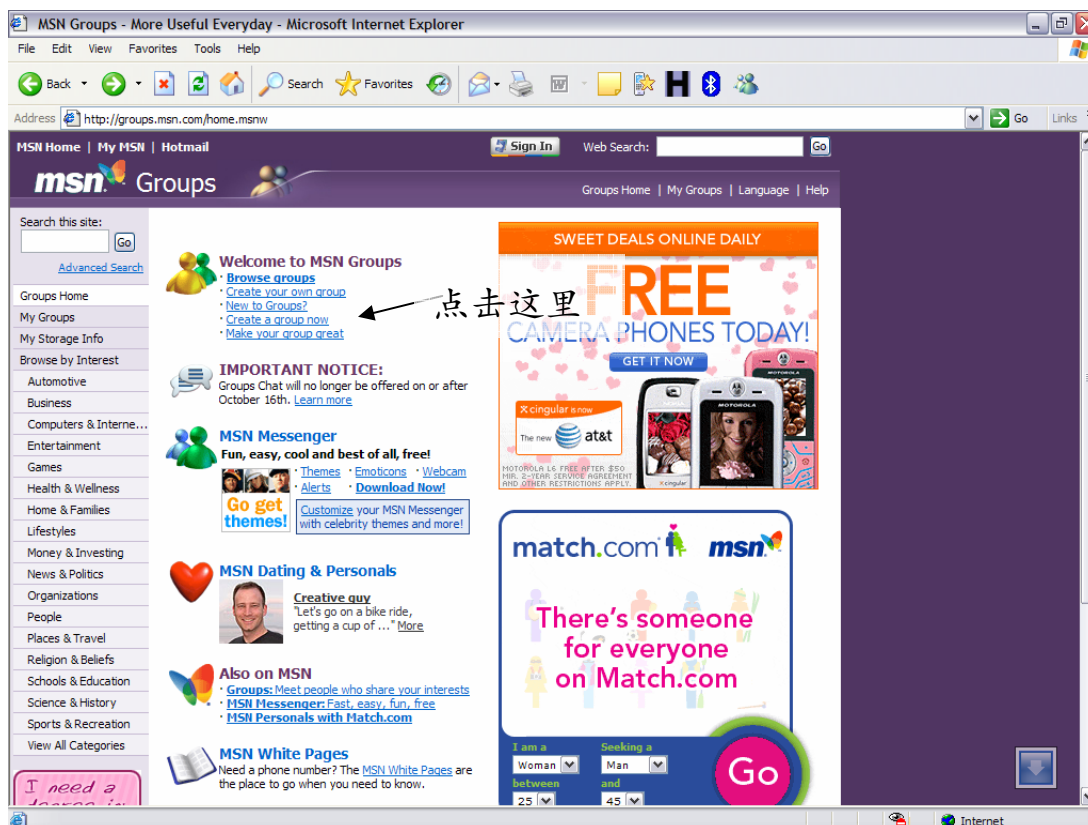


## **Setting up of MSN Groups HOWTO**

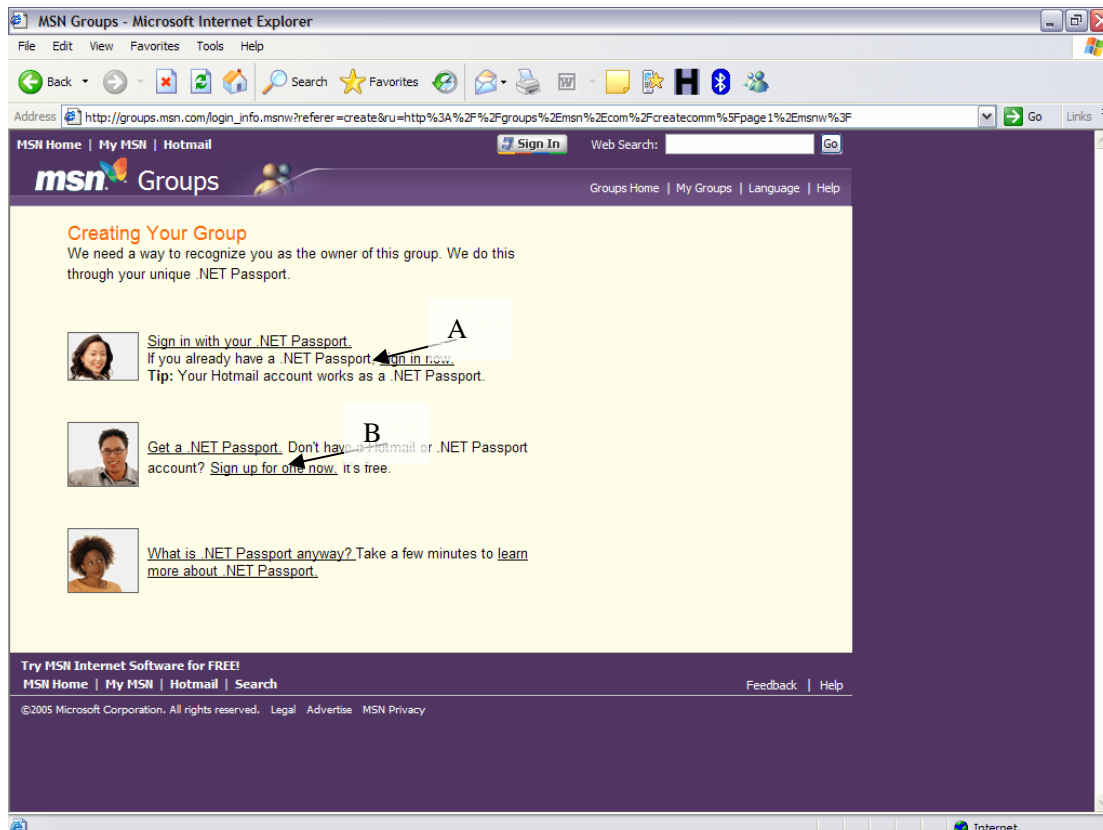
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## A. 创建 MSN Groups 网上论坛

1. 浏览至 <http://groups.msn.com>, 点击 “Create your own group”。

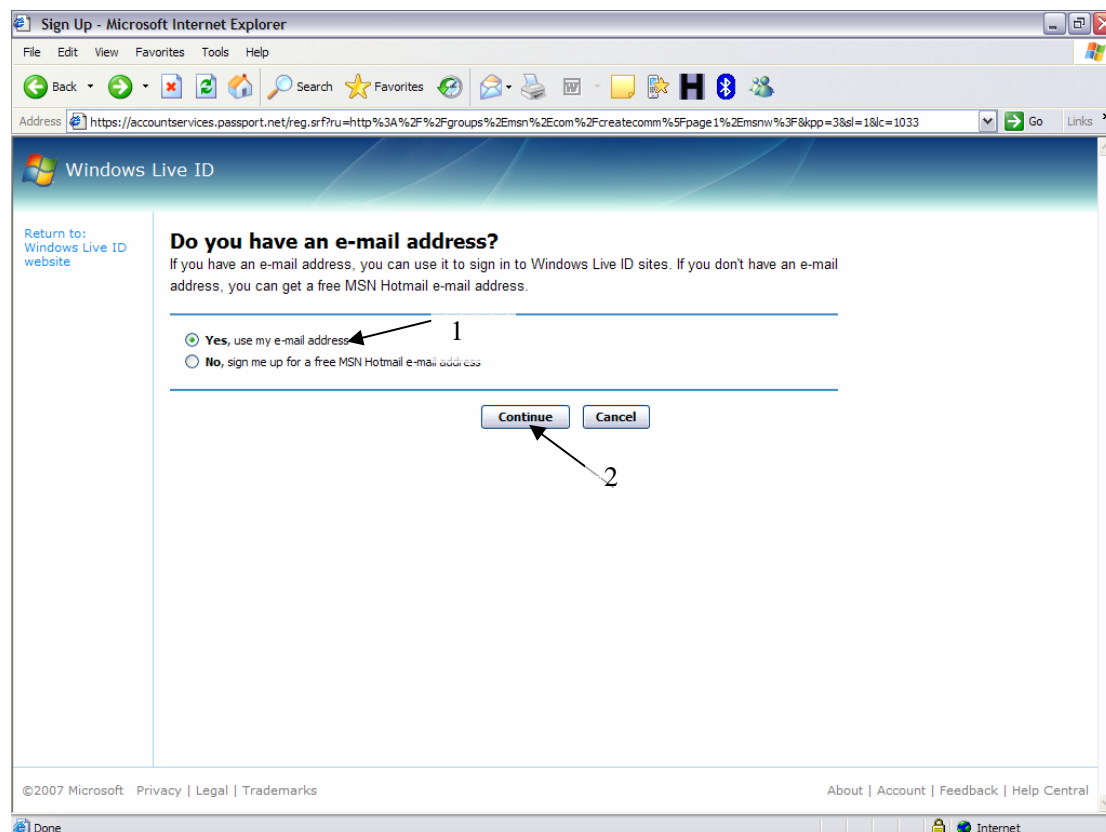


2. 若你拥有 “.NET Passport” 可点击(A), 否则请点击(B)

