

OpenWeb 101: Getting Started Guide

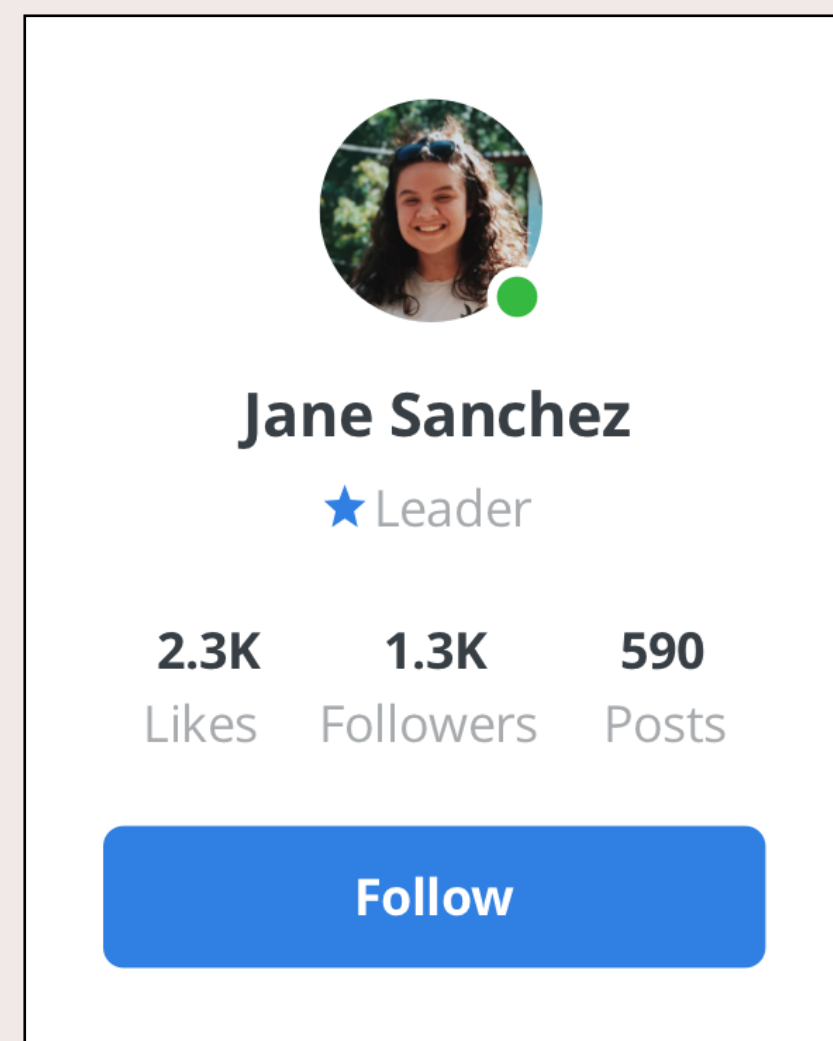
At OpenWeb, our goal is to facilitate conversations where your voice can be heard. In joining this community, you have the power to help shape the conversation.

Ready to get started? Use the steps below to sign in and join your new community.

