

# SideBar – Group Listserv



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SideBar is an e-mail listserv tool that gives members the ability to communicate electronically with their group members. Each section, section executive committee, and committee has their own SideBar community. Members can post upcoming meeting notices, share documents and industry news, seek referrals, and much more. The listserv can function through e-mail or by logging into the online community. Members have control over their inbox and including the ability to set the frequency of messages they receive.

*Note: All Section Executive Committee members are also in the Section SideBar group. You don't need to send the same message to the EC and Section SideBar as EC members will receive the message twice.*

## **SideBar Online**

SideBar's online community stores previously sent messages and shared documents and allows members to send messages to the group.

Members can access their SideBar online community by visiting [sidebar.ctbar.org](http://sidebar.ctbar.org). The username and password is the same as the [ctbar.org](http://ctbar.org) account login credentials. After logging in, members can find their groups under Communities > My Communities.

Once on their SideBar community page, members will see previous discussions, shared documents, and a list of all the members in their group.

To start a new discussion, members can click on the "Add" button in the "Latest Discussion Post Posts" box. After the message is sent, group members will receive an e-mail with the new discussion post.

Group members can respond to the sender individually or the entire group using the corresponding buttons in the discussion post found on the SideBar community or in the e-mail.\*

For more information on using SideBar online, visit: [sidebar.ctbar.org/faq/help-online](http://sidebar.ctbar.org/faq/help-online).

## **SideBar E-mail**

Members can send and respond to SideBar messages through their e-mail without visiting the SideBar online community.

A group's SideBar e-mail address is available on the group page at [ctbar.org/groups](http://ctbar.org/groups) and is only available to group members. In order to send a SideBar message through e-mail, the member must use the e-mail address associated with their CBA account to send to the group SideBar.

Once a SideBar message is sent, all group members will receive an e-mail containing the message. Members can respond to the entire group by replying to the e-mail or using the “Reply to Group” button in the message. **\*In order to respond to the sender only, members must use the “Respond to Sender” button.**

If a SideBar message is forwarded to someone not in the group, the attachments in the e-mail cannot be accessed.

For more information on using SideBar via e-mail visit: [sidebar.ctbar.org/faq/help-email](http://sidebar.ctbar.org/faq/help-email).

### **Editing Your Notification Settings**

Each time a SideBar message is sent, a group member will receive an e-mail. Members can change the amount and frequency of SideBar e-mails by editing their notification settings.

To Edit the Notification Settings:

1. Sign in to [sidebar.ctbar.org](http://sidebar.ctbar.org).
2. Click on the triangle next to the member’s profile photo or avatar in the upper right-hand corner of the webpage and click on the “Communities” button.
3. On the “My Account” tab, choose "Community Notifications" from the drop-down menu.
4. Under “Notification Settings,” select the desired e-mail delivery preference.

E-mail Delivery Options:

- Real Time: receive an e-mail every time a new message is posted.
- Daily Digest: receive one e-mail each day, consolidating all of the posts from the previous day.
- Real Time Plain Text: receive an e-mail every time a new message is posted in a plain text e-mail format.
- No E-mail: allows members to be part of the group without receiving e-mails. Members can still access discussions and post messages by navigating to the group page at [sidebar.ctbar.org](http://sidebar.ctbar.org).

\*\* Member can opt to receive a summary of the e-mail in a consolidated daily or weekly digest by checking the appropriate box on the right-hand side.

### **SideBar Questions**

To learn more about SideBar, visit [sidebar.ctbar.org/faq/help-faq](http://sidebar.ctbar.org/faq/help-faq).

Contact Corrine King, CBA database administrator and communications associate, at [cking@ctbar.org](mailto:cking@ctbar.org), with any SideBar question.