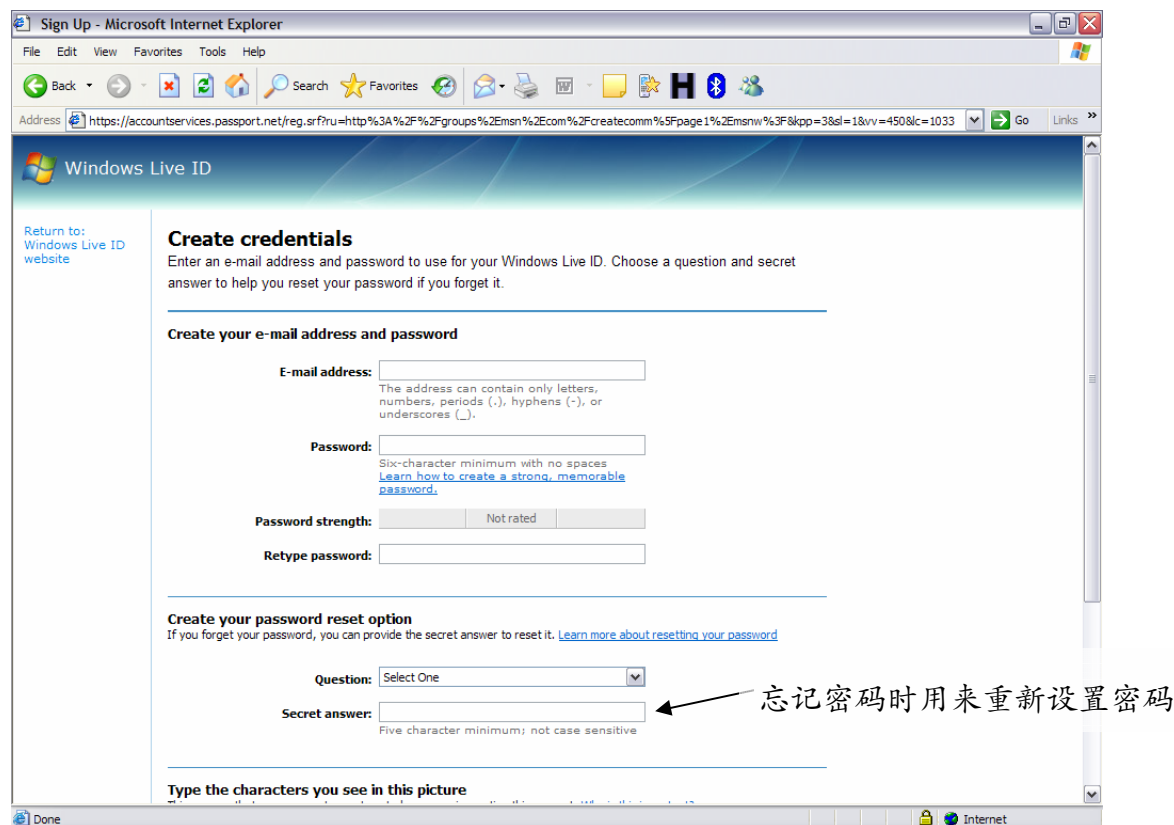


假设你需要申请“.NET Passport”：

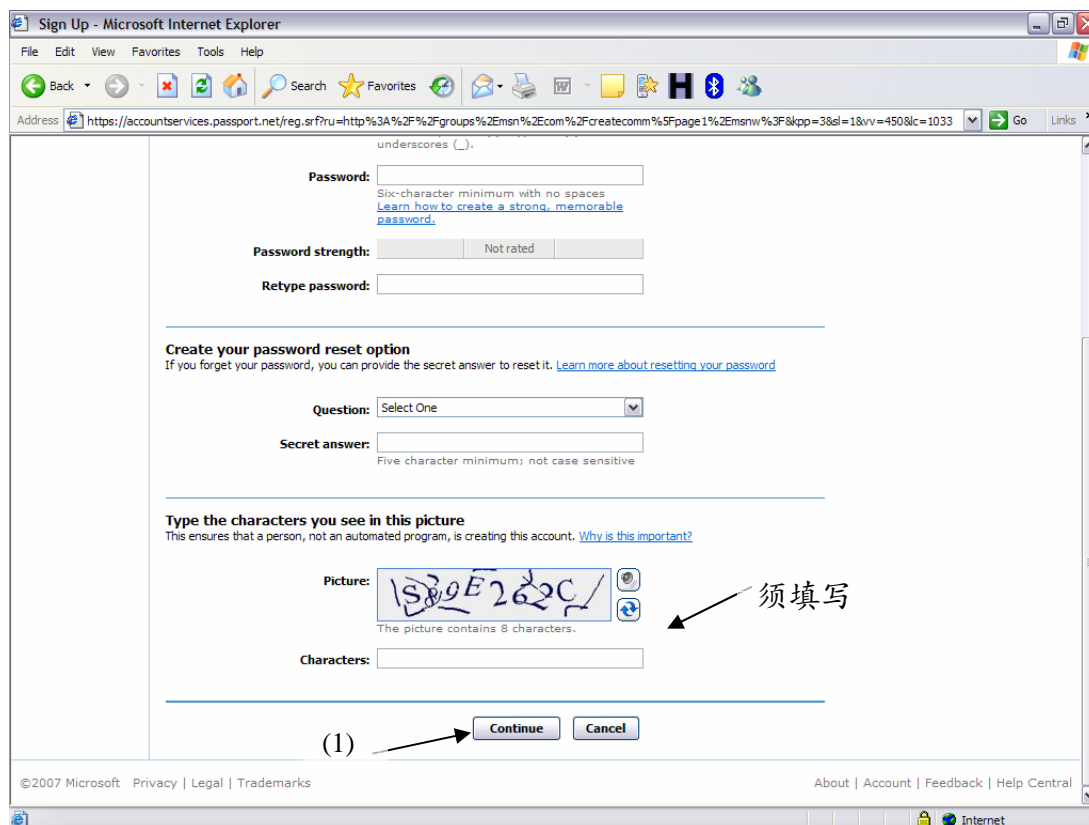
3. 使用您已拥有的电邮户头（如: MyEdumail），点击(1)，然后点击(2)继续。



