

Online Groups

Quick Reference Card



The Main Screen/Index screen

Links you to this homepage thru out system - Points to the CancerCare logo and navigation bar.

Pick a group - Points to the 'SUPPORT GROUPS' link in the navigation bar.

Log out - Points to the 'Log Out' button in the top right.

Navigation Bar - Points to the navigation menu.

Welcome and Info - Points to the 'Welcome' and 'Welcome/Group Instructions' sections.

Support Group - Points to the 'Support Groups for People with Cancer' section.

Browser's Forum. Read-only - Points to the 'Browser's Forum for People With Cancer' section.

The Navigation Bar

	Home – This will always bring you to the CancerCare Online Support Groups homepage
	Help – Have a question? Find in the answer in the Help section
	Search – Search for specific posts by keyword or author
	Profile – Review or update your profile information and account settings
	Support Group – Review your current memberships and/or request to be in a new group
	Log Out – Log out of CancerCare online groups
	CancerCare logo – click the CancerCare logo and you will always be returned to the online support groups homepage.
	CancerCare Home – Brings you to the CancerCare website: cancercaare.org

Basic Tasks

Italic (B), **Underline** (U), **Glow** (G), **Shado** (D), **Justify** (Justify icons), **Font Size** (A↑), **Font** (A), **Change Color** (Color dropdown).
Hyperlink (Globe icon), **Mail address** (Envelope icon), **Super/Sub script** (sup/sub), **Offsets text into box** (Text box icon), **List** (List icon).

- **Register to be a member of CancerCare's Online Community:**
 1. Go to SupportGroups.CancerCare.org
 2. Click
 3. Read Terms of Service and click **I Agree**
 4. Enter your information, click **Submit**
 5. When your account is activated, you will receive an email notification.
 6. During your first login, you will complete your profile info, take survey, and request group
 7. Your profile and group request will be assessed; you will be contacted by CancerCare
- **User Log in:**
 1. Click
 2. Enter your **Username and Password**
 3. Click **Log in** button
- **Request to Join a Group:**
 1. **Log in**
 2. On the main screen, click
 3. Select from list of "Available Groups"
 4. On group info page, click **Request to Join**

- **Access Your Group:**
 1. **Log in**
 2. Your group will appear listed below the Welcome Folder
 3. Click on the **group name**
 4. All of the topic folders for your group appear
- **Read Posts:** Log in. Go to your group. Click on a topic folder. All of the posts for that topic appear.
- **Reply to a Post:**
 1. Go to your group.
 2. Open a topic folder.
 3. Read the posts.
 4. Click the **Reply** button at the top or bottom of the thread.
 5. Format the post
 6. Click **Preview** or **Submit**
- **Create a Topic:**
 1. Log in.
 2. Go to your group.
 3. Click the Create New Topic button.
- **Change Your Settings and Info:**
 1. Log in.
 2. Click

Insert Emoticons

Code	Creates	Emotion
:)		Happy
;))		Wink
;D		Grin
>:(Angry
: (Sad
:o		Shocked
???		Huh?
::)		Roll Eyes
:P		Stick Tongue
:-[Embarrassed
:'(Crying
:-X		Lips Sealed