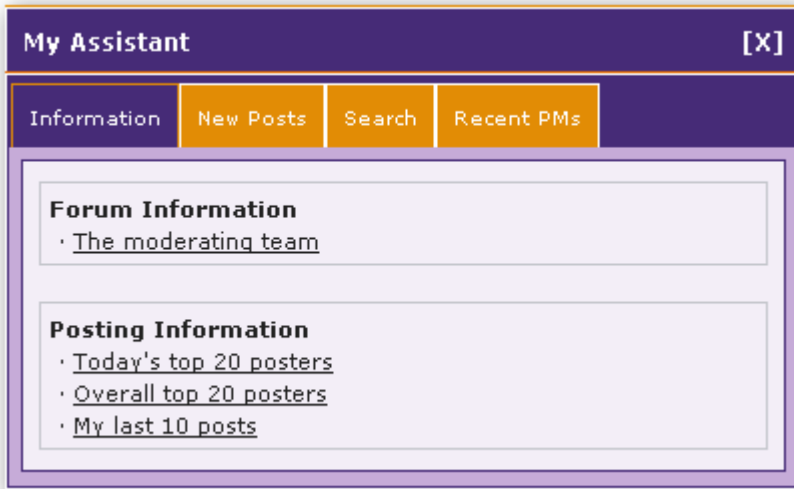


Figure 19

**My Assistant:** This option provides forum and posting information. Under Forum Information, clicking on “The Moderating Team” will show you who the Chat and Message Board administrators are and who the site moderators are. You will also be able to access the forums posted by the moderators. There are three options under “Forum Information.” You can opt to see the top 20 posters of the day, top 20 posters to date, or your last 10 posts. To close the box, you will need to click on the X in the upper right corner.

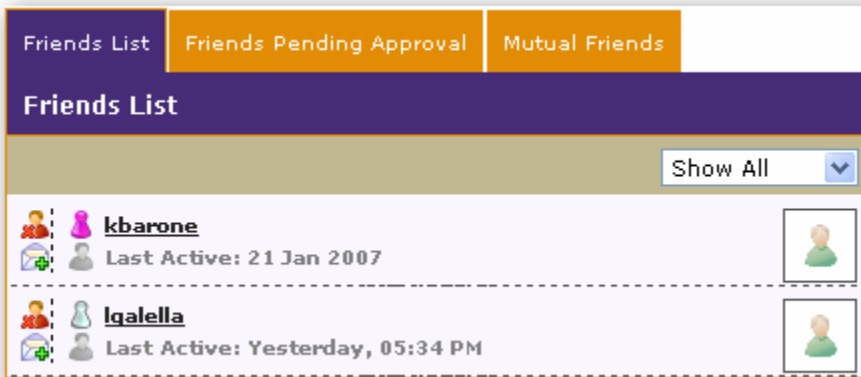


Figure 20

**My Friends:** When you click on this button, a pop-up window will appear displaying all the members you have previously designated as friends. (Figure 8-3 #1) It will also list those members who you have selected as friends and are pending approval. A list of mutual friends is also available.



Figure 21

**New Message:** A running count of your new messages is kept here. Clicking on this button will take you back to the messenger page. This is where your messages are displayed. You can see who sent the messages to you and when they were sent. It also allows you to organize your messages into folders, or delete them. .