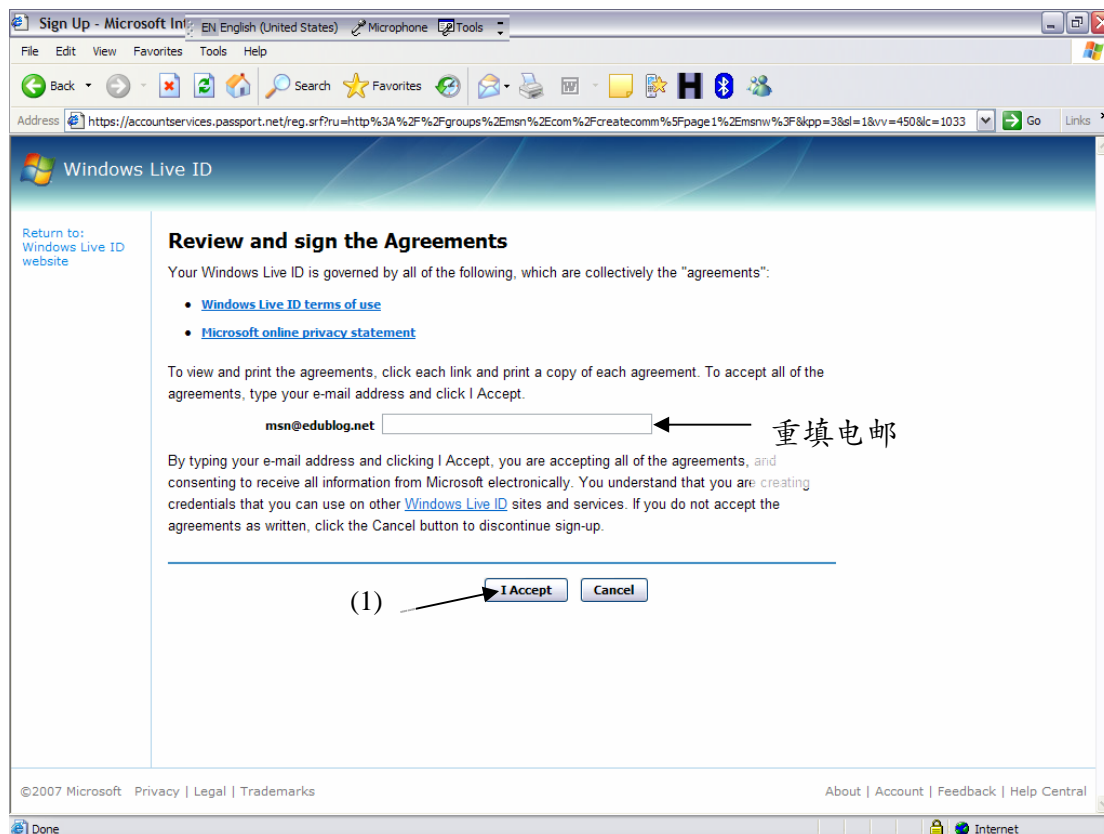
4a. 填妥所有项目。密码长度须是6位数或以上。



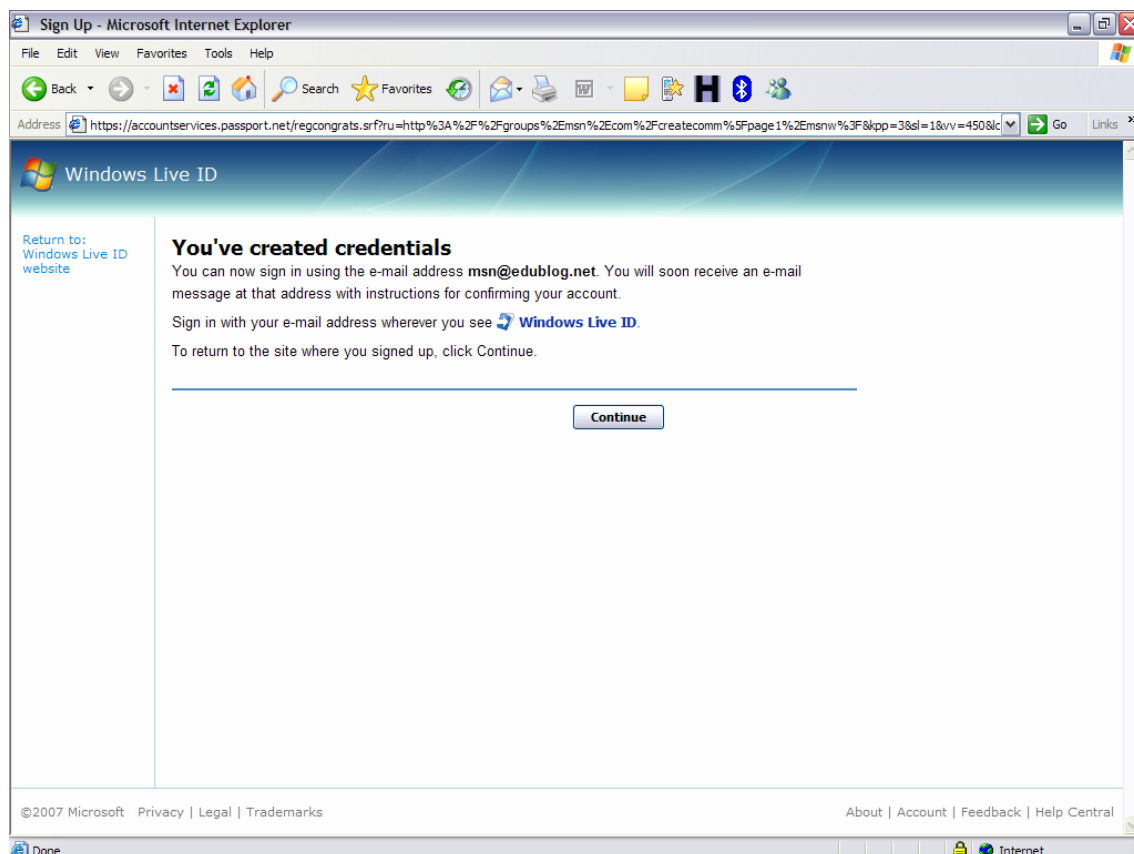
4b. 填写网络保安密码，再点击(1)。



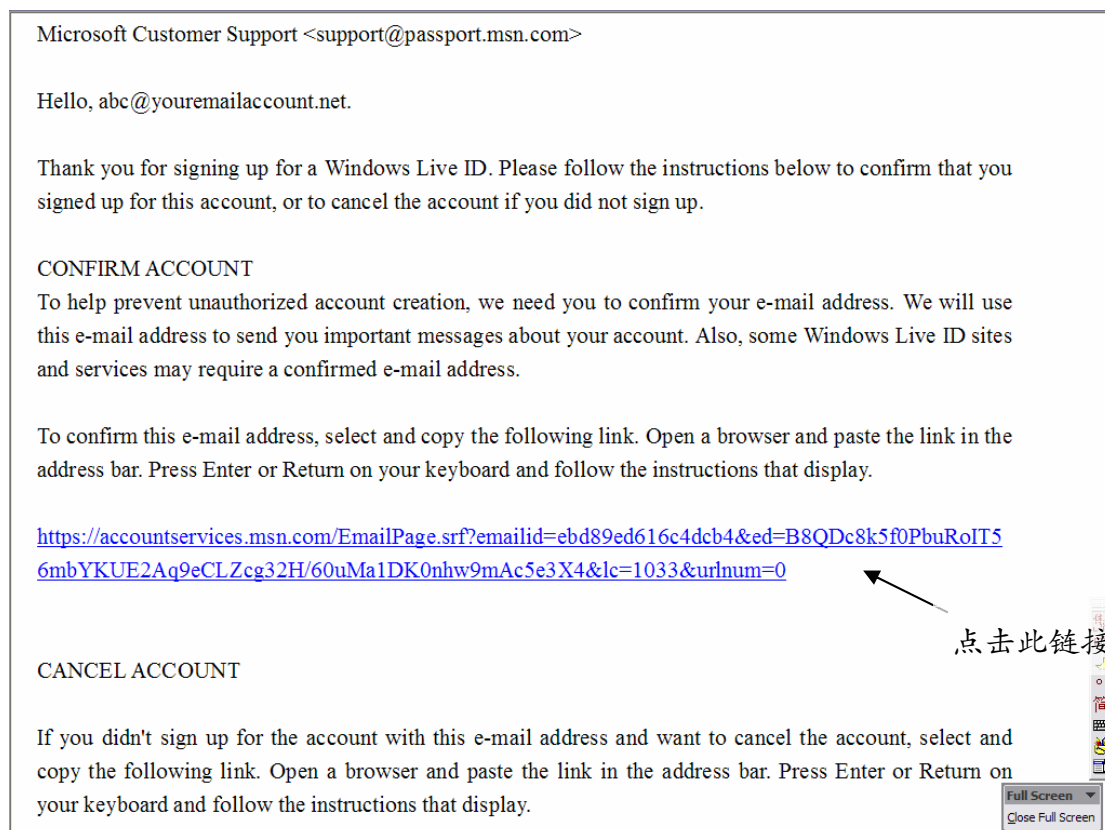
5. 重复输入您的电邮，然后点击(1)。



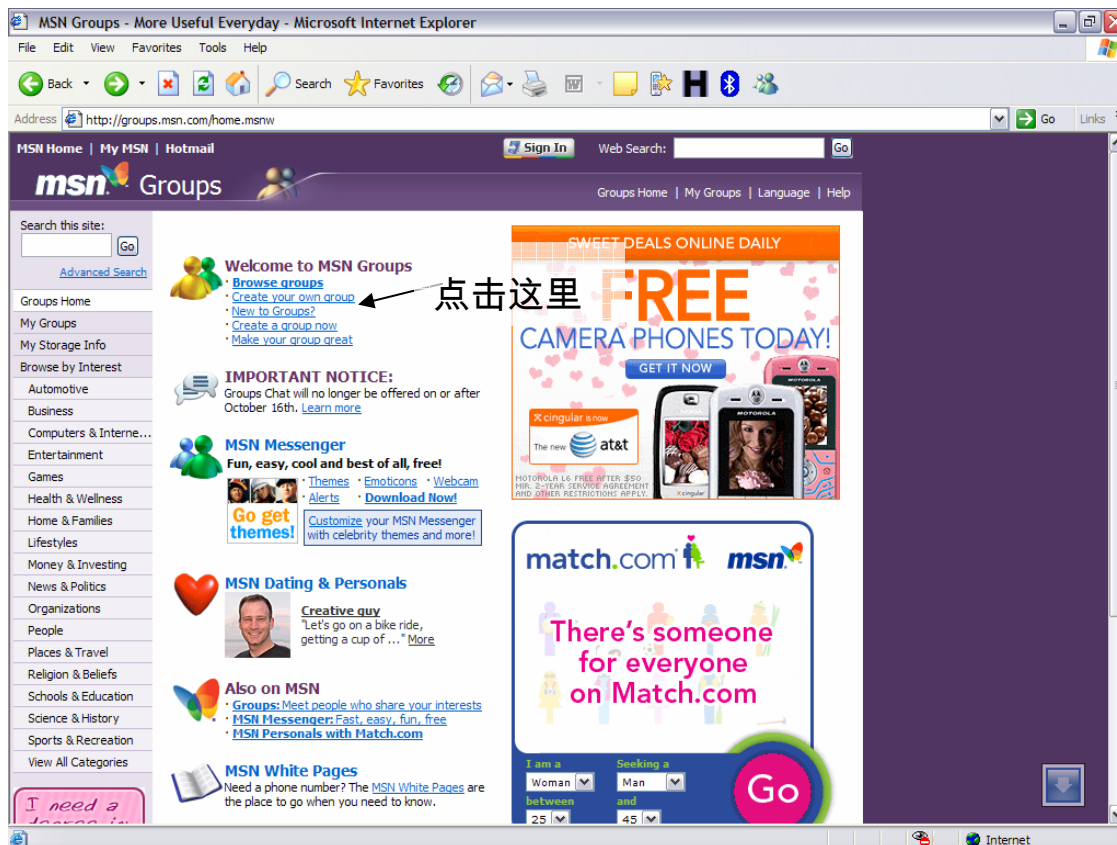
6. 一切顺利，您将来到以下页面。



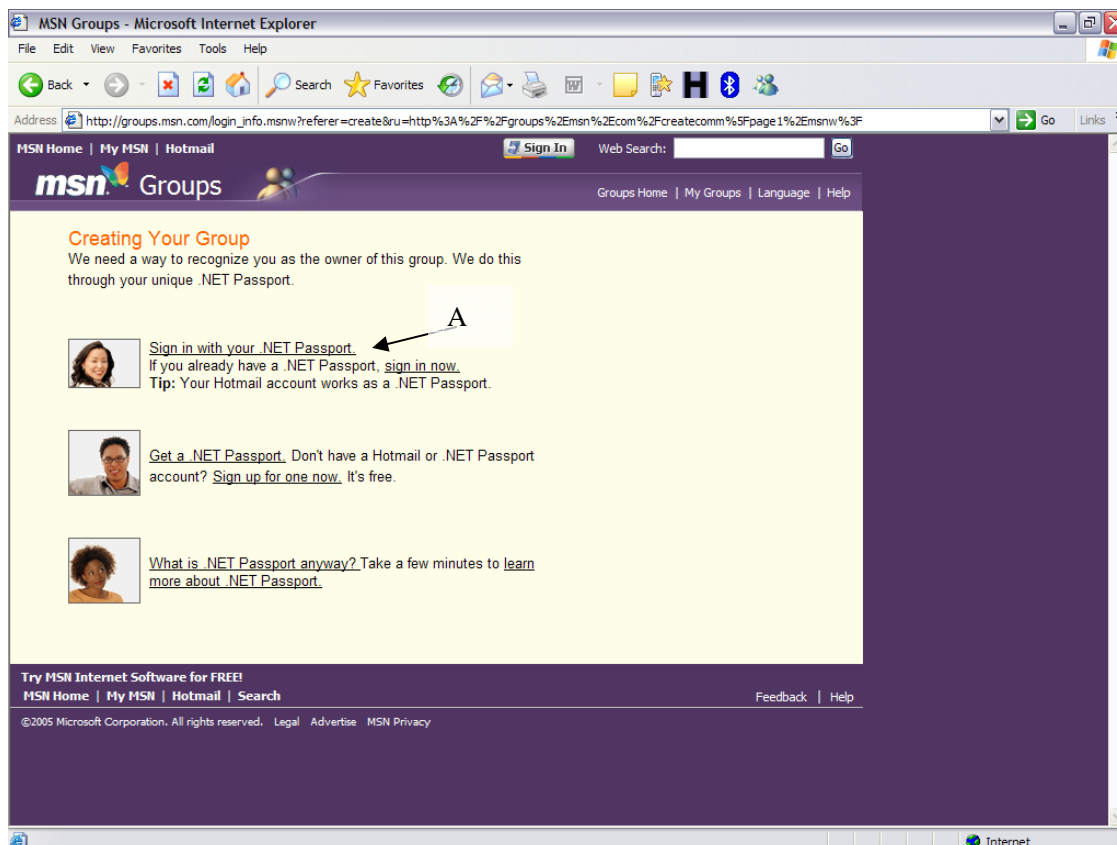
7. 查阅电邮，寻找一则“Confirm your e-mail address for Windows Live ID”，点击其中的链接以激活账号。



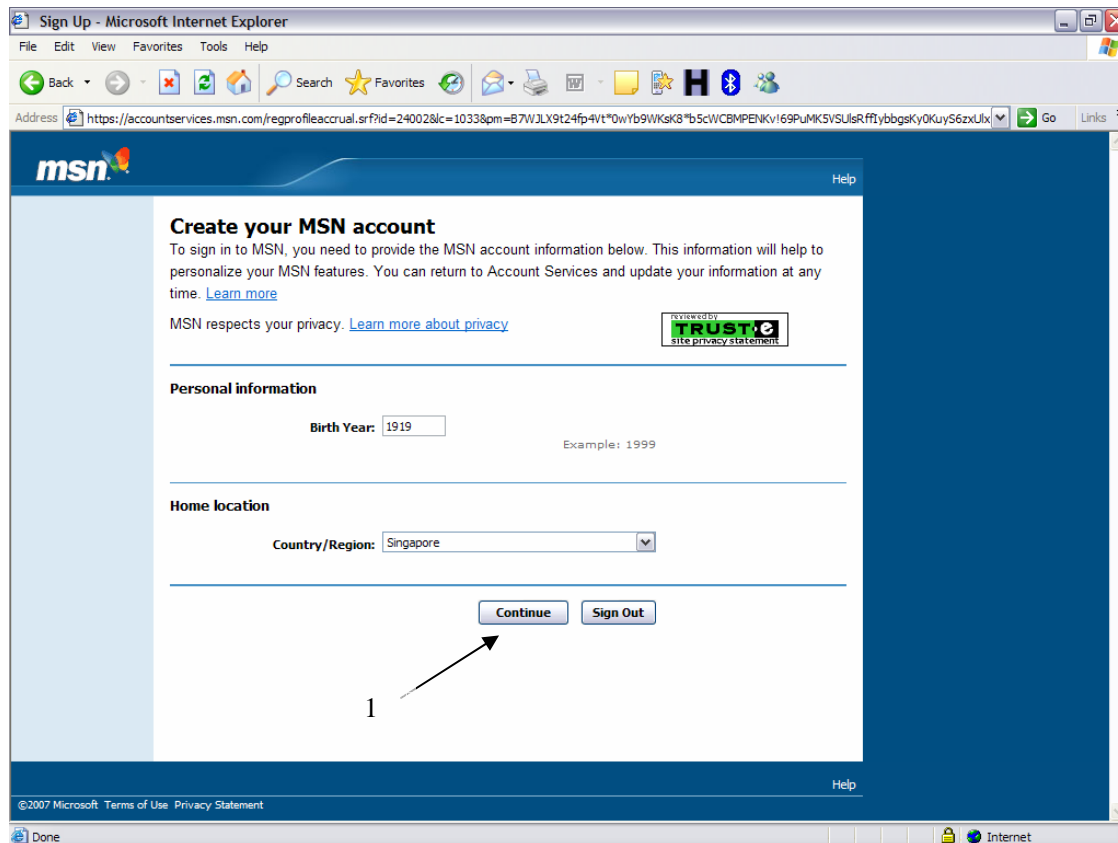
8. 回到 <http://groups.msn.com>, 点击 “Create your own group”。