Become a Part of the Community

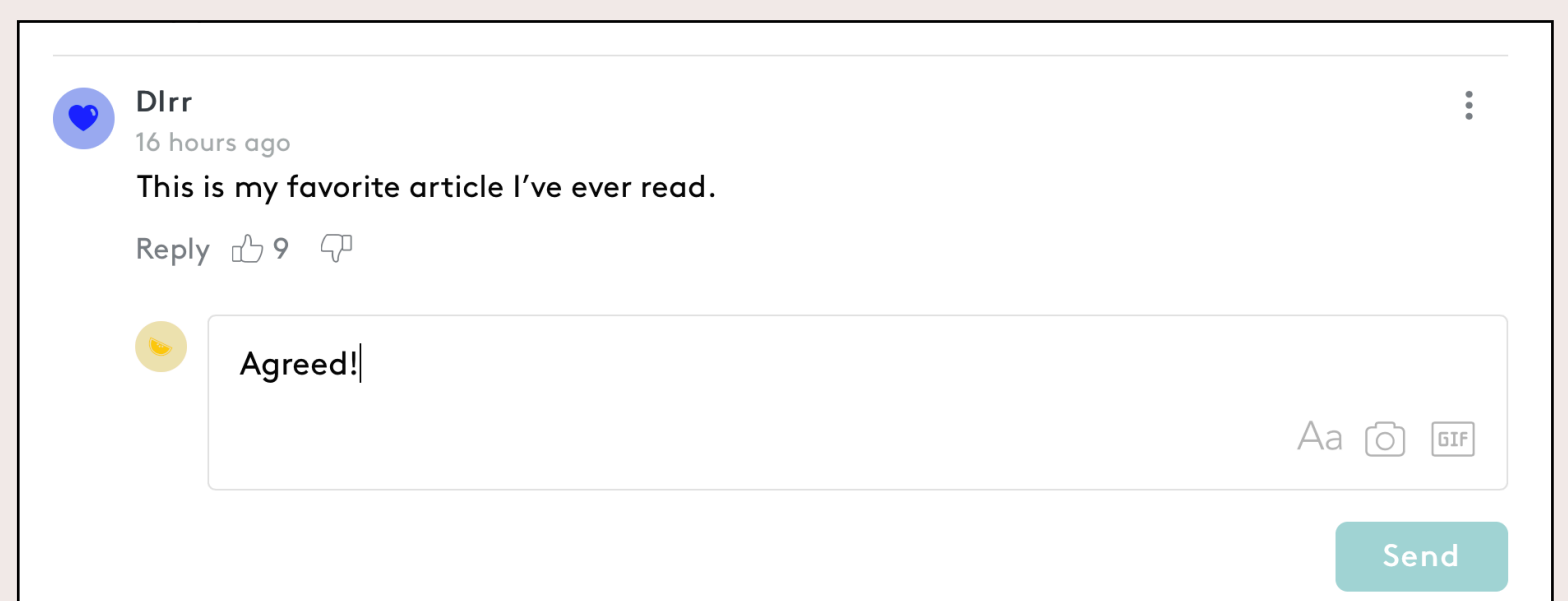
Registering and building out your profile allows you to create an identity for yourself in the community. Add your details and make it your own!

- Select “log in/join” and choose a username, password, and enter your email address.
- Verify your account, log in, and select “edit profile.”
- Add a picture, bio, and location to complete your profile.



Join the Conversation and Interact with Other Commenters

Not sure what to say? Read other comments to get a feel for the community. Then, you can choose to reply to another commenter, like their comment, or create a new comment.

