

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.

A screenshot of a login screen for "Isocentric Web Mail". The screen has a blue header with the text "Welcome to Isocentric Web Mail". Below the header are several input fields: "Username" followed by a text box and "@ okdav.org", "Password" followed by a text box, "Interface" with a dropdown menu set to "Standard", and "English (UK)" with a dropdown menu set to "English (UK)". There is a "Remember me" checkbox which is unchecked. Below these fields is a "Log in" button. At the bottom of the screen, there is a footer that reads "SurgeWeb ©2009-2011 Netwin Ltd, about SurgeMail".

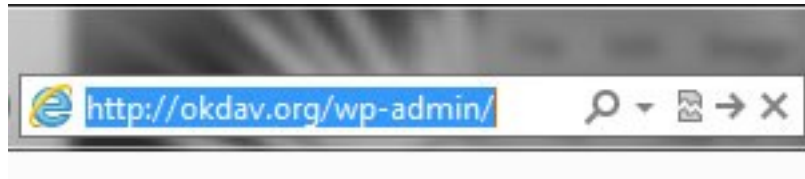
Once Logged in you will be on the main screen of your mailbox. From here you can manage your inbox, compose messages, and even create a calendar to track your schedule.

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

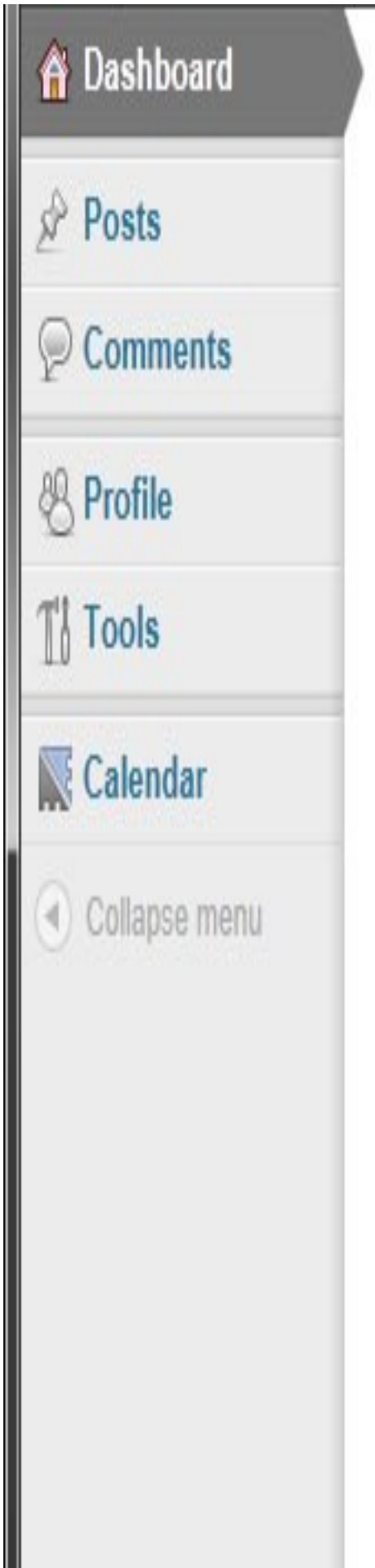
As part of the new exciting features available from the OK DAV website www.okdav.org, we are introducing a news page and calendar each chapter can access and update. This will allow chapter commanders (or those designated) to access a portion of the website and post news articles about their chapters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

A screenshot of the WordPress login screen. At the top is the WordPress logo, which consists of a circular 'W' icon followed by the word "WORDPRESS" in a serif font. Below the logo is a white rectangular login form with a light gray border. Inside the form, there are two text input fields: the first is labeled "Username" and the second is labeled "Password". Below the password field is a checkbox labeled "Remember Me". To the right of the checkbox is a blue button with the text "Log In" in white. Below the login form, there is a blue hyperlink that says "Lost your password?". At the bottom of the page, there is a blue hyperlink that says "← Back to Disabled American Veterans of Oklahoma".



