

METHODIST THEOLOGICAL SCHOOL IN OHIO

Trustee Site Training

Welcome! Bienvenido! Willkommen! 人を歓迎する Bienvenu!

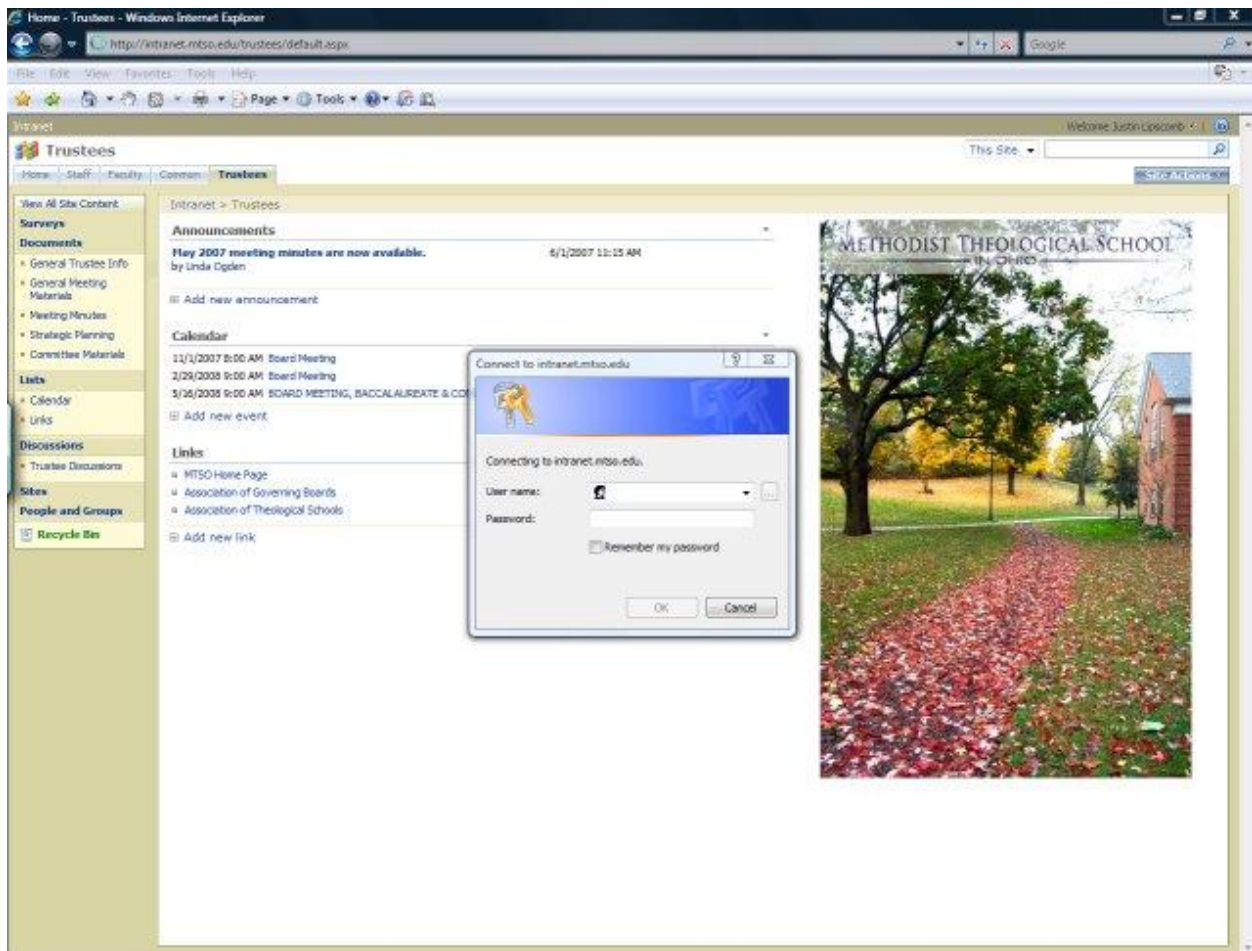


Figure 1

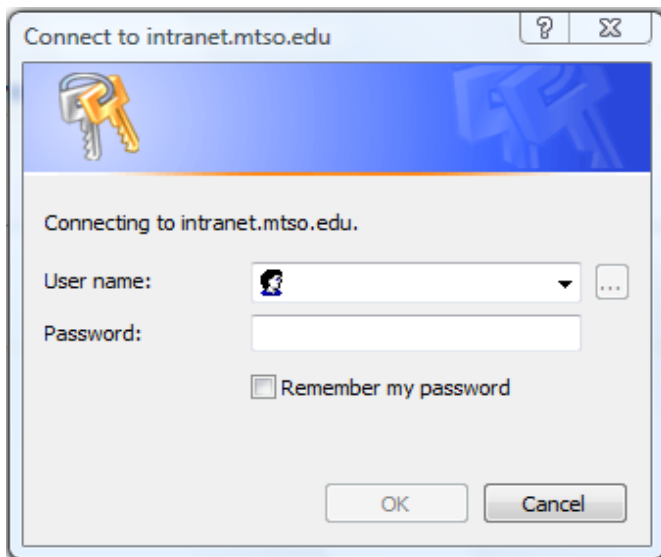
This document has been provided to assist our trustees in the use of the Methodist Theological School's SharePoint website located at <http://intranet.mtso.edu/trustees>. It is hoped that the use of the trustee website will cultivate a sense of community for future growth. This interaction occurs by making important information available while opening pathways of communication between board members and leaders of the school.

