



HOW TO GUIDE...

If you are new to this kind of cyberspace, you may find it useful to “lurk first” and take a look around. Spend a while investigating the different areas (Discussion Forum, News, Posting Board) or reading the archives, and then when you are ready, participate! Remember, this is your forum and it will be as active as its members' make it.

Your Account

Your email address is your **account name**. You have the ability to create your own **password** in LHP.

Finding Your Password

LinkingHealthProfessionals will send your password directly to you if you simply click on the **'Forgot your password?'** link beside the **'Sign in'** box and enter your email address. You will be sent a message containing your password.

Changing Your Password

You can change your password by clicking **'Contact Information'** found under **'My Profile'**. Under the **'Log in Information'** section, enter a new password and then confirm the password by typing it again. Click **[Save]** at the bottom of the screen.

Discussion forum email notifications

This forum will automatically send you an email notification, with a direct link to the message in LHP, when a message is posted in community Discussion Forum.

You can adjust the emails you receive from the Discussion Forum by clicking **'My Profile'** followed by the **'Privacy Settings'** link. Click the **'Subscriptions'** tab. Once on the subscriptions screen, enable subscriptions for each community by selecting the **'Subscription Enabled'** box; click the **[Save]** button.

Changing your Profile and Adjusting your privacy settings

You can adjust your privacy settings by clicking **'My Profile'** followed by the **'Privacy Settings'** link. On the **'Profile Privacy'** screen, select only the contact information you want other **LinkingHealthProfessionals** members to see. Click the **[Save]** button.

Requesting to be removed from the Community

If you want to be removed from the LHP system, you can email LHP directly to have your profile deleted. See contact information at the LHP home page at www.linkhealthpro.com

If you need assistance with your initial set up, please contact Christine Simmons at simmonsch@smh.ca.