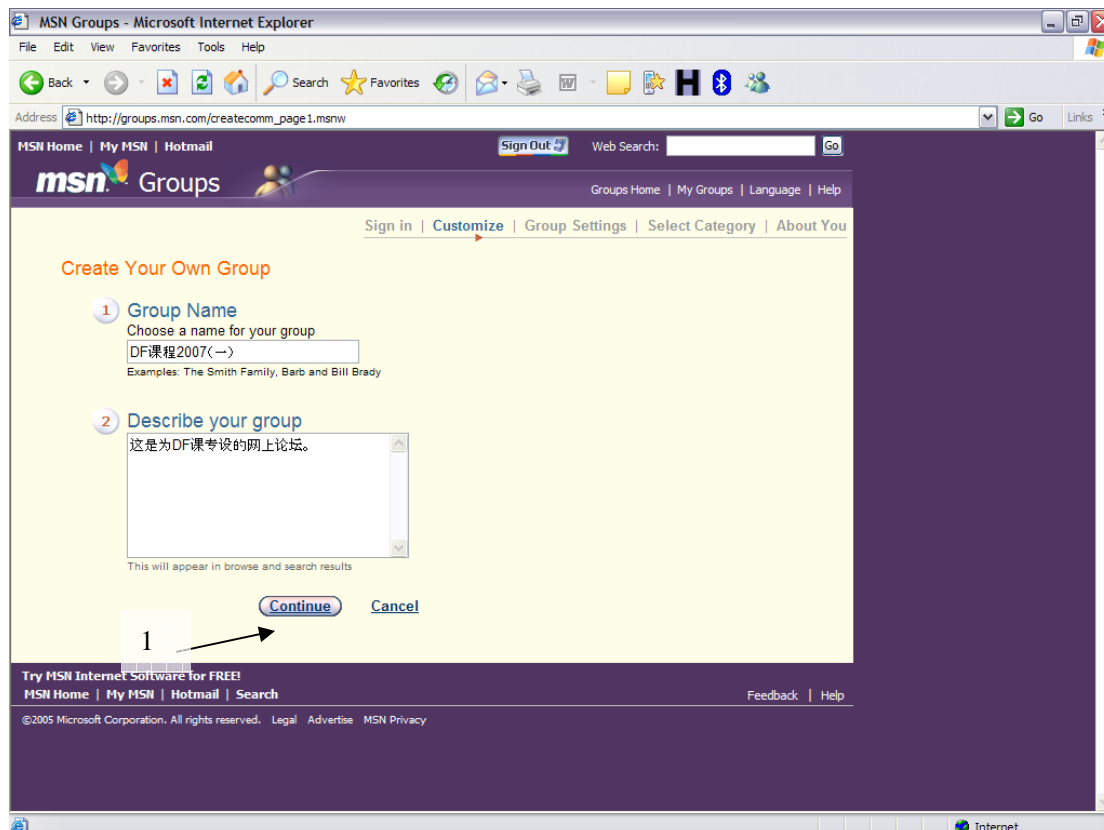
9. 点击 (A)。



10. 填妥所有项目，再点击 (1)。

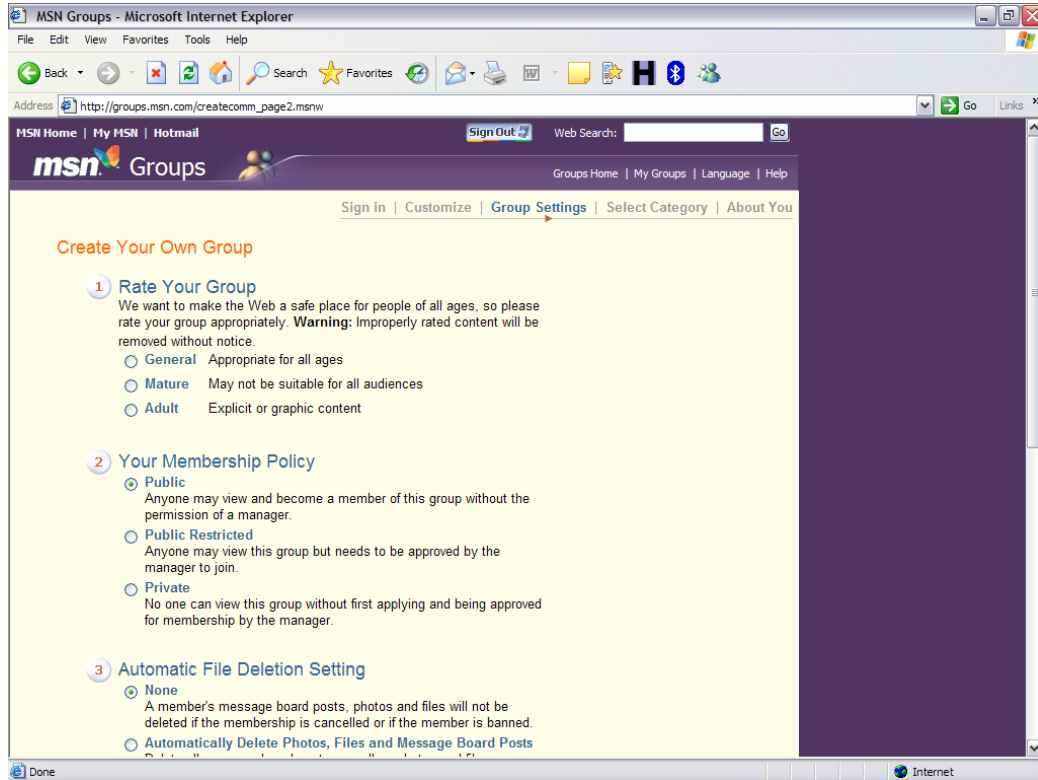


11. 填妥所有项目，再点击 (1)。

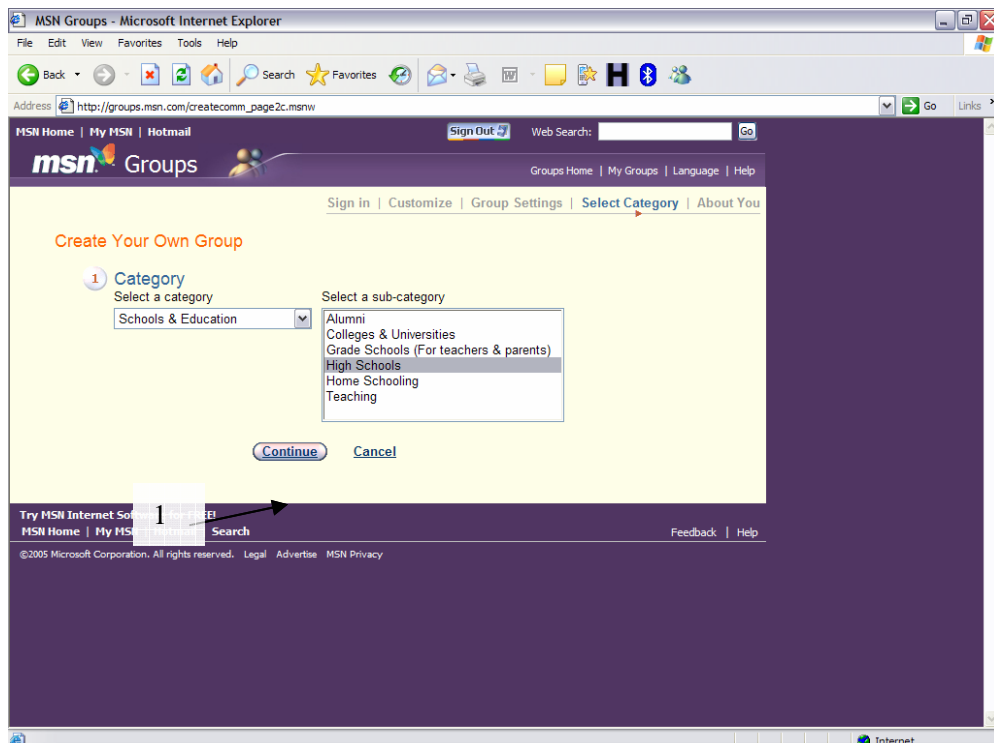


12. 填妥所有项目，再点击“Continue”。

1. Rate your group: “General”
2. Your membership policy: “Public Restricted”
3. Automatic File Deletion Setting: “None”
4. Group Moderation: “Unmoderated”
5. Directory Listing: “Unlisted”
6. Preferred Language: “Chinese (Simplified)”



