

Accessing the Electronic Poster Presentation Groups

Getting Started

1. Go into the **Communication Tools**
2. Choose **Electronic Poster Presentations**
3. At this point you will see several topics. One should be named Group 1, 2, etc. This is the group you have been assigned to for the poster reviews. This is where you will post an electronic copy of your poster and review other members' posters and give feedback. Two other students and two instructors will also have access to this group.
4. Enter the group by clicking on the name.

To compose a message

- Click compose message
 - o Topic should be your group #
 - o Enter a subject and message
- Attaching a poster for review
 - o Click Poster to find the file you wish to attach
 - o Click Open
 - o Click Attach file
 - o Now click Post

To view messages others have posted

- Click Update listing. This will display any messages you have just posted.

To view messages others have posted

- Click the green arrow next to a subject to expand the messages under that topic.
- Click the title of the messages to read the message
 - o Reply allows you to reply with your own message
 - o Download