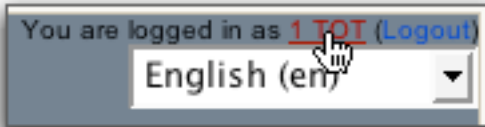
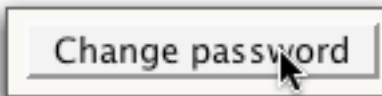


Editing your profile, changing your password:

1. Log in
2. Click on your name in the top right corner



3. To change your password, click Change password:



To edit profile click "Edit profile"



Changing your Password:

1. Fill in your Current Password and your new password (twice) and click "Change password"

All fields are required

Username: tot1

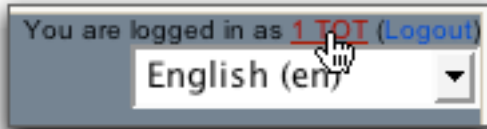
Current Password:

New password:

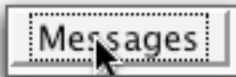
New password (again):

Sending and Receiving Messages:

1. Log in
2. Click on your name in the top right corner



3. Click the "Messages" button



4. If you have a message it will be listed there. To send a message to someone follow the instructions on the page.

Note: Messages sent through this interface will also be delivered by e-mail.

Forums

1. Login and enter course
2. Click on Forums:



3. Select the forum you want

General forums			
Forum	Description	Discussions	Subscribed
Announcements	General news and announcements	1	Yes
Learning forums			
Forum	Description	Discussions	Subscribed
1 MFTOT Community Forum	This forum is open to all the participants.	4	Yes

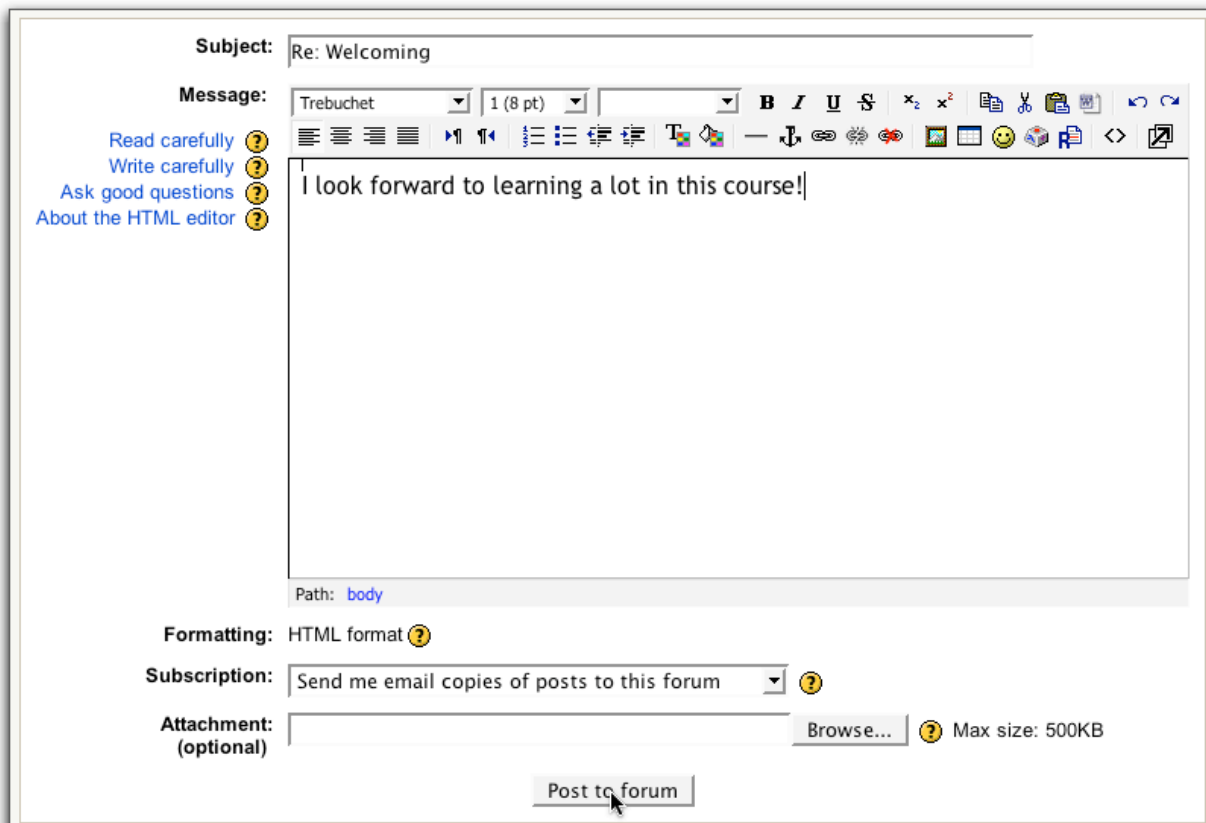
4. To Read a topic, click on the name of the Topic