13. 选择“Schools and Education”，及“High Schools”，再点击(1)。





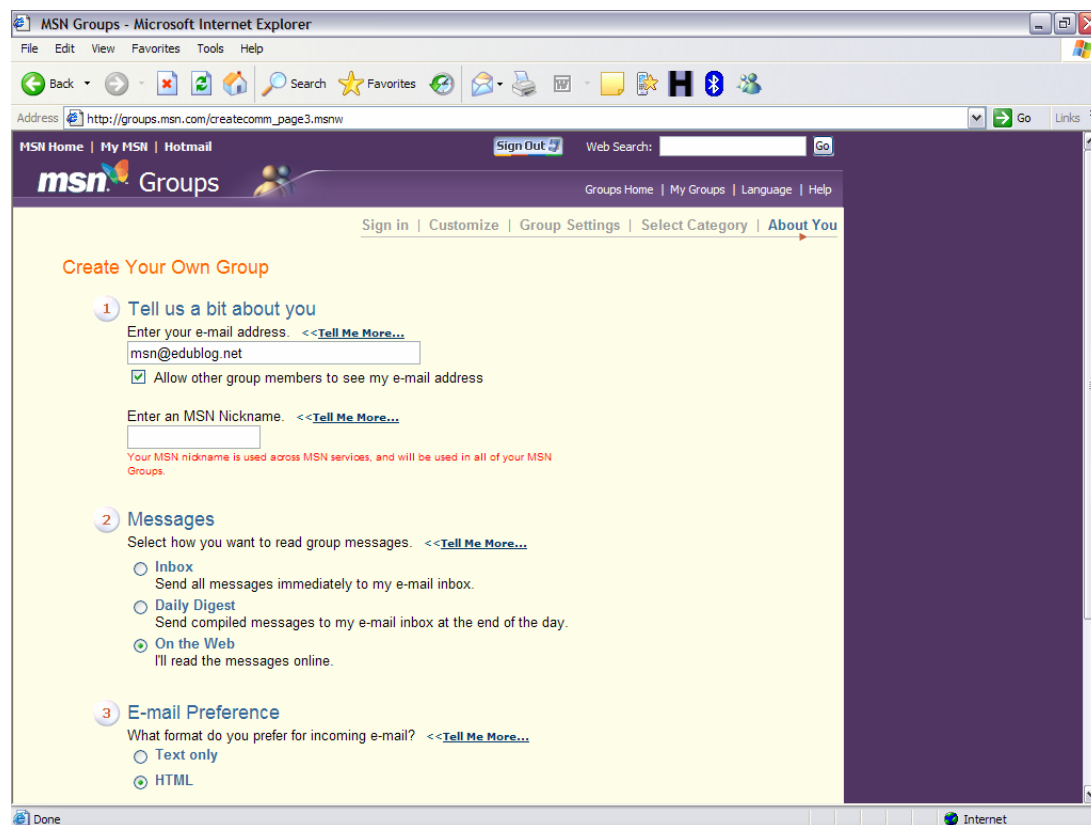
14. 填写所有项目，再点击“Create my group!”。

1. Tell us a bit about you – Enter an MSN Nickname: 选择并输入昵称

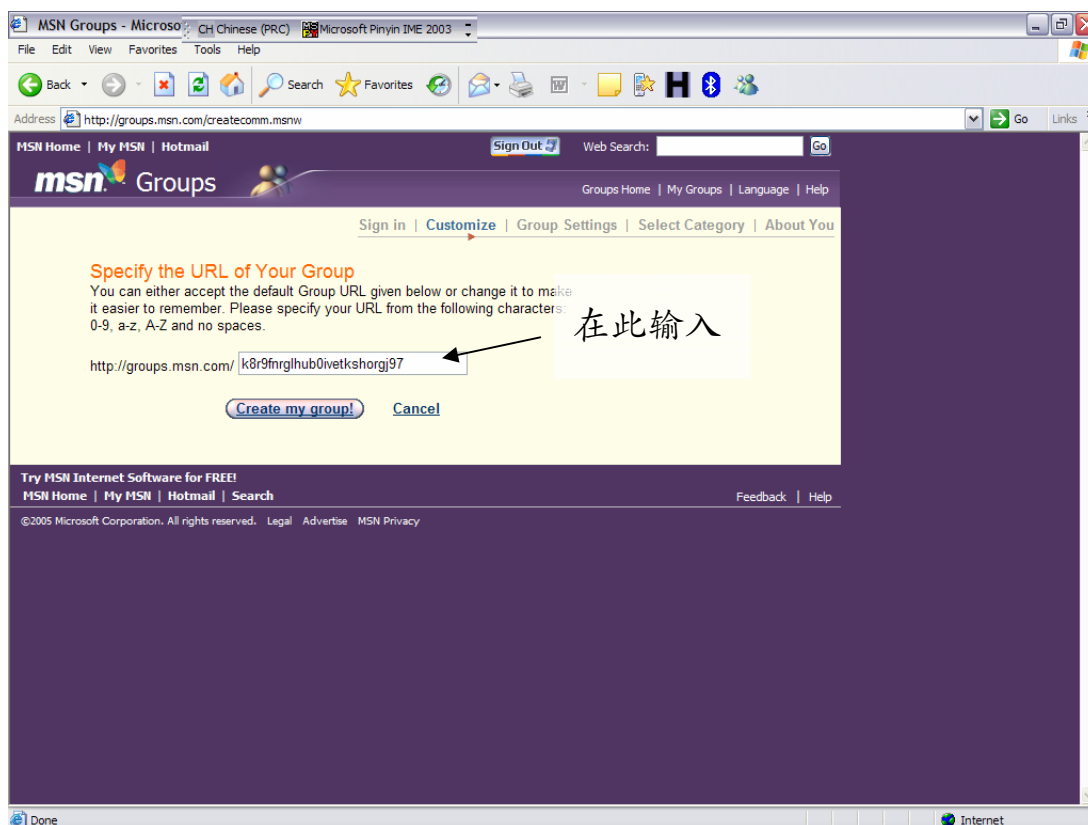
2. Messages: “On the Web”