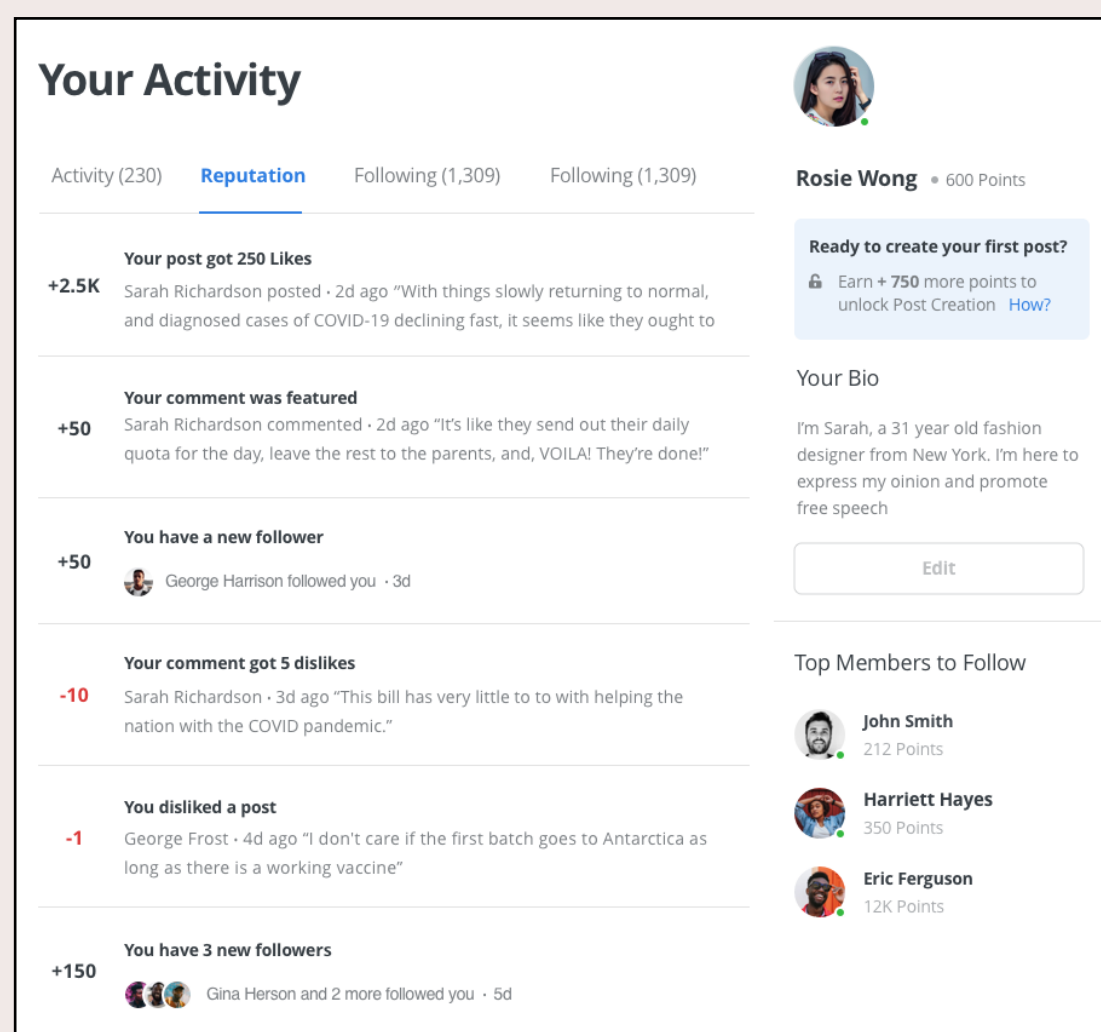