Discussion	Started by	Replies	Last post
iWelcoming	Nergui Sandagjav	1	Sachiko Oda Wed, 8 Aug 2007, 06:06 PM
This is a new topic!	Bob McDonald	0	Bob McDonald Wed, 8 Aug 2007, 06:06 PM
Di-5	Bob McDonald	1	1 TOT Wed, 8 Aug 2007, 06:05 PM
Welcome everyone to MFTOT3	Naomi Koike	3	Bob McDonald Wed, 8 Aug 2007, 06:04 PM

5. To reply to a message in the thread click the reply button




6. Fill out the details of your message and click "Post to forum"













You'll have 30 minutes to edit your post if you made a mistake.





7. To create a new topic, go back to the top page of the forum (the same page you were on in step 4, and click the "Add a new discussion topic" button

Add a new discussion topic			
Discussion	Started by	Replies	Last
Welcoming	 Nergui Sandagjav	2	1 TOT Thu, 9 Aug 2007, 04:59 PM

8. Fill in the details of the new thread and click “Post to Forum”


Subject:


Message: Trebuchet 7 (36 pt) **B** *I* U ~~S~~ x₂ x²          


[Read carefully](#) 
[Write carefully](#) 
[Ask good questions](#) 
[About the HTML editor](#) 

Study Hard!

Path: [body](#) » [font](#)

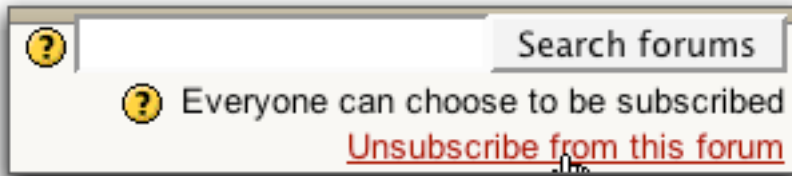
Formatting: HTML format 

Subscription: 

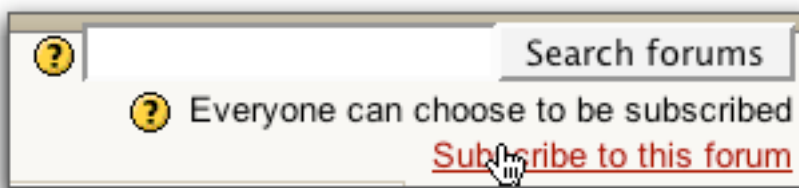
Attachment:  Max size: 500KB

Unsubscribing from forum e-mail notifications

1. Get into the forum you want to subscribe/unsubscribe to/from
2. If you are Unsubscribing, click the “Unsubscribe from this forum” link



3. To subscribe click “Subscribe to this forum”



Chat

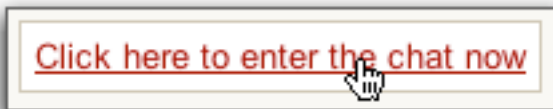
1. Login and enter course
2. Click on “Chats”



3. Select the Appropriate Chat Room:

Topic	Name
1	Event Thursday from 21:00 (JST)

4. Click on “Click here to enter the chat now”



5. Type your message and press the enter key to send the message

