

IT clinic IT_WB02

WebBoard – Reading Messages

READING MESSAGES

WebBoard's messages are arranged logically with the earliest (original topic) message at the top of each topic list. You can follow a thread from its beginning if you desire, or jump in at a later point.

The conference list

conference

Topic in the 'Questions about email' conference

threaded message list

expansion box

The screenshot shows a web page titled "Conferences" with a sub-header "Conferences | 0 New Messages". The main content is a list of conference topics, each with an expansion icon (plus or minus) and a count in parentheses. The topics are: "About this Board (1)", "Practice using WebBoard (5)", "Questions about email (5)", "Personal Address Books (Anonymous) 11/25", "Working Offline / Extra PABs (JILL SEAL) 07/08", "Working Offline / Extra PABs (Trevor Pull) 07/09", "Working Offline / Extra PABs (JILL SEAL) 07/19", "Working Offline - for staff! (Trevor Pull) 07/19", "Extra PABs (Trevor Pull) 07/19", "Browsing the web (0)", "Useful web sites (1)", "MS Word (3)", and "Word Processing - Worksheets (2)". Annotations with arrows point to various elements: "conference" points to the "About this Board" link; "Topic in the 'Questions about email' conference" points to the "Questions about email" link; "threaded message list" points to the "Working Offline / Extra PABs (JILL SEAL) 07/19" link; and "expansion box" points to the plus icon next to "Useful web sites (1)".

When you click a message on the Conferences list, the message appears in the right frame (unless you are using non-frames mode i.e. you can only see the list of conferences or the message window). By default, all subsequent messages in the topic are displayed so you can read them in order. Note that you cannot see messages earlier in the list; however, you can click the **Previous** hyperlink in the Message menu.

Follow these steps to read specific messages:

1. From the **Conferences** list, select the conference you want to view and click on its name or the expansion box (+ icon) next to its name.
2. Locate the topic you want to read and click its name or the topic expansion box. If you click on the name, the message and replies are displayed in the message window. If you click the topic expansion box, the subsequent messages are displayed in the conferences window.
3. If you expanded the topic list in step 2 but did not display the message, locate the message you want to read and click its name. The message displays in the Message window. You may need to scroll to read the entire message(s).
4. When you have finished reading the message, you can select another message to read or you can post a new topic or reply.

Each message that you read will display a menu-bar like this.

[Post](#) | [Reply](#) | [Reply/Quote](#) | [Email Reply](#) | [Delete](#) | [Edit](#)
[Previous](#) | [Next](#) | [Previous Topic](#) | [Next Topic](#)

Post	will post a new Topic to the current conference
Reply	will post a reply to the message that you are currently viewing
Reply/Quote	will quote the original message in the reply
Email Reply	sends an email to the person that posted the message
Delete	deletes the message (only available to Administrators, Managers or the person who posted the message)
Edit	allows editing of the message (only available to Administrators, Managers or the person who posted the message)

(**Previous**, **Next**, **Previous Topic** and **Next Topic** move you between messages).

DISPLAYING NEW MESSAGES

WebBoard gives you several ways to see and read new messages quickly. Conferences that have new messages are marked with a **NEW** icon to the right of the conference name. The numbers in parentheses following a conference name tell you how many total messages there are in the conference as well as how many new messages. When you expand a conference, you can quickly identify new topics and messages by their italic titles.

However, looking for **NEW** icons and italic titles can be a bit tedious, especially in a large conference. Instead, WebBoard has three ways you can get to new messages instantly:

New Messages Link: Welcome Page	Each time you log in to WebBoard, the Welcome page in the right frame includes a link indicating how many new messages you have. Click on the link and a list of conferences with new messages appears in the Conferences list frame (to the left). Expanding any conference listed displays only the new messages in that conference.
New Messages Link: Conferences List	At the top of the Conferences list are two links: Conferences and New Messages. Clicking on these two links toggles between the full conference list and a list of conferences with new messages. To see the new messages, click the New Messages link and expand any conference listed.
New Messages Link: More Options Menu	The More Options menu (available from the More button on the menubar) includes a link labeled New Messages. Click on this link and a list of conferences with new messages appears in the Conferences list frame (to the left). Expanding any conference listed displays only the new messages in that conference.

The first time you log in to WebBoard, you will have no new messages. You will still want to read through several messages, but only once you are a registered WebBoard user, do messages appear as new.