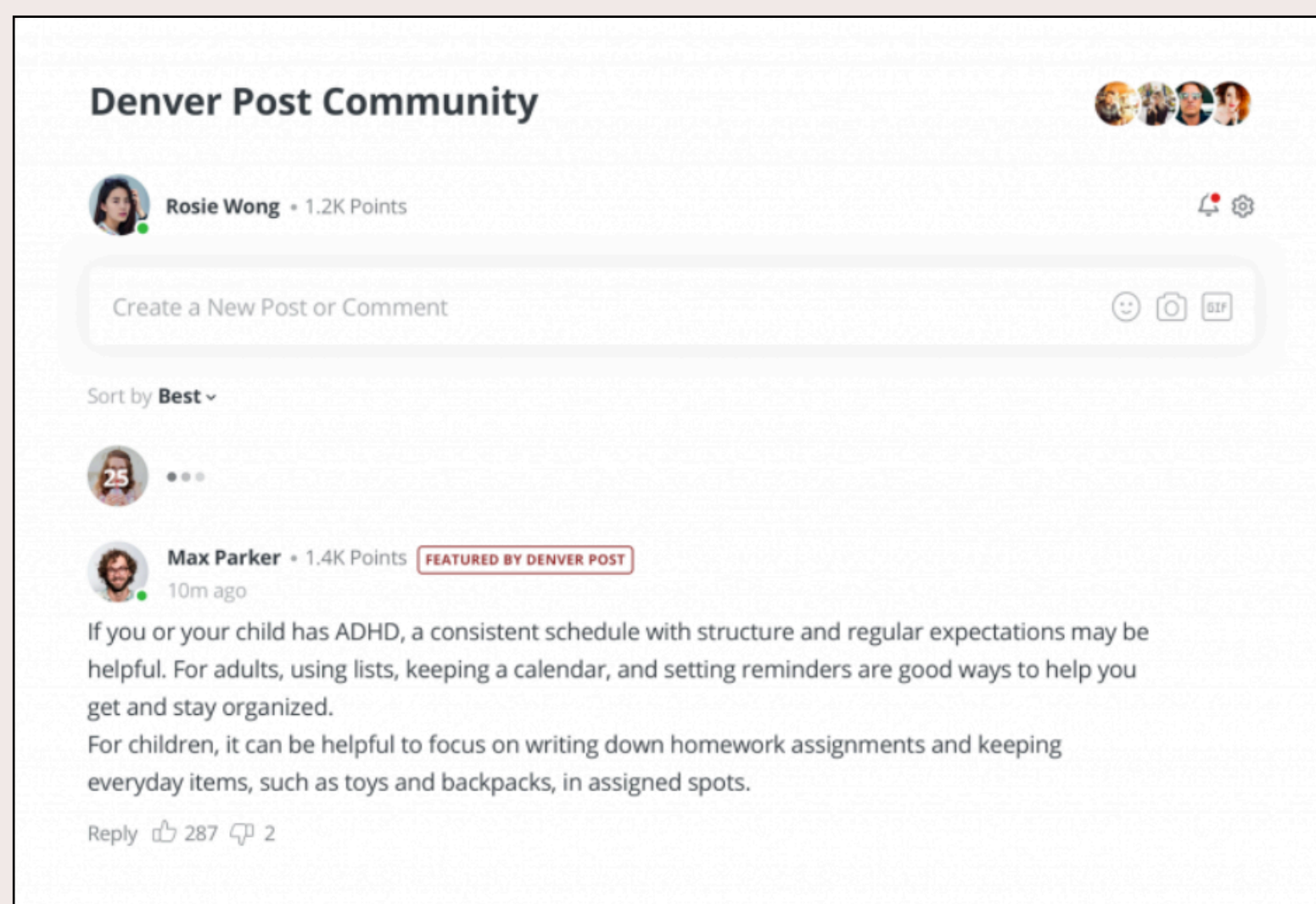