3. Email Preferences: “HTML”

4. Code of Conduct: 在“I accept”旁打勾

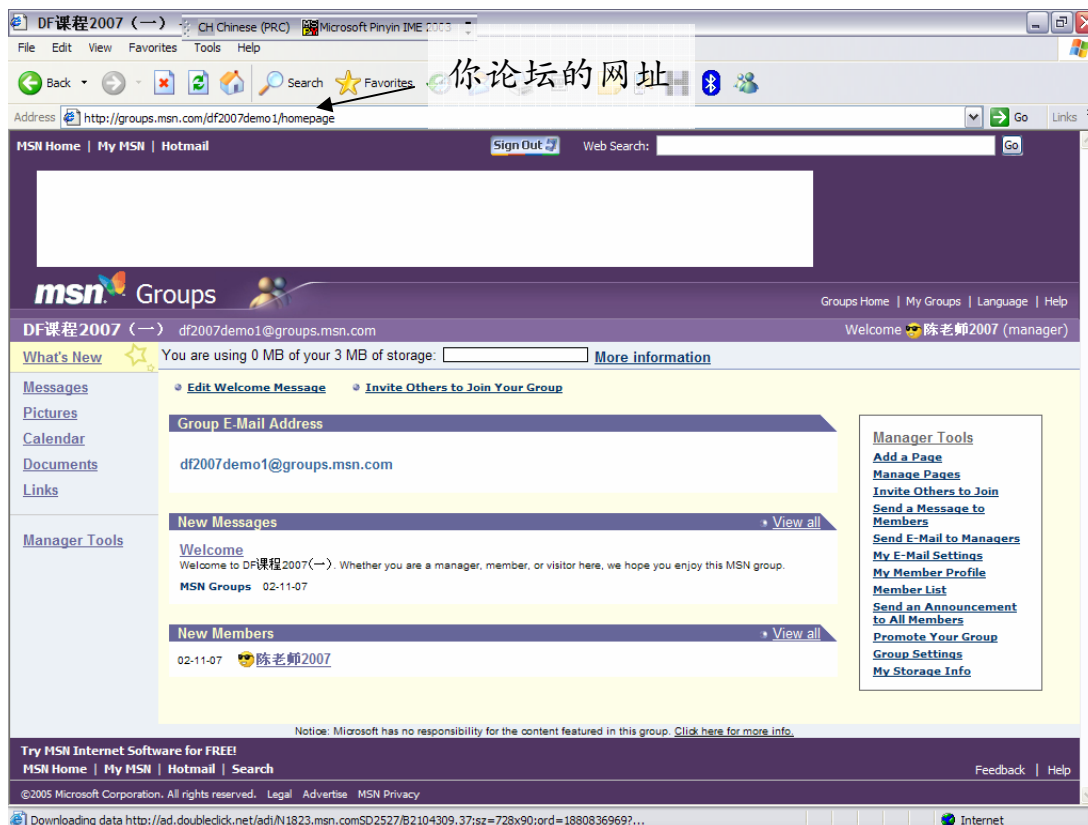


## 15. 选择并输入论坛网址。



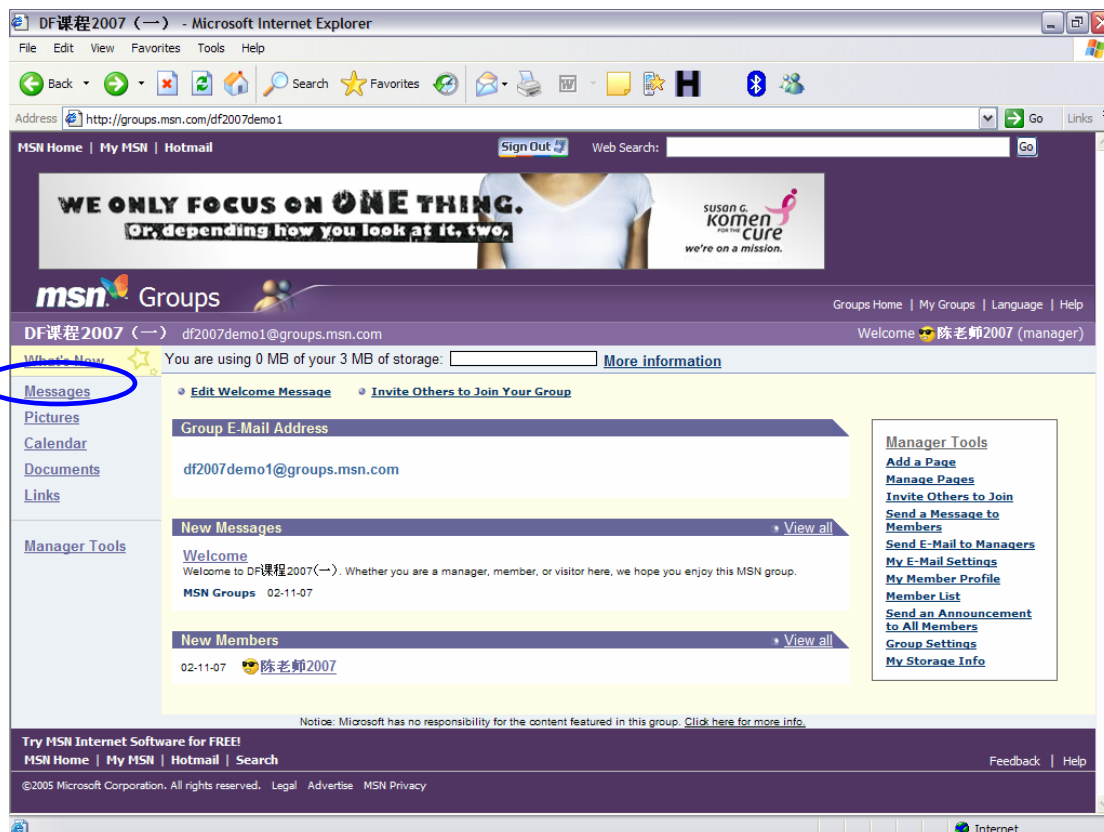
## 16. 恭喜你！你已成功创建你个人的 MSN Groups 网上论坛了！

你论坛的网址是：<http://groups.msn.com/>\_\_\_\_\_

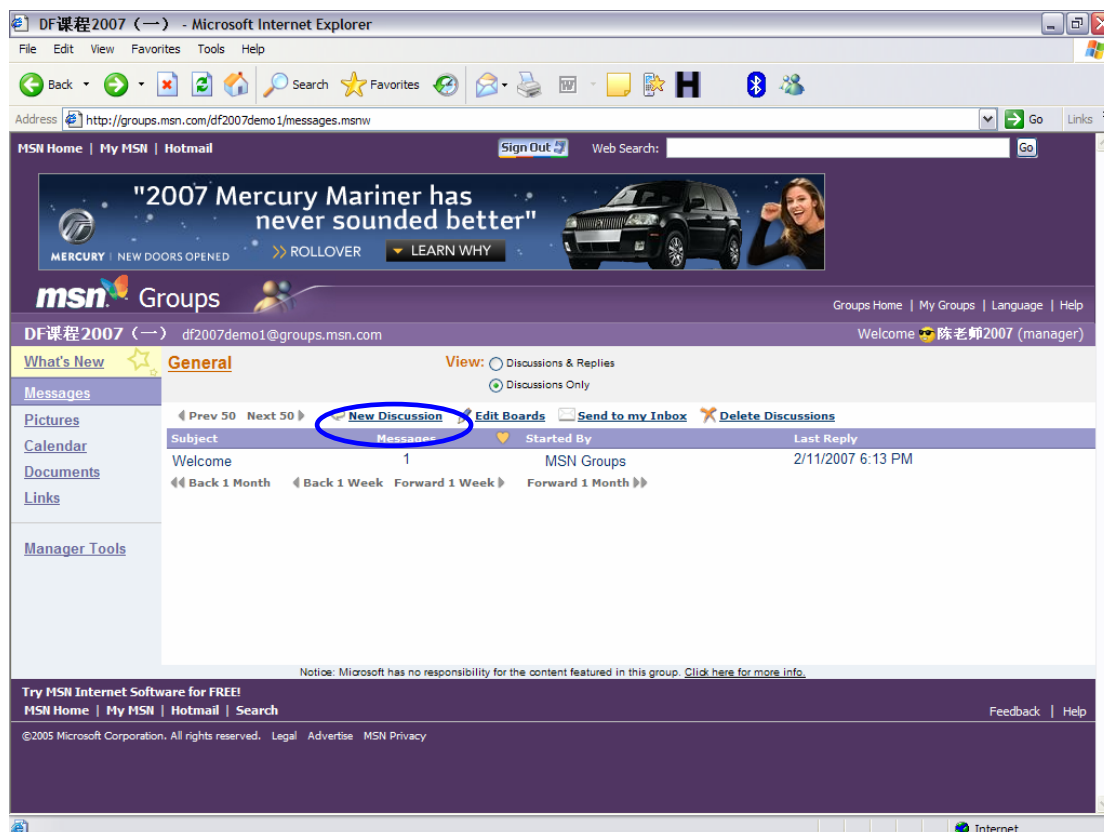


## B. 如何展开讨论

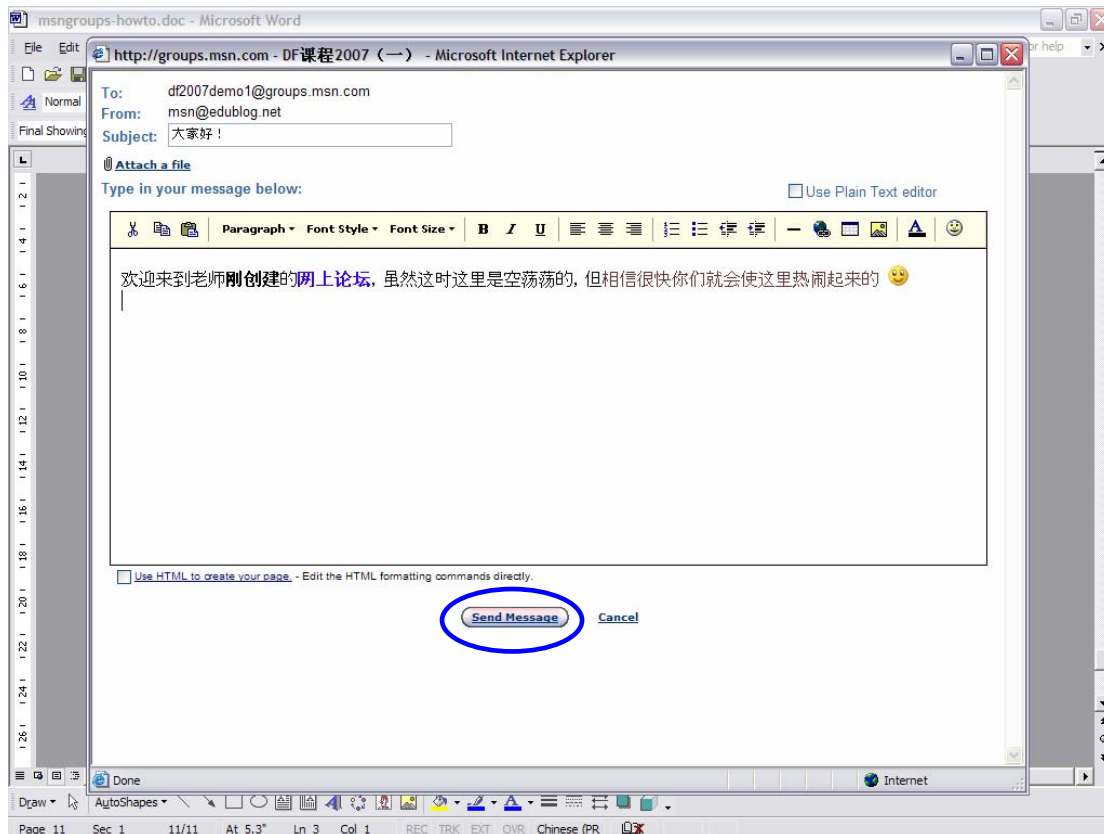
### 1. 点击“Messages”。



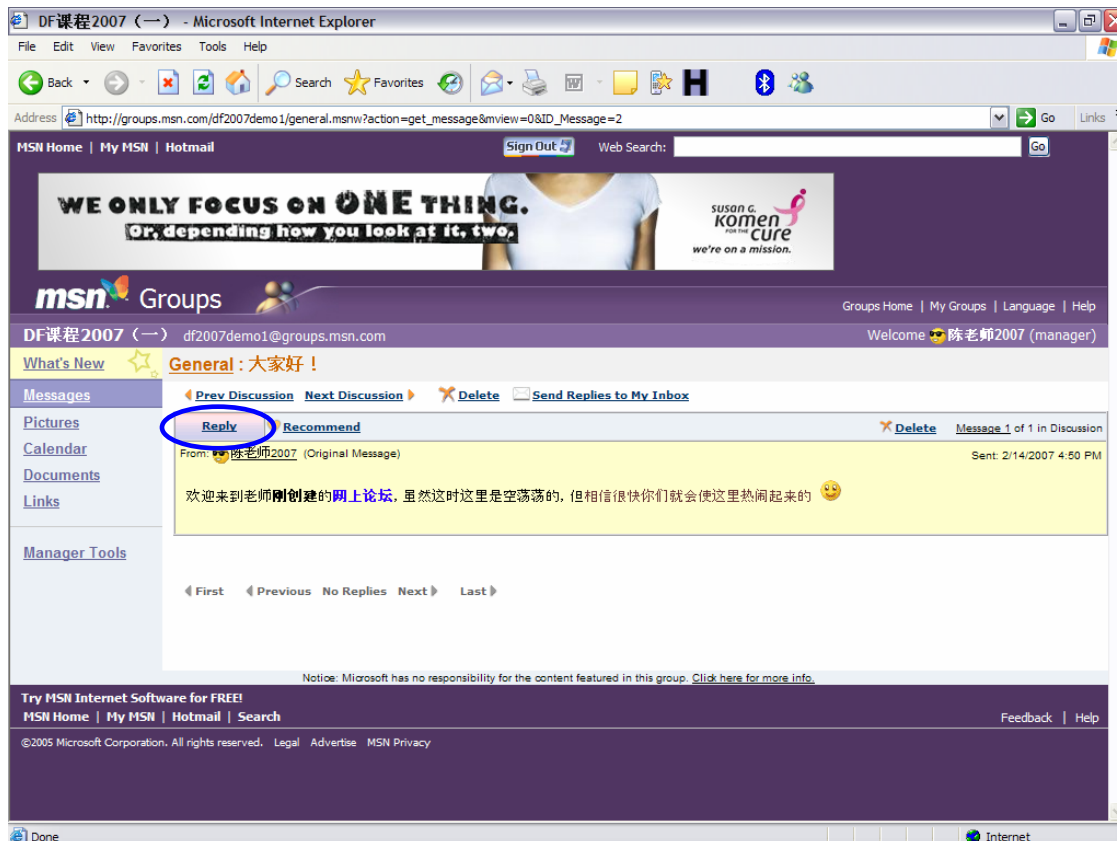
### 2. 点击“New Discussion”。



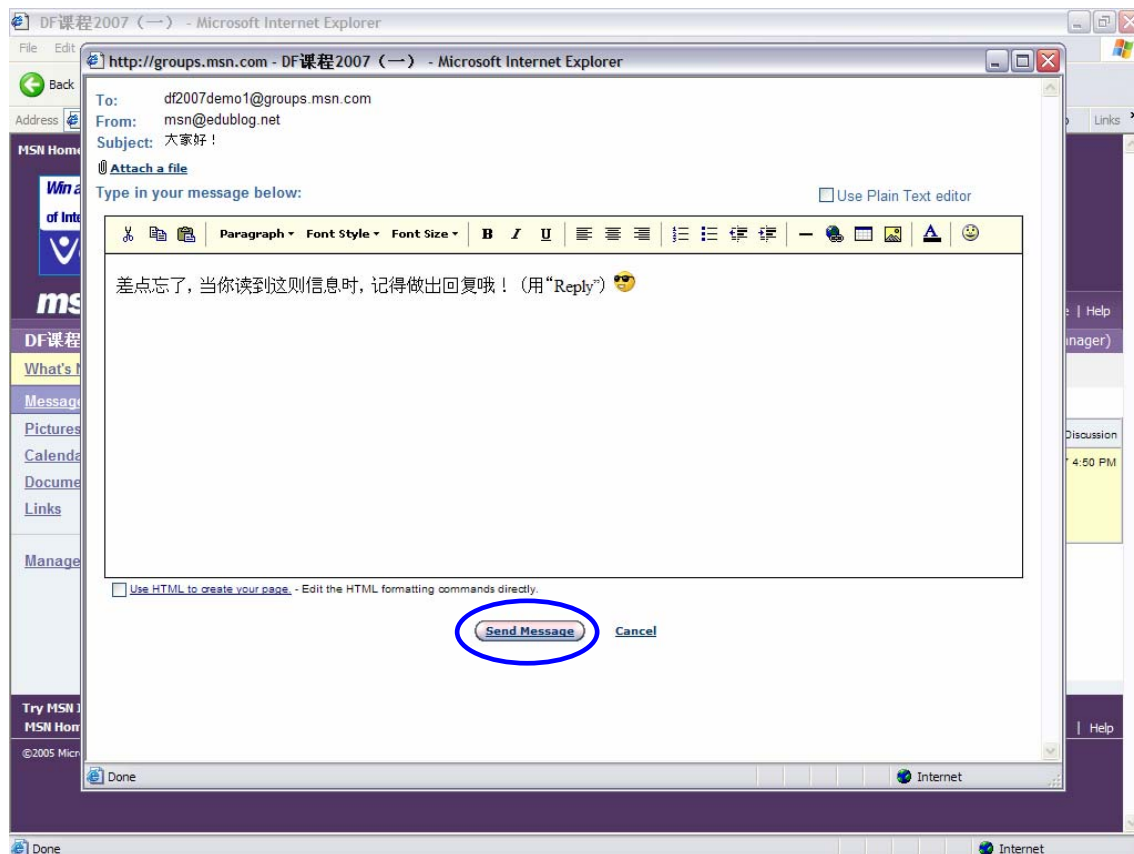
3. 在以下新建的窗口中，输入标题和内容，然后点击“Send Messages”。



