

Advantages of a Forum for Collaboration

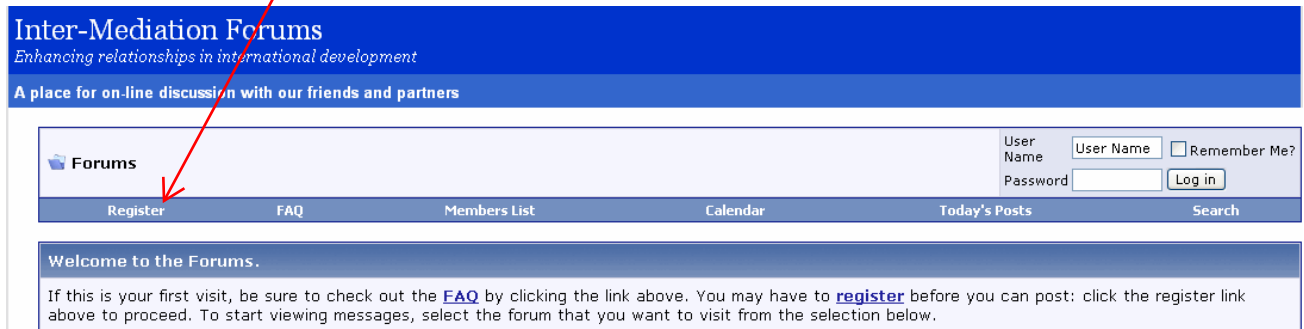
A Forum is useful for easy two way interaction - regardless of work schedules or international time zones. By using a Forum, we can all collaborate on a subject by posting comments and responses, brainstorming, evaluating or posting reference articles or our own documents. A Forum can be arranged by subject (rather than blogs which tend to be merely chronological). Once a Forum is set up, a Forum tends to self administer. We can set up a Forum that sends you an email every time new material is posted in the Forum.

As messages and attachments are posted on the Internet rather than being sent to you individually, there is much lower risk of messages being lost or diverted (such as through a spam filter). All messages and documents are in located in a single place on the web so you do not need to look back into your email folders. This also lets you have access to large size files without having those files clog your e-mail folder or delay your e-mail downloading.

Using Inter-Mediation Forums

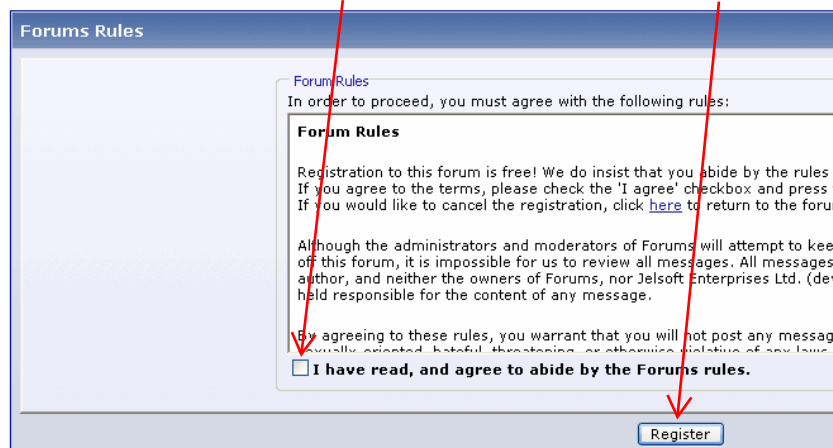
This web based tool lets you communicate, respond and post files while maintaining a running record of the conversations. To use the Inter-Mediation Forums, you must register.

Step 1: Click the “Register” link shown below.



The screenshot shows the homepage of the Inter-Mediation Forums. The header includes the site name and tagline. Below the header is a navigation menu with links for Register, FAQ, Members List, Calendar, Today's Posts, and Search. A red arrow points to the 'Register' link. To the right of the navigation menu is a login form with fields for User Name, Password, and a 'Remember Me?' checkbox, along with a 'Log in' button. Below the navigation menu is a 'Welcome to the Forums.' section with a paragraph of text and a 'register' link.

Step 2: Check box to accept forum rules and click “register”



The screenshot shows the 'Forums Rules' page. It contains a section titled 'Forum Rules' with the following text: 'In order to proceed, you must agree with the following rules:'. Below this is a paragraph of rules. At the bottom of the rules section is a checkbox labeled 'I have read, and agree to abide by the Forums rules.' and a 'Register' button. Two red arrows point to the checkbox and the 'Register' button.

Step 3: You are then asked to fill in some simple information to register, as shown below.

Register at Forums


In order to be able to post messages on the Forums forums, you must first register. Please enter your desired user name, your email address and other required details in the form below.

User Name:

Password
 Please enter a password for your user account. Note that passwords are case-sensitive.
 Password: Confirm Password:

Email Address
 Please enter a valid email address for yourself.
 Email Address: Confirm Email Address:

Image Verification
 Please enter the six letters or digits that appear in the image opposite.



[Refresh Image](#)

Finish Step 3 by clicking “Complete Registration” button at the bottom of the page.

Additional Information

Referrer
 If you were referred to this site by an existing member of Forums, please enter their name.
 Referrer:

Time Zone
 All timestamps displayed on the forums can be automatically converted to your local time zone. Simply select the appropriate time zone.
 Time Zone: (GMT) Western
 In addition, you may set the appropriate option to allow for daylight saving time.
 DST Correction Option: DST Correction

Receive Email
 From time to time, the administrators may want to send you e-mail messages.
 If you do not want to receive these notices, disable this option.
 Receive Email from Administrators
 You can allow other members to send you email messages.
 Receive Email from Other Members

That completes your “registration” and you may then use the Forums.