

## **JOINING THE LESBIAN, GAY, BISEXUAL MENTAL HEALTH E-NETWORK**

Purpose of LGB E-Network:

To develop an e-network of appropriate agencies and individuals in England to pursue the aim of the Sexual Orientation Special Interest Group (SOSIG) which is to promote anti-discriminatory practice for lesbian, gay and bisexual (LGB) people receiving mental health services, and people who support them.

In order to pursue this, SOSIG are (1) commissioning a literature review on current research into the mental health needs of LGB people; (2) working with NIMHE leads to ensure LGB issues are included in their work; and (3) developing a national Lesbian, Gay, Bisexual Mental Health e-network on the NIMHE Knowledge Community website.

To join the LGB E-Network:

Log onto: [www.nimhe.org.uk/](http://www.nimhe.org.uk/)

This gives you access to the main NIMHE website

Click on: [Knowledge Community](#)

This gives you access to the NIMHE Knowledge Community website

In order to join the LGB Network you first have to join the KC:

1. Click on apply here
2. Complete Membership Request form and send

You will then receive an email message providing you with a link as well as a password for your first login.

3. Click on the link provided in the message
4. You should now be on the KC home page (this tells you about the KC) where you will find a login box
5. Enter your email address and the password that has been provided to you
6. You will now be asked to confirm your details, so check them again to make sure they are correct
7. Please read the terms and conditions of use and the privacy policy to re-assure yourself that your identity and your privacy will be protected, and then tick the box to confirm that you accept the KC policies
8. Click the 'Confirm' button to activate your membership.

To change your password to something you can remember:

9. Click on the My Profile link on your personal home page next to the People icon on the right hand side, this will take you to your profile display

10. On the right hand side, under the 'I want to' box, you will see a link called 'Change my password' click this link
11. You will see a brief form where you can change your password immediately, please note: you will need to enter your old password first, so make sure you have it handy.
12. You are now a member of the KC.

To find the LGB Network (or any other group):

13. Click on the groups icon in the top horizontal navigation bar
14. Under 'I want to' click on 'view groups by type'
15. Go down to 'Network/community' and find 'Lesbian, Gay, Bisexual Network (LGB)' click on.

To join the LGB Network (or any other group)

11. On the left hand side of the group's home page, under group members, click on the name of the group owner: you should now see contact details for this person
12. Click on email address, a form will come up, send an email requesting membership of the LGB Network.
13. You will then receive an email inviting you to join the group: follow the instructions.

For more information about using the KC click on the Help Manual on the left-hand side under Directory.

## **WHAT THE E-NETWORK CAN DO**

The e-network is an interactive network: it is up to its members to keep it alive by sharing news, events, references to appropriate articles, books, resources; links to appropriate websites; initiating discussions; asking questions; up-loading documents, power-point presentations, etc.

### **1. Sharing group news**

To post a message to the group:

- on the group home page, below the group description box, you'll find the Latest News section
- on top of that section, on the right hand side, you will find a link +add news posting
- click that link
- you will now see a form called 'Add News Posting'
- enter a title and at least a summary of your posting
- if your message is long, use the Body field to provide the full text
- by default, Allow Comments? is set to yes (ticked)
- if you don't want any comments on your post, untick the box by clicking into it
- click the 'Post' button

- you will now be returned to the group's home page and you can see your message and its summary text on top of the Latest News section

## **2. Sharing group events**

Posting an event to the group, works in exactly the same way as posting a news item to the group.

To see upcoming events on your group home page use the `View' drop-down menu provided on top of the page and select `events'.

You can also use the group calendar on the left hand side of your screen to look for events by day by clicking on the respective day. Please note that only those days that are displayed as links (green and underlined) contain any postings.

You can also use the calendar to get monthly listings by clicking on the respective month in the top bar of the calendar. To move forward or backward, use the arrows to the left and right of the current month.

## **3. Emailing group members**

### **Sending a message to all group members**

- on your group home page, under group links, click on Email Group Members
- you will now see a page that contains a form for sending messages (`Send a message to group members')
- enter your message title and body text
- click the `Send Email' button
- you will now see a confirmation screen telling you that your message has been sent to all members

### **Sending a message to a subset of group members**

If you want to send a message to only some of the group members you can use the `Select members to send the message to' list which is right below your message entry form:

- by default all member names are ticked which means that a message will be sent to the whole group
- untick the names of those you do not want to send the message to by clicking into the tick-box next to their names
- if you have a long member list and want to send a message to only a few people use the `Clear all' button to save time and effort

## **4. Uploading a document to the group's document store**

To upload a document to the group's document store, do the following:

- on the left hand side, under `group links', click on Group Document Store
- you should now see a page, titled `Document List'

- on the right hand side you'll find a link +Upload New Document
- click this link
- you will now see a form called 'Upload a document'
- you have to enter at least a title for the document
- additionally, you can also enter a short document summary
- click the 'Choose File' button
- this will open the documents folder on your computer's hard drive
- choose the document you want to upload
- you should now see the document's icon and name next to the 'Choose File' button
- if this is the right document, click the 'Submit' button
- this will return you to the Document List and you can see your document on top of the list
- if you've made a mistake, you can use the Edit and Delete links to make any necessary changes

## **5. Monitoring group activity**

If you want to make sure you're not missing any new postings in your group, you can subscribe to group news:

- on the group home page you will find a link Subscribe to Group News:
- click this link
- this will take you to a page titled 'My Feeds' where you find a list of all news feeds that you have subscribed to
- new messages from the group you have subscribed to will be displayed on your personal home page and on your personal news page