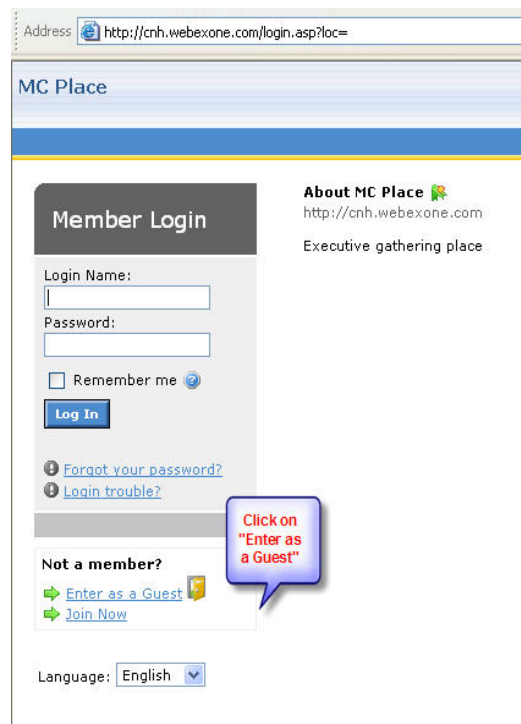


HOW TO ACCESS AND COMMENT IN THE CNH “MC PLACE” CLA DISCUSSION GROUP

During Ed Krueger’s workshop on communications at the orientation of 3/31/07, we were shown one of CNH Internet sites which allows for group discussions. This site is formally known as “MC Place” to the CNH district staff. The staff has now set up a CLA discussion group for you to participate in. Below are the step-by-step instructions as to how to access the site and participate in the discussion group. (*Please note: unlike some “blogs”, you will not be notified when someone has added to the discussion. In order to keep current on how the discussion is moving ahead, you will have to check-in periodically at your convenience.*)

STEP ONE: Accessing the site:

The link to CNH MC Place is: <http://cnh.webexone.com/>



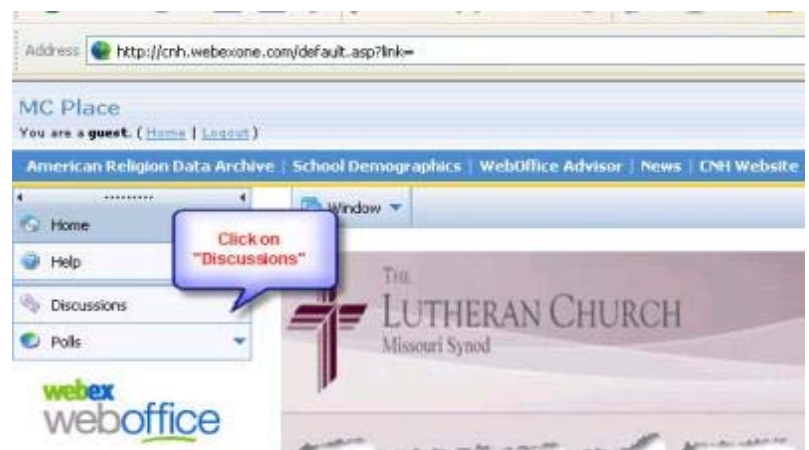
STEP TWO: Logging in as a “guest”:

Click on the link “[Enter as a Guest](#)”

STEP THREE: Finding the “Discussions”

Link:

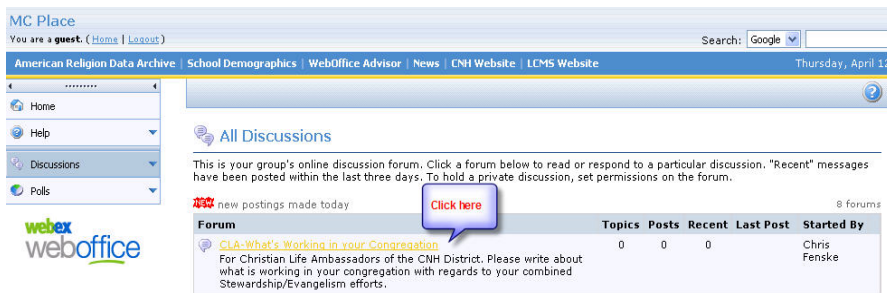
Click on “Discussions”



STEP FOUR: Accessing the “CLA discussion site”

Click on the following link

 [CLA-What's Working in your Congregation](#)



The screenshot shows the MC Place forum interface. At the top, it says "MC Place" and "You are a guest. (Home | Logout)". There is a search bar with "Google" as the search engine. The navigation menu includes "American Religion Data Archive", "School Demographics", "WebOffice Advisor", "News", "CNH Website", and "LCMS Website". The date is "Thursday, April 12".

On the left, there is a sidebar with a "Home" button and a "Discussions" dropdown menu. Below it is the "webex weboffice" logo.

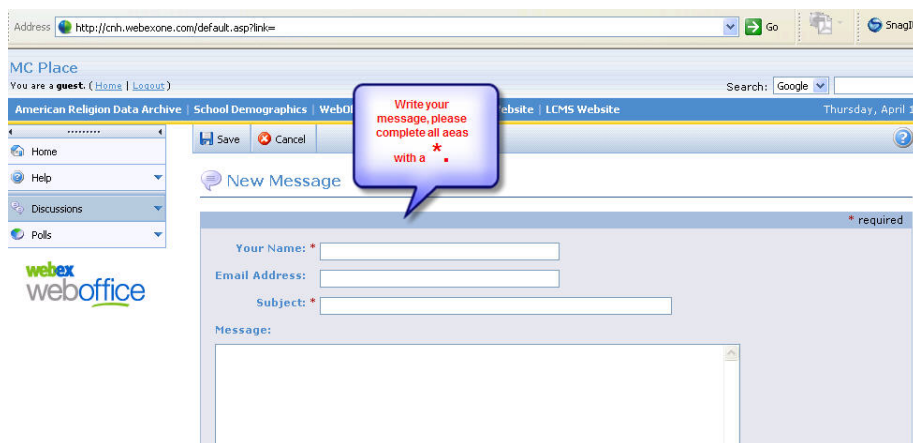
The main content area is titled "All Discussions". It contains a paragraph: "This is your group's online discussion forum. Click a forum below to read or respond to a particular discussion. 'Recent' messages have been posted within the last three days. To hold a private discussion, set permissions on the forum." Below this is a "Click here" button.

There is a "Forum" table with the following data:

Forum	Topics	Posts	Recent	Last Post	Started By
CLA:What's Working in your Congregation For Christian Life Ambassadors of the CNH District. Please write about what is working in your congregation with regards to your combined Stewardship/Evangelism efforts.	0	0	0		Chris Fenske

STEP FIVE: Participating in the CLA discussion:

Begin by entering your name, email Address and subject. Then in the “Message” area type your contribution to the discussion. Finally, “Save” and Logout.



The screenshot shows the "New Message" form in MC Place. The address bar shows "http://cnh.webexone.com/default.asp?link=". The page header is the same as in the previous screenshot.

The form has a "Save" button and a "Cancel" button. A speech bubble points to the form with the text: "Write your message, please complete all areas with a *".

The form fields are:

- Your Name: *
- Email Address:
- Subject: *
- Message:

There is a "required" asterisk next to the "Message" field.