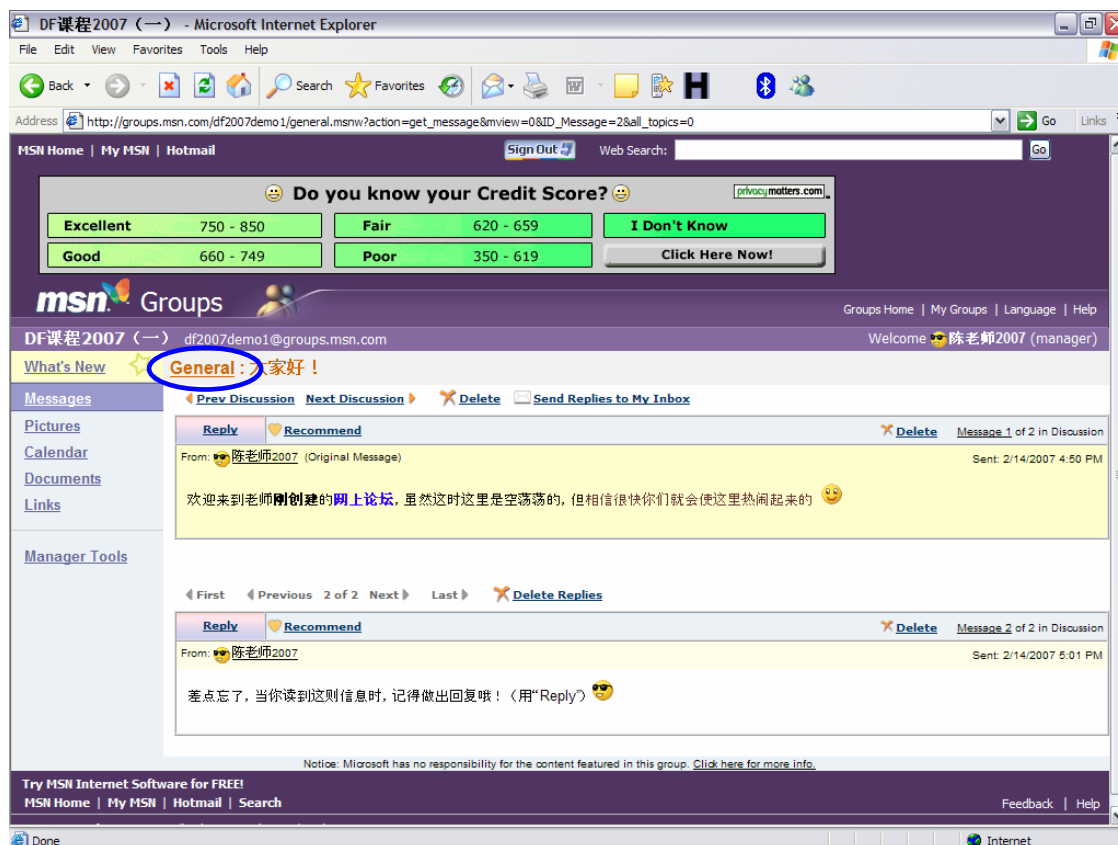
4. 成功了! 点击“Reply”以做出回复。



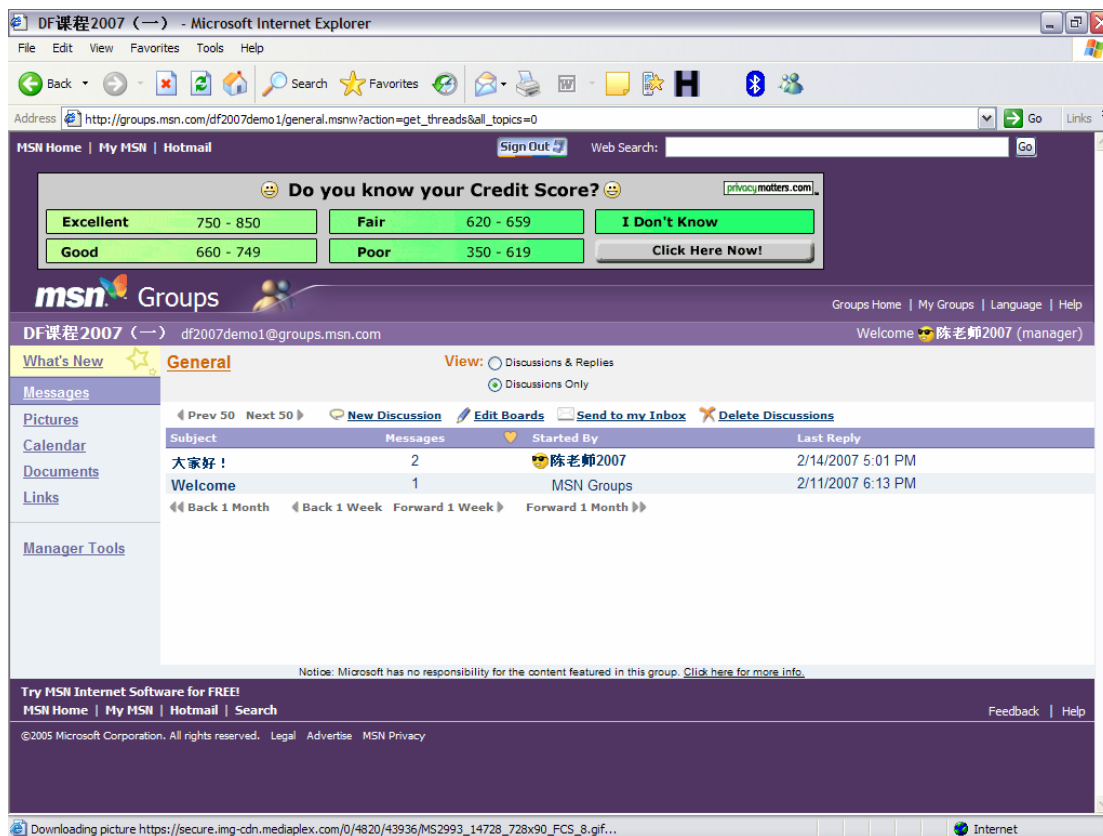
5. 在以下新建的窗口中，输入内容，然后点击“Send Messages”。



6. 你已成功做出回复! 点击“General”以回到主页。

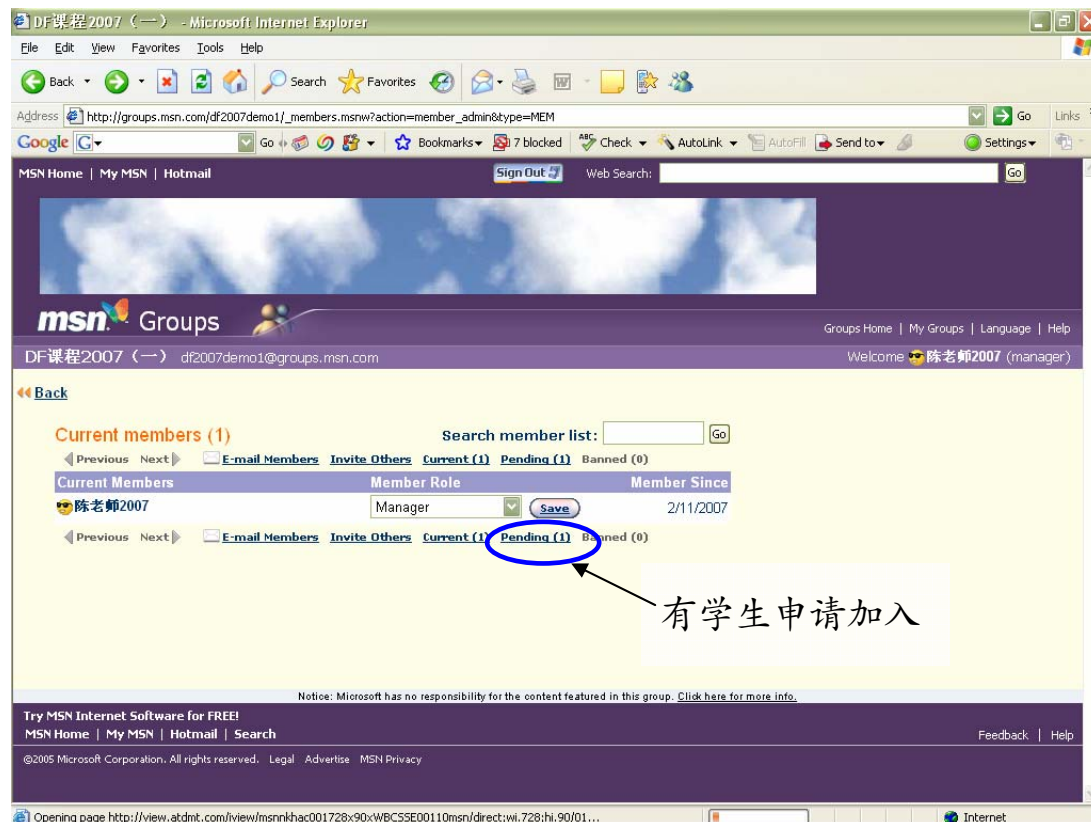


7. 回到主页，你能够看到新创建的话题，以及回复的总数。凡是带**粗体**的字，表示这里边有你未曾读过的内容。

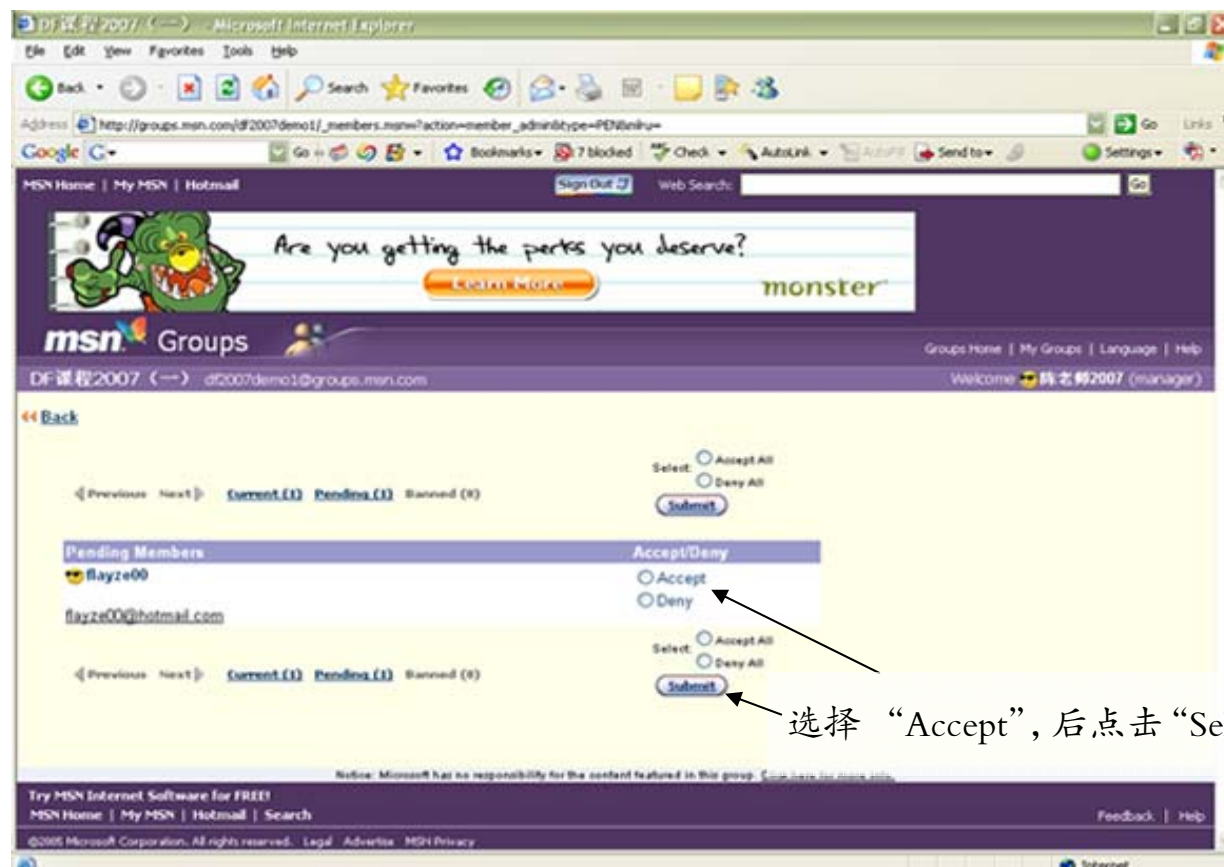


