Guide to using OKDAV.org mail services and website.

Name:

Username:

Password:

Email:

E-mail for okdav.org

Each chapter commander has an email account setup on okdav.org mail system. Refer to the front page for your email and password. If you don't see one and would like one please contact support@okdav.org

Start by opening a web browser (Internet Explorer) and going to:

You will be prompted with a login screen. Refer to the front page of this manual for your username and password.
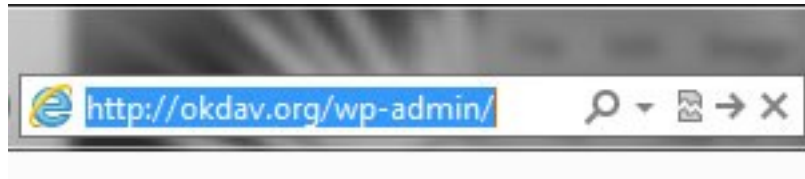

Once Logged in you will be on the main screen of your mailbox. From here you can manage your inbox, compose messages, and even create a calendar to track your schedule.

Otherwise Email is straight forward and easy to use. If you already have an email we can setup a forward for you. Just contact Charles.parnell@isocentric.com and let them know.
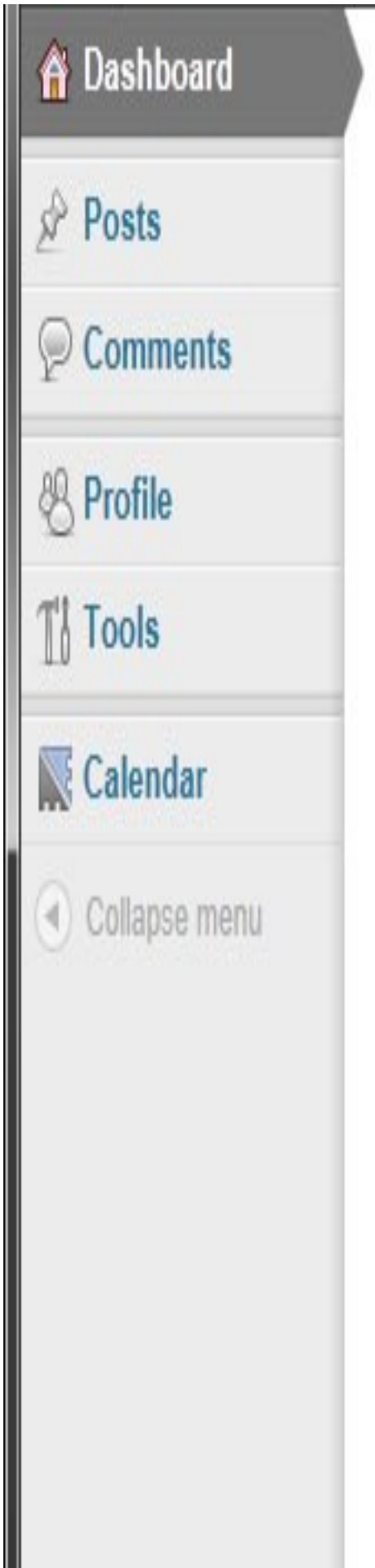
WEBSERVICES

As part of the new exciting features available from the OK DAV website www.okdav.org, we are introducing a news page and calendar each chapter can access and update. This will allow chapter commanders (or those designated) to access a portion of the website and post news articles about their chapters and schedule events on the state calendar to get the word out and assist with publicity on local events.

Website Instructions: Start by going to http://okdav.org/wp-admin

You will be prompted with a login screen. Refer to the front page of this manual for your username and password.

Dashboard

- Posts
- Comments
- Profile
- Tools
- Calendar

Collapse menu

Once you are logged into the system you will see a dashboard on the left hand side of the screen with several options available: Posts, Comments, Profile, Tools, and Calendar.

We will ignore the comments and tools section for now and take a look at posts:

POSTS

After you click posts you will see options open beneath it.

All posts, will show you all the posts you have created so far.

Add new, will allow you to add a new post (or article).

