

Judicial Section Community Page Video Tutorial and FAQs

NYSBA Community pages are the place to pose a question to a group at large and to share information. They can also be used as a shared document repository, e.g., for agenda and minutes. All NYSBA Section and Committee members are automatically subscribed to their respective Section and Committee communities.

Members can access these Community pages by going to the [NYSBA Communities home page](#) and logging in. To get the most out of the Community pages, we recommend viewing our [four-minute video tutorial](#).

Below are responses to some frequently asked questions that Judicial Section members might find helpful.

How do I get to the Judicial Section Community page?

To locate a Section or Committee page:

- Go to the Communities Home Page: <http://communities.nysba.org/home>
- From the top menu, select Groups > My Groups
- Scroll down to find the link to the Judicial Section Community page.

How do I post a new message to the Community page discussion posts?

The dedicated email address for the Judicial Section nysba-judicial@connectedcommunity.org. Any message sent to this address will be posted in the Community discussion posts, including email attachments. Section members will also receive the post by email, ***either in real time or in their daily email digest, depending on how they have their settings saved.***

How do I respond to a discussion post?

When you receive a Community email, you can post or respond directly from that without having to log in to the Community page. (Note that you will need to log in to view attachments for security purposes.)

At the top of each Community email, you will see the name of your Community and underneath a “Post New Message” button. Similarly, on each message, you can hit Reply to Group or Reply to Sender via email to respond to a specific post.

How do I avoid having my inbox clogged with posts from the Community Page?

If you prefer to receive one daily email that digests the Community page posts from the previous day rather than receiving them individually and in real time, you can change your settings as follows:

- Go to the Communities Home Page: <http://communities.nysba.org/home>
- From the top menu, select Groups > Modify Communication Settings.
- Under "Notification Settings," select "Daily Digest" from the drop-down menu. For any communities to which you belong and have this selected, you will receive one daily email with any posts from that Community page.

You can also select "Consolidated Daily Digest" or "Consolidated Weekly Digest," found to the right of your screen. If you receive notifications from multiple NYSBA Community pages, this will consolidate your Community page digests into one. (Note that you will need to view and respond to threads online.)

What's the difference between the Community "discussion posts" and the "library"?

The discussion posts are much like our former listserves and should be used for communicating and commenting, whereas the library is a repository for documents and files.

If a discussion post includes an attachment, that attachment is automatically saved in the Community page's library. Section members may also upload files directly to the library. However, unlike the discussion posts, Section members will not automatically receive notifications that the file has been loaded to the library.

What types of files can be uploaded to the library?

The Community supports a wide variety of file types, including videos, photos, and documents. Files up to 5 GB can be uploaded. Every file on the page is stored and searchable.

How do I add a profile picture or other profile information?

You can import your LinkedIn profile into the Communities or upload your photo by visiting your profile in the top right corner of your screen. Under your profile picture, click "Actions" and select "Change Picture." You can also make connections on the Communities as you would on LinkedIn.

Can I access the Community page with my phone?

Yes, there is a NYSBA Communities App. You can locate and download this from the iTunes App Store or Google Play Store by searching for "NYSBA." You will need to log in just once and can access a listing of your communities' posts in chronological order, most recent first.

More questions?

Please contact Brandon Vogel at bvogel@nysba.org or 518/487-5644 for additional questions on the Community pages.