- Navigate to the top of the Conversation to add a new comment.
- You can add images, GIFs, or stylize the text using the icons in the lower right corner of the comment box. Once your comment is good to go, click send.
- To update, click the icon in the upper right corner of your comment and select edit.
- Interact with others by liking or disliking a comment. Comments with more likes have better chance of being raised to the top of the Conversation.
- To reply, click “Reply” at the bottom of a comment.

Get Featured and Boost Your Reputation

Publishers have the ability to feature the best comments from the Conversation. When your comment is featured, you get a boost in reputation points. Here are a few tips for getting your comments featured:

- **Add value to the conversation.** Your comment should be thoughtful and clearly communicate your ideas.
- **Invite feedback.** Your comment should be productive and invite additional conversation from other users.
- **Mind the community guidelines.** Avoid profane and inappropriate language.



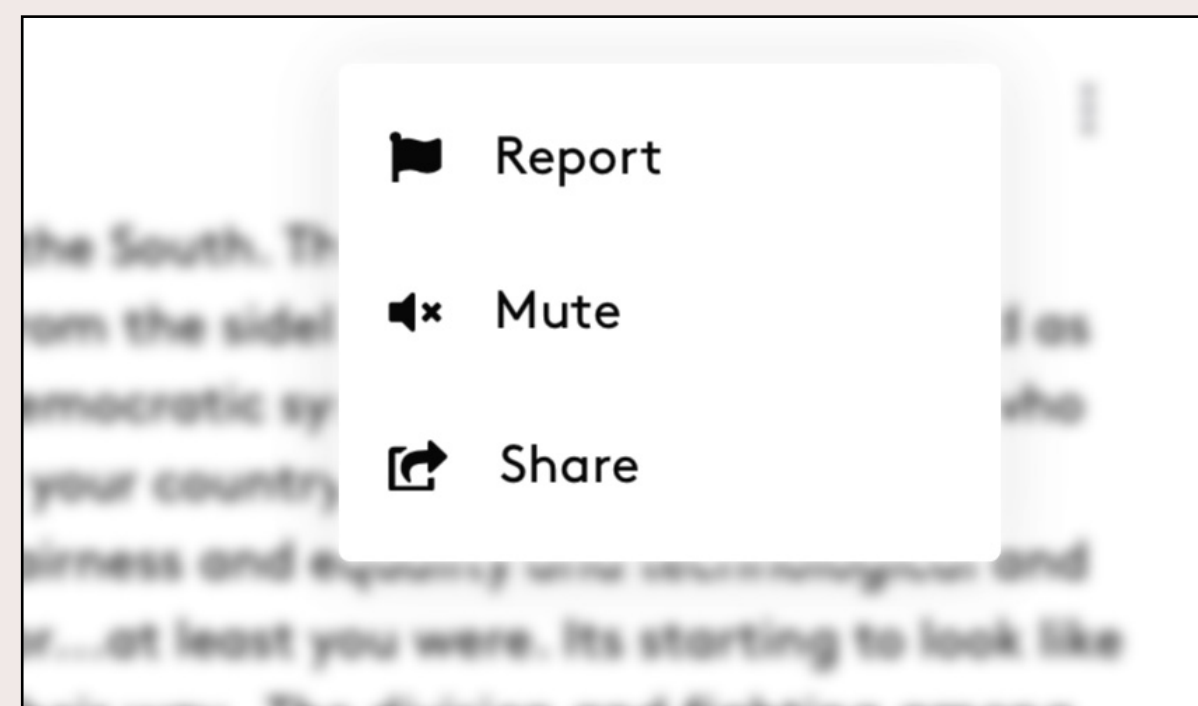
Become a Valued Member of Your Community with Reputation Points

Reputation points are based on the quality of your contribution and the impact on the community. This is measured by how other users respond to your comment. To view your reputation, go to your profile.

Contribute to the Health of Your Community: Reporting and Muting

As a community member, you play an important role in the overall health of the community. We take reporting seriously and use your feedback to help ensure a safe and civil environment for all.