Click add new and you will see the image on the following page.
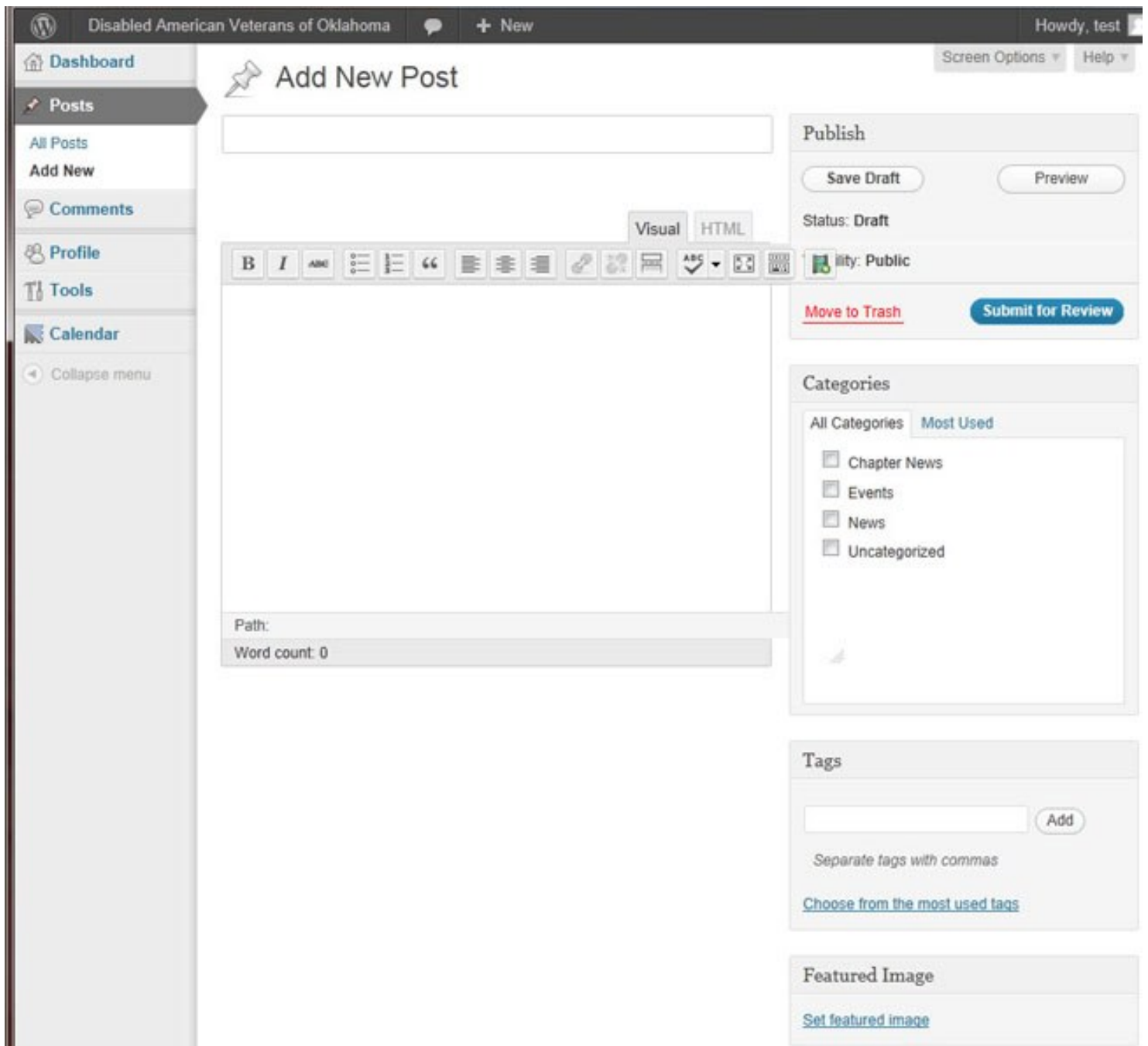
The Blank box at the top is the title area of your post; the big square box is the main content of your article. When you are done with your article you can preview it or submit it for review. All articles are reviewed prior to posting, for spelling/grammatical and content. This process can take up to 12 hours, so you may not immediately see your article go live.

CALENDAR

To start using the calendar, click the calendar button from the left hand column. This screen will pop up:

From here you can see the full state calendar for okdav.org. To add an event for your local chapter Click the day of your event and a new input screen will pop up.

Add Event ✕

Duration	From	To
☑ All Day	03/21/2012	03/21/2012

1 Day

Repeats Never ▼

Title

Category Event ▼

Venue

Address Neighborhood or Street Address

City

Description

☐ This event is accessible to people with disabilities.

Cancel **Add**

You can fill out the appropriate information on your event. In the category you will see several options for your type of event, make sure you pick the appropriate one. If you add an address a Google maps link will automatically be generated for your event. Click on add and your event will be added to the calendar. You can always go back and change your event by clicking the event directly.

MSU:

To request the MSU (Mobile Service Unit) please email: events@okdav.org