

The WISP

Part of the WISP (Wholewoman Information Sharing Protocol), this "How to" information leaflet is number five in a series. Titles available are:

1. How to: locate services using the free on-line directory of services.
2. How to: subscribe to the quarterly Wholewoman News
3. How to: Establish and maintain your listing in the free on line directory of services.
4. How to: subscribe to and unsubscribe from the monthly Wholewoman Digest.
5. How to: read and post messages to www.wholewoman.org.au

To order leaflets, for other information about the WISP contact your local Women's Health Resource Worker.

From Greater Geelong, Queenscliffe and Surfcoast phone: 5260 3719

From Colac/Otway and Corangamite phone: 5232 5140

From Moyne and Warrnambool Phone: 5564 4190

From Southern Grampians and Glenelg phone: 5523 4000

Or email: wisp@wholewoman.org.au

Feedback

Feedback about this leaflet is welcomed. Please send comments to:
feedback@wholewoman.org.au
or

Barwon-South Western Regional Women's Health
2-28 Connor Street
COLAC VIC 3250

Privacy

The information contained within www.wholewoman.org.au is NOT confidential. It is the nature of this website to gather and display information about health and related services available to consumers in the Barwon South-Western Region. All such information is provided by the staff of the organizations concerned, who are bound by the privacy and confidentiality provisions of their employers.

This service is provided to the service sector and the community at no charge. www.wholewoman.org.au does not solicit, store, display or otherwise contain any kind of patient information or identifiers related to any individual.



www.wholewoman.org.au

Making connections for women's health and wellbeing



5 How to: post information on www.wholewoman.org.au

Learning how to use the internet can be a challenging process. Patience and perseverance are both required but will reward you with increased confidence and knowledge.

This leaflet gives basic step by step instructions on posting information to the information sharing section of the regional women's health web site, **www.wholewoman.org.au**

You will find that there are many more features available than are described here. It is hoped that when you feel confident with the tasks in this leaflet you will experiment with other features.

This web site is designed for users with varying skill levels. Please experiment and explore.

Step 1. Power on

Turn on your computer, make sure it's plugged in and turned on at the power outlet.

Step 2. Connect

Connect to the internet in your usual way and then open your browser.

OR

If you are connected to a network just open your browser.

HINT: one common browser is opened by double clicking on a blue e icon.

Step 3. Go to Wholewoman

Go to www.wholewoman.org.au by typing the address into the browser's address box or select the address from your favorites.

HINT: add wholewoman to your favorites by clicking on "favorites" in the browser's menu, select "add to favorites" then click OK. Wholewoman.org.au will appear at the bottom of your list of favorites.

Step 4. Go to Info Sharing

Click on the words "info sharing" on the right hand side list, this will take you to a list of area where you can read and post messages.

Step 5. Prepare to post

To post a message you must be: a. registered(step 6) and b. logged in (step 7).

HINT: if you are registered go to step 7, if you are also logged in go to step 8

Step 6. Register

a. Please read all of this section before you register.

b. click on the  button

c. Please read the rules about posting messages. You are asked to accept and abide by these rules.

If you agree to accept and abide by the rules click the button.

If you do not agree please click the button. This will cancel your registration. You may still read messages posted by others however you will not be able to post your own messages.

d. Make up your own username and password and type these in the boxes on the screen. You may wish to write these down somewhere for future reference.

HINT: If you write down your username and password, make sure that they are NOT the same as a username and password that would give someone access to your other accounts such as on-line banking, internet access, or email.

e. Click on [return to the discussion forum](#) and go to step 8 on this sheet.

Step 7. Login

a. Click on the  button

b. Type your username and password in the boxes on the screen.

c. Click on the button.

HINT: when you are logged your username is displayed on the screen on the left, near the top.

Step 8. Go to a message area

Decide where you would like to post a message and then Click on the name of that area.

Step 9. Post

a. Click the  button

b. Type in a title for your message in the subject box, and then type the message into the message box.



HINT: You may copy your message from another document, such as email, to avoid time consuming retyping. Please remember to edit it and make sure it is readable.

c. Click the button and review your message before it is posted. Click the [close window](#) link in the preview screen when you have reviewed your message.

d. Make changes to your message as required and when you are satisfied with your message click the button.

Step 10. View your message

To view your message Click on the title of the message you just posted.

HINT: You may edit your message by clicking on  Edit, you may also delete your message by clicking on  Delete

