

Instructions /FAQs on how to use the online forums & manage the email notification subscriptions

How can I filter my subscription to the email notifications by forums? I only want to receive email notifications for topics related to the LibraryLinkNJ Announcements and Advocacy (or any other type libraries). I don't want to receive emails about job postings or giveaways.

1. Log into your User Account.
Or
In any email notification that you receive, click the link that says "To manage your subscriptions, (*your subscription link*)". If you are not logged in yet, you will be asked to log in.
2. Click "My account" on the left menu.
3. Click "Notifications" tab.
4. Click "Content Type" below the tab. Uncheck the box next to "Forum topic". Click "Save".
5. Click "Tags" tab next to "Content Type" tab.
6. Check the box(es) next to any Forum from which you want to receive email notifications. You can also set the delivery option for each forum by using the drop down menu under "Send interval".
7. Click "Save" button.

Note: If you want to subscribe to all the forums again, simply go back to "Subscriptions" tab and check "Forum topic". Then click "Save" button.

How do I change my delivery frequency options? (From immediately, or digested every hour, twice a day, daily, or weekly?) How do I deactivate my subscription(s) temporarily?

1. Log into your User Account and click "My account" on the left menu. Then click "Notifications" tab.
Or
In any email notification message that you receive, click the link that says "To manage your subscriptions, (*your subscription link*)".
2. Click "Subscriptions". It is below "Notifications".
3. Check the box next to any content type or tag term that you are subscribed to.
4. Use the "Update options" drop-down menu to change how frequently you receive forum updates by e-mail. It's set to "immediately" by default, but you can change this to one of a variety of digest options. You may also select "Deactivate" to temporarily stop receiving the email notifications, and switch back to "Activate" when you want to receive the email notifications again.
5. Click "Save".

How do I post a new forum topic? How can I send a message to the membership?

1. Log into your User Account.
2. Click "Forums" on the menu bar at the top of the page.
3. Click "Post New Forum Topic" text link at the top.
4. Fill out the form and click "Save" at the bottom to post, or click "Preview" to review before posting. After you review your post, click "Save" to post.

*** Note: Please make sure you click “Save” only once!** Clicking it several times will create multiple posts and email notifications. If it appears your browser is taking a long time to process the post, open another browser window and check the Forum page to see if your message is there. If it is, close the browser that is still running.

How do I edit or delete my forum post?

1. Log into your User Account.
2. Go to the forum post that you want to edit.
3. Click the “Edit” tab right below your forum post title. Note that you have access the “Edit” tab only for your own posts.
4. Edit your post content and click the “Save” button at the bottom of the page.
5. If you want to delete your forum post, please replace your forum post contents with a note like “This post is deleted by the user” and click “Save”. You don’t have the ability to delete your forum post completely, since deleting a post would delete all comments and replies made by other users.

How do I post a comment to a forum topic?

1. In the email notification of any forum post that you want to comment on, click the link that says, “To make a comment to this post, go to (*post link*)”. If you are not logged in yet, you will be asked to log in.
Or
Log into your User Account. Go to the forum topic post that you want to comment on
2. Click “Add new comment” at the end of the forum post (It is right below the forum post’s type, e.g. Announcements, Technology, etc.)
3. Create your comment.
4. Click “Save” to post your comment, or click “Preview” to review your comment before posting. After you review your comment, click “Save” to post your comment.

*** Note: Please make sure you click “Save” only once!** Clicking it several times will create multiple posts and email notifications. If it appears your browser is taking a long time to process the post, open another browser window and check the Forum page to see if your message is there. If it is, close the browser that is still running.

Can I edit or delete my comment or reply to a comment?

Yes, you can edit or delete your comment or your reply to a comment. If someone has already replied to your comment, you only have the option to delete your comment/reply. Other users’ comments are not affected by your action. Please see the instructions below [[link](#)].

How do I reply to a comment?

1. In the email notification of any comment post that you want to comment on further, click the link that says, “To make a comment to this post, go to (*post link*)”. If you are not logged in yet, you will be asked to log in.
Or
Log into your User Account. Locate the comment post that you want to reply to.
2. Click the “reply” link below the comment post.
3. Click “Save” to post your reply, or click “Preview” to review your reply before posting. After you review your reply, click “Save” to post your reply.

How do I edit/delete my comment of reply to a comment?

1. Log into your User Account.
2. Go to the comment or the reply that you want to edit/delete.
3. You have three options below your own comments and replies --- edit, reply, and delete. *You will not see an "edit" text link, if other users have already replied to your comment/reply.*
4. Click "edit". Edit your comment and click "Save" at the bottom. You also have "Preview" option before you click "Save" to complete.
5. Click "delete." You will be asked if you are sure you want to delete the comment. Click "Delete" to complete. If there are any replies to your comment by other users, your comment will be deleted but a "This comment has been deleted" notice will be left.

I want to reply to the forum/comment post user directly, instead of posting a comment/reply to the forums.

- In the email notification, you will find the email address of the forum/comment post user. Please reply to that email address.
- **Note:** If you use "Reply" in your Outlook or any other email platforms, it will be sent to our website admin.