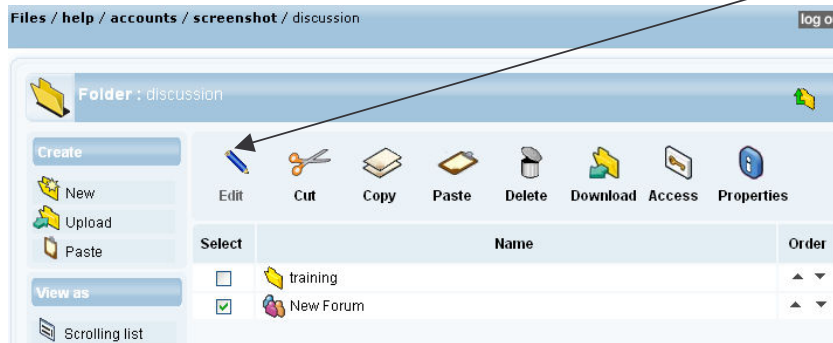


How to edit your Forum properties

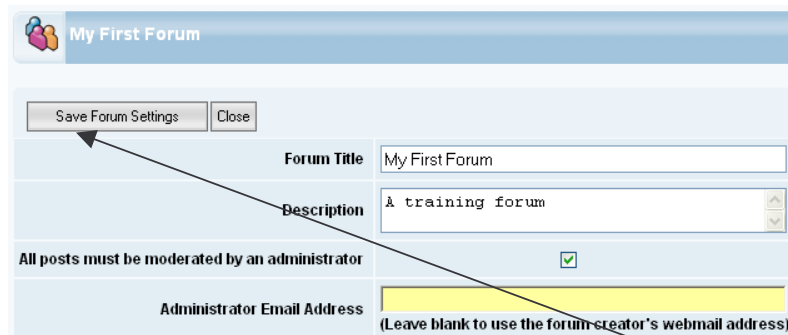
1. To edit an existing forum, select it in the folder in which it resides and select the 'Edit' button.



2. You will then be taken into the Forum. NB, if you have just created a new Forum you will be taken here at the end of the process.
3. To change the properties of the Forum, select the 'Forum Properties' button on the Forum toolbar.



4. You will now be taken to a Forum Properties management screen, where you can define the following:
 - a. A title to display in the title bar
 - b. A description to display below the title bar
 - c. Whether or not all posts should be moderated.
 - d. An email address for the administrator, should it be different from the Digitalbrain webmail address.



5. When you have finished, select the 'Save Forum Settings' button to save your changes.