## C. 管理员工具箱 Manager Tools

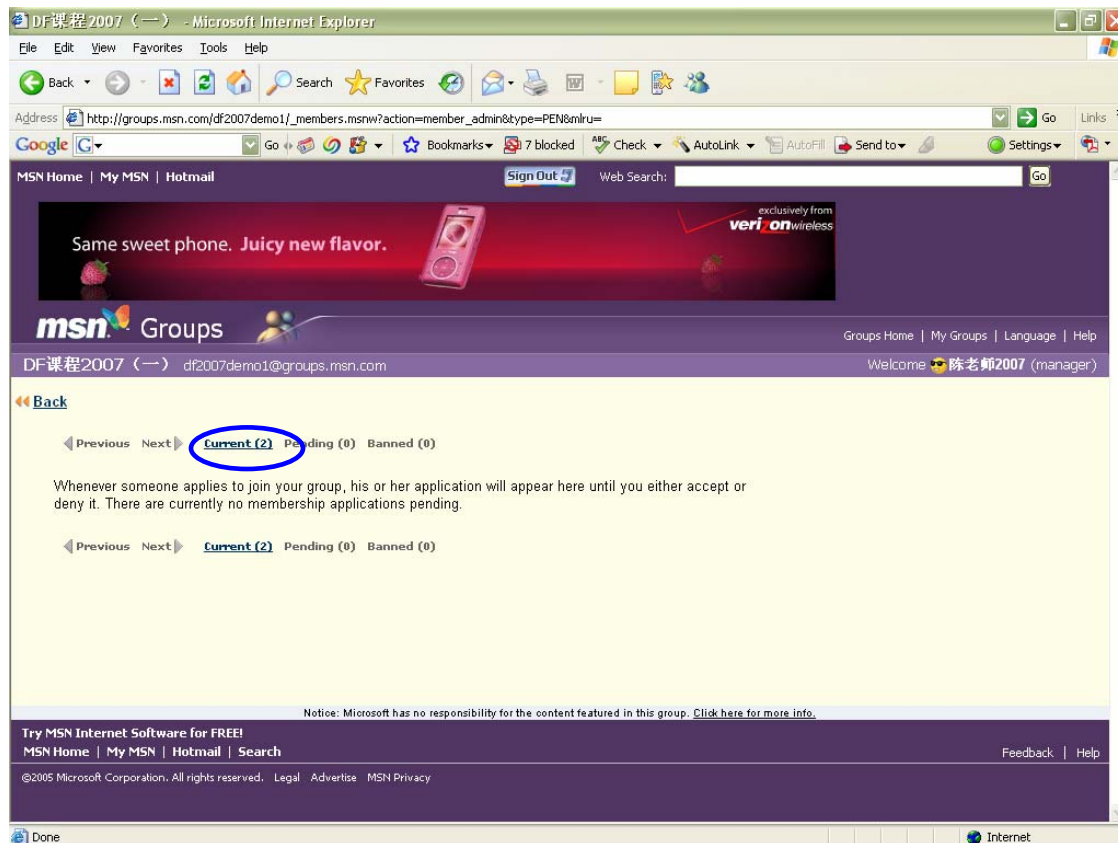
### 1. Member List: 用来处理会员事务



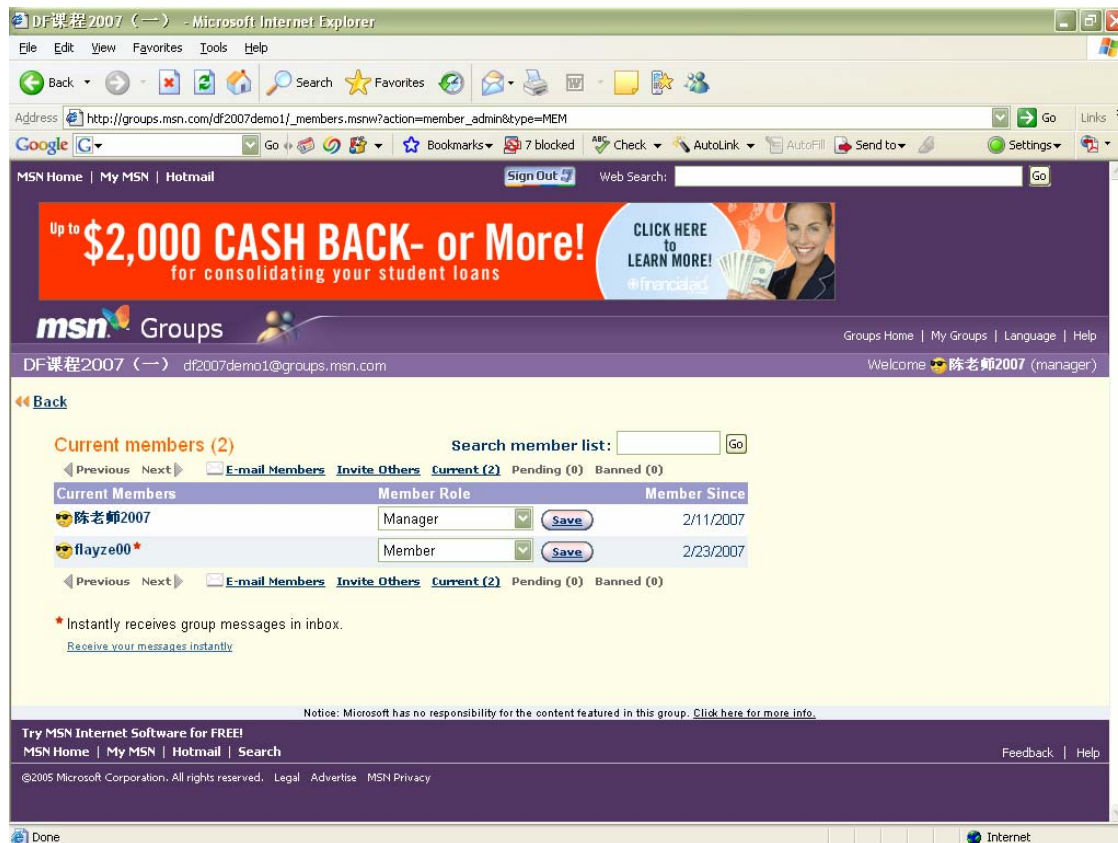
若要批准会员：



批准后会员总人数会相应增加：

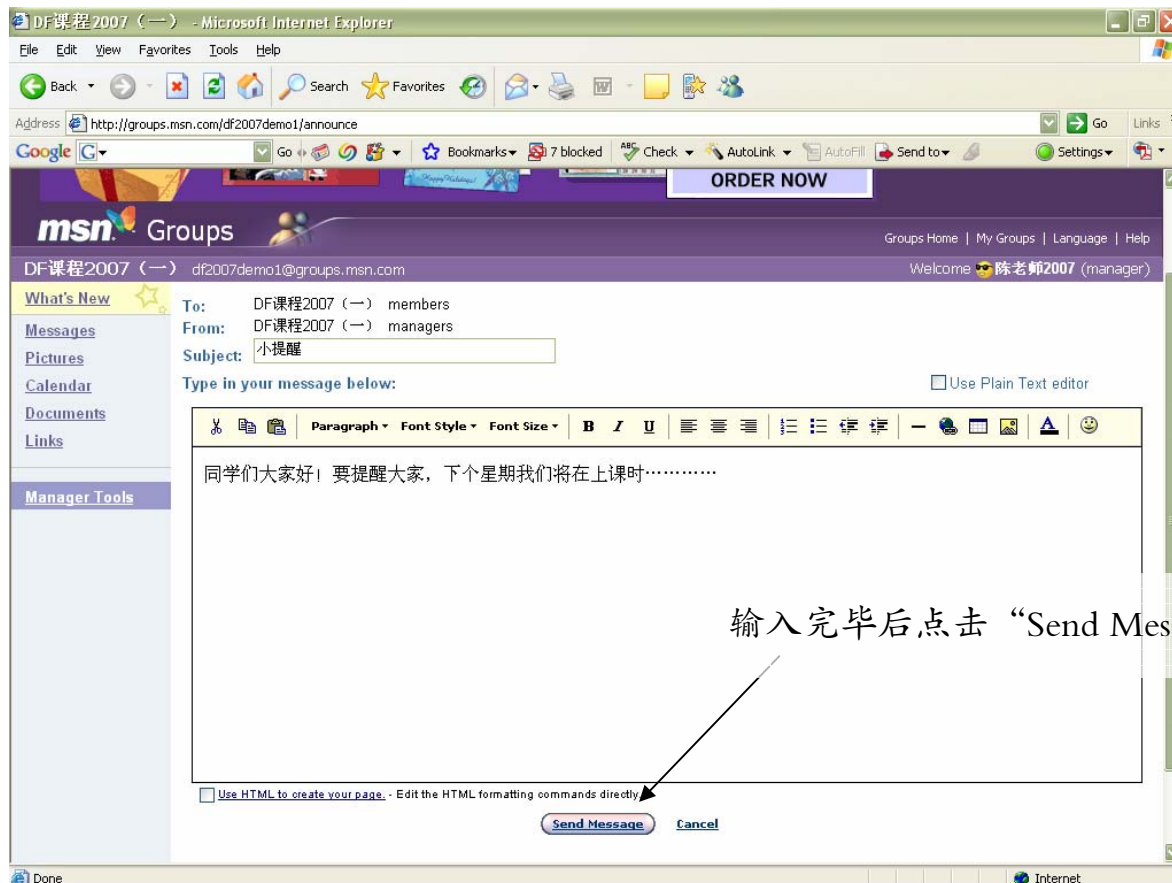


回到“Member List”主页，就能见到新增会员名单了：

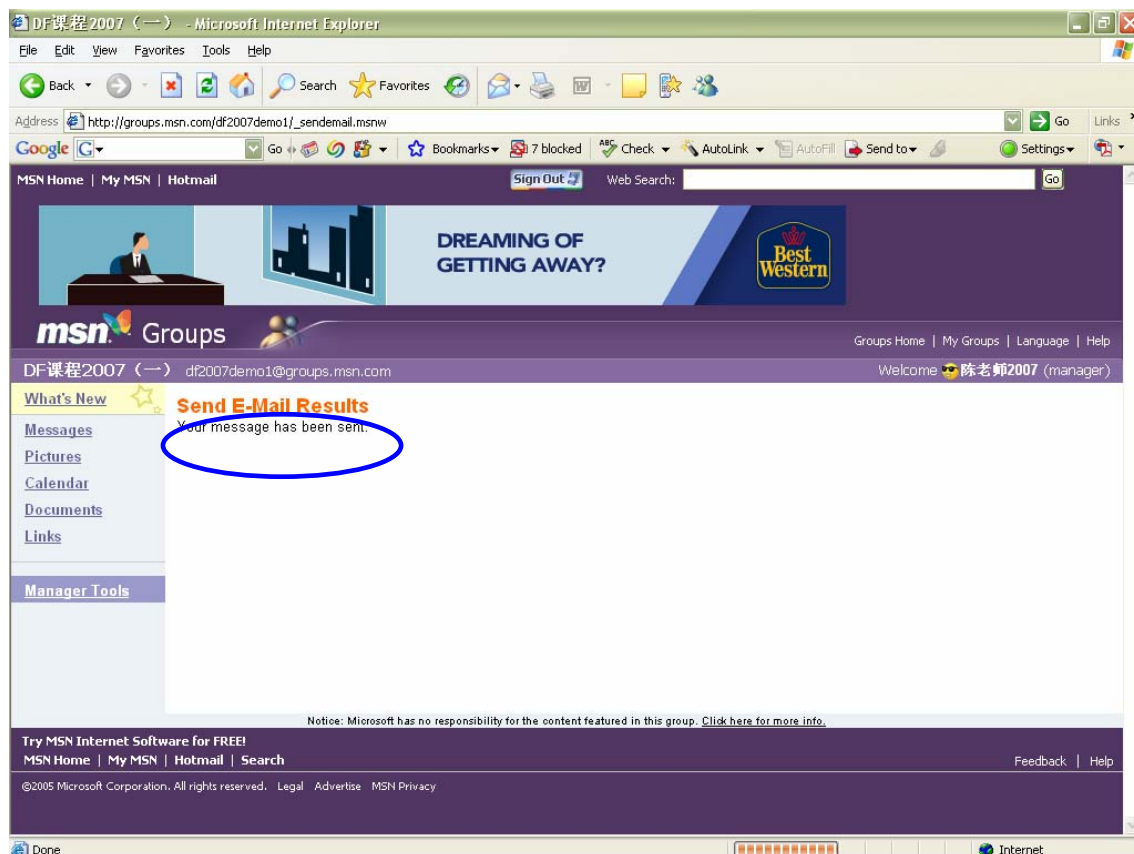