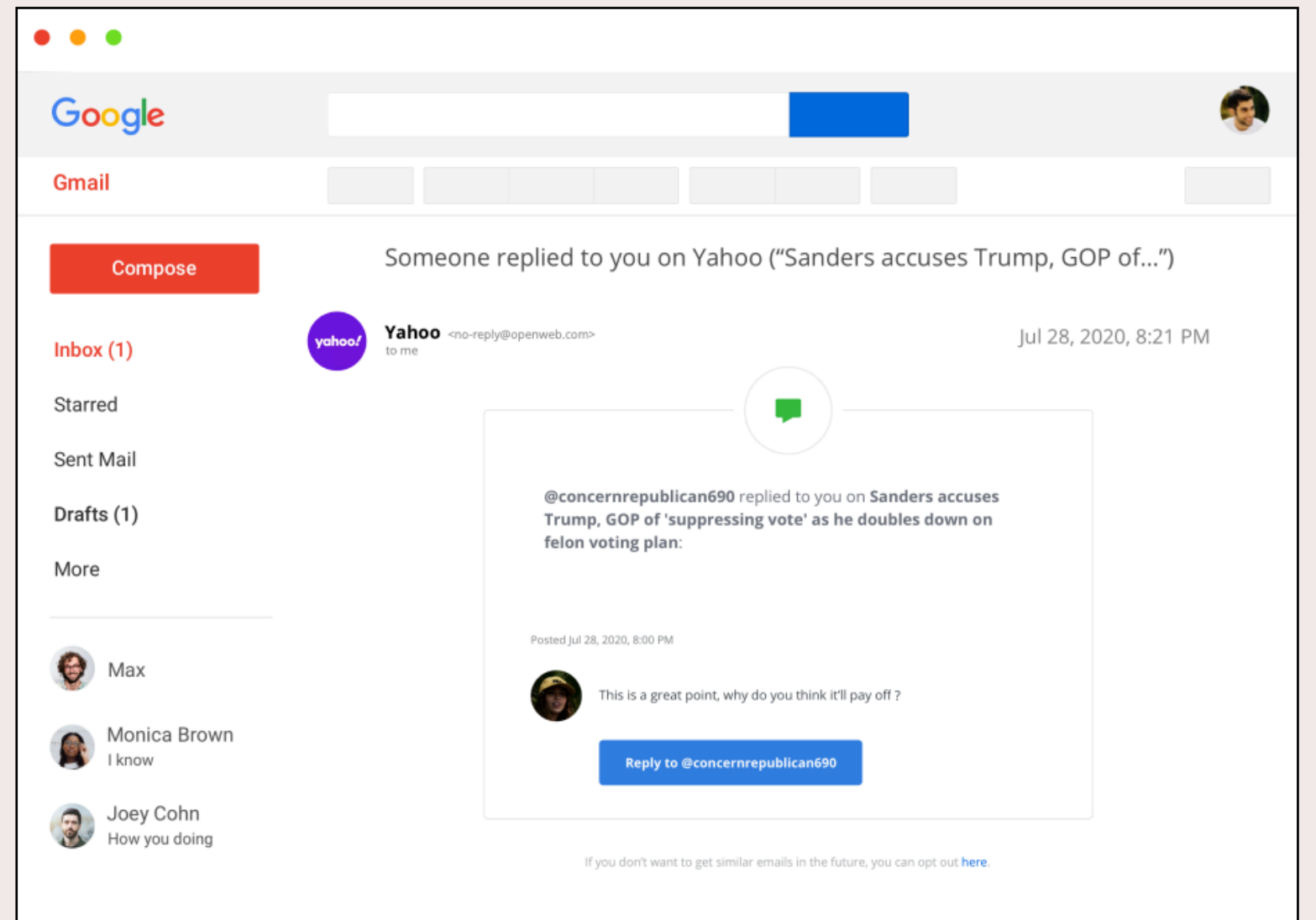
- To report a comment as inappropriate, select '**Report**' from the upper right corner of the comment you want to report. The reported comment will not be displayed in your view.
- To mute a user, select '**Mute**' from the upper right corner of the user's comment. Muting a user means you will not see their future actions. To reverse or manage your muted users, go to your profile settings.
- Be sure to read the publisher's Community Guidelines on their website to learn more about what they deem permissible within the Conversation.



Turn on Notifications

Keep up to date on new notifications from your community. Turning on notifications will give your status updates—including moderation decisions—on all of your messages.

- To get email notifications when your post gets a reply, is liked, and is @mentioned, turn on notifications within your profile.
- Check your notifications by selecting the bell icon on the top right part of the Conversation.



How was your commenting experience?

We would love your feedback on using our conversation platform

Have Feedback? Let Us Know!

Your feedback is important: we are always working to improve the OpenWeb platform. To submit feedback, use the “Feedback” button at the bottom of the Conversation. We can’t wait to hear from you!

Learn more about us at openweb.com