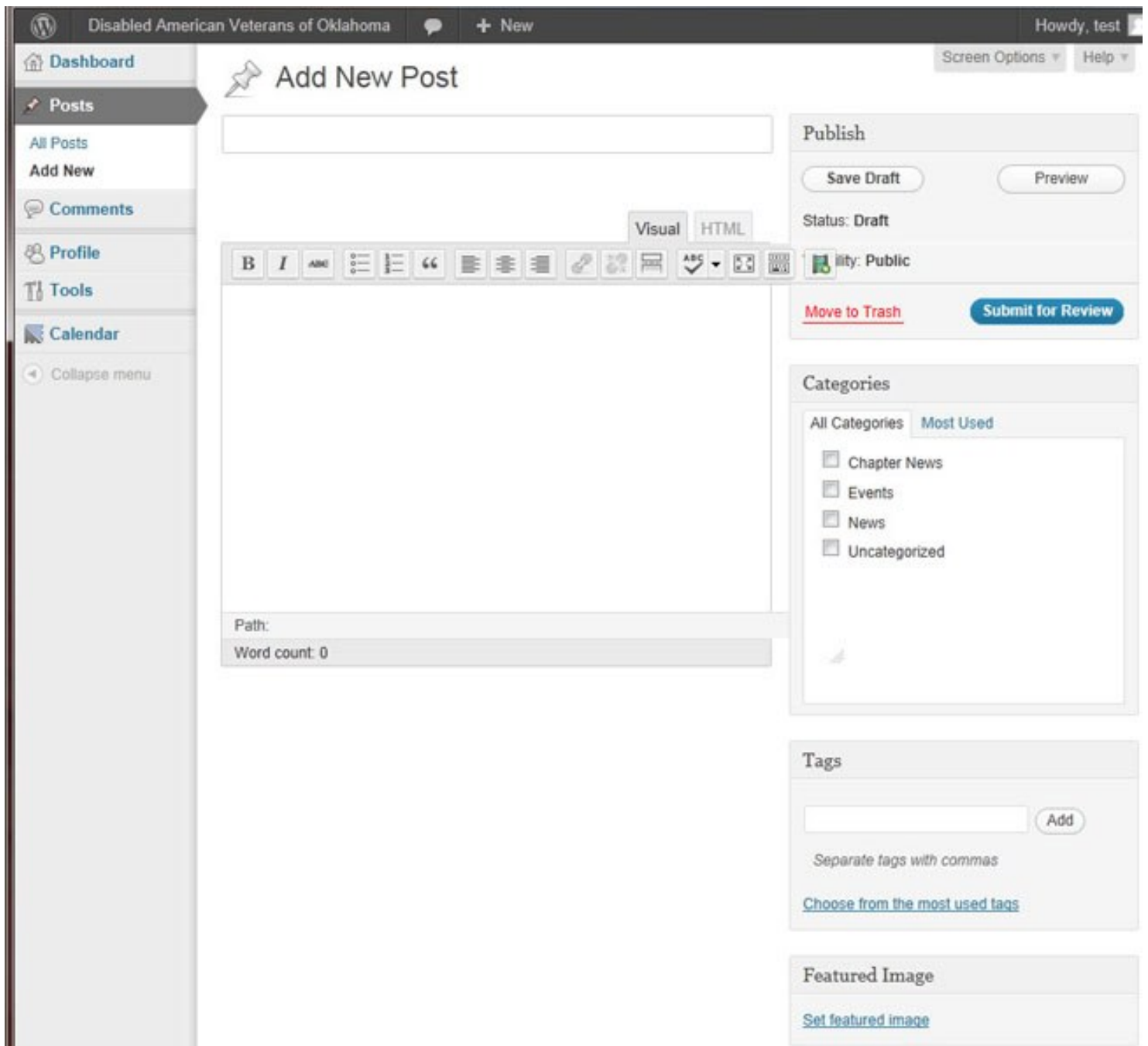
Once you are logged into the system you will see a dashboard on the left hand side of the screen with several options available: Posts, Comments, Profile, Tools, and Calendar.

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:

The screenshot displays the 'Ajax Event Calendar' for March 2012. The interface includes a navigation sidebar on the left with options like Dashboard, Posts, Comments, Profile, Tools, and Calendar. The main calendar area shows a grid of days with events listed in colored boxes. The events are as follows:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	1	2	3
Mid Winter Conference, Washington DC						Bingo & Burgers
		Wreath Ceremony at Arlington National Cemetery				
4	5	6	7	8	9	10
					Suicide Awareness Seminar Hosted by Maj. General Rita Aragon (Ret.) Secretary of Veteran Affairs	
11	12	13	14	15	16	17
		Free Concert March 13, 2012 7:00pm at the Mabee Center Hosted by the Blue Star Mothers				State Executive Committee Meeting 8:00am to 4:00pm Post 9/11 Veterans St. Patrick's Day Parade in OKC
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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 X

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

Repeats Never ▾

Title [Yellow highlighted text input]

Category Event ▾

Venue [Empty text input]

Address Neighborhood or Street Address [Empty text input]

City [Empty text input]

Description [Empty text area]

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