Accessing Primary Functions

Index:

- I. Login
- II. Announcements
- III. Provided Documents
- IV. Calendar of Events
- V. Discussion Threads
- VI. Subscribing to sites

I. The trustee site hosted by Methodist Theological School in Ohio can be found by entering <http://intranet.mtso.edu/trustees> in the address bar of your web browser. Once the site is reached, a password dialogue box (figure 2) will appear requesting user/password information. (NOTE: AOL users must use the Internet Explorer browser provided by their Windows software, or Firefox to access the site. If in Internet Explorer no dialogue opens, make sure all pop-up blocking software is turned off.) To access the site, enter the following information:



For the user name, enter:
METHESCO\provided username

For the password, enter:
your school provided password

Figure 2

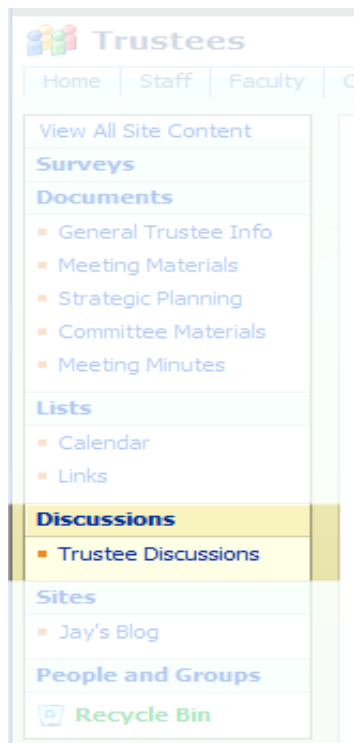
II. Announcements will be visible on the home page of the site in the top-center of the page offering quick reference to important information such as calendar updates, and new documents. New announcements will have a green 'New!' beside the heading. Clicking on the announcement will open the summary page containing the body of the announcement.

III. Documents for trustees will be posted along the left column of the screen. Committee documents are organized by committee title, then by meeting date. Clicking on the links will transfer the user to different categories where the trustee can choose to open documents by left-clicking the mouse. This may give the option to open in edit or read-only modes. By default this option will be set to read-only, and this is generally preferred. Once the document is opened, it can be saved in the reader. Documents are preferred to be uploaded in the Adobe pdf format. Adobe reader software can be obtained for free at the Adobe website: <http://www.adobe.com/products/acrobat/readstep2.html>. Another method of obtaining materials is to save them to your computer by clicking on the drop-down arrow beside the document title, selecting "Send To" and then "Download a Copy." You will then be prompted to select a location for the file to be saved. In such case, it is important to remember the location so that the document may be retrieved for viewing.

**Note: You may be prompted to re-enter your login information when downloading or viewing documents. This process is *exactly* the same as the initial login process.

Figure 3

IV. The Calendar of Events is listed below the Announcements on the main page. In list view, clicking on a listed event will show the summary page, containing the body of the event posting.



V. An exciting feature of the Trustee site is access to a trustee-specific discussion thread that allows topics to be started with continuing input from other members. Clicking on the Discussion link on the bottom in the left column (see figure 3) will bring you to the page listing all active discussion topics. A green 'New!' will appear beside any topics which have received new posts, or beside discussion threads which have just been started.

To post a new topic, simply click the "New" button on the blue bar above the headings, and you will be prompted to enter a subject and message, much like an email. This will be posted as a new discussion thread based on the subject topic you entered. Who posted the topic and when it was posted will be visible to all. To respond to a post made by someone else, a trustee can click on the 'Reply' button located on the right side of their post. The response will appear underneath the prior posting in a list or 'thread'.

When necessary, any post can be edited or deleted by the originator by clicking on the "View Properties" link beside the post and choosing either "Edit" or "Delete."

VI. A trustee may elect to receive email alerts under the “Actions” tab from any of the above document, announcement, or calendar list pages. These lists offer the “Alert Me” option on the “Actions” tab drop down menu. After clicking the “Alert Me” button, one may choose under what conditions you are to be notified of changes, and how often. Under the same tab you may also elect to subscribe to RSS (really simple syndication) alerts in your RSS reader of choice, or to synchronize files with your Outlook Calendar. These processes are basically the same, and are handled by your Outlook program or other RSS reader.

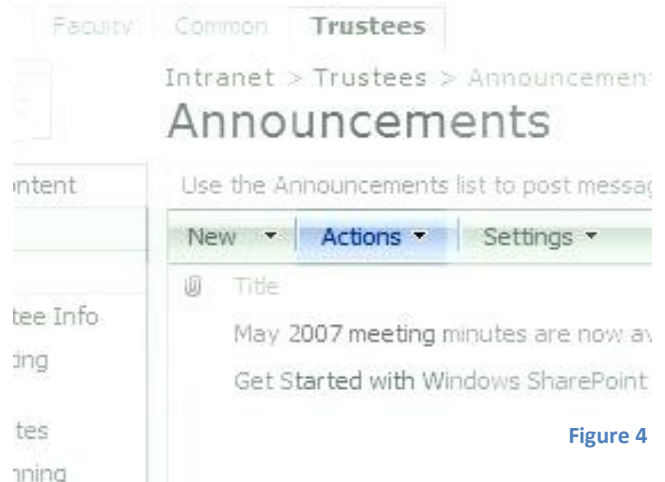


Figure 4

Support

All trustee site support is sponsored by the MTSO computer support desk. You can email support at support@mtso.edu or by calling the help desk at 740-362-3366, for any site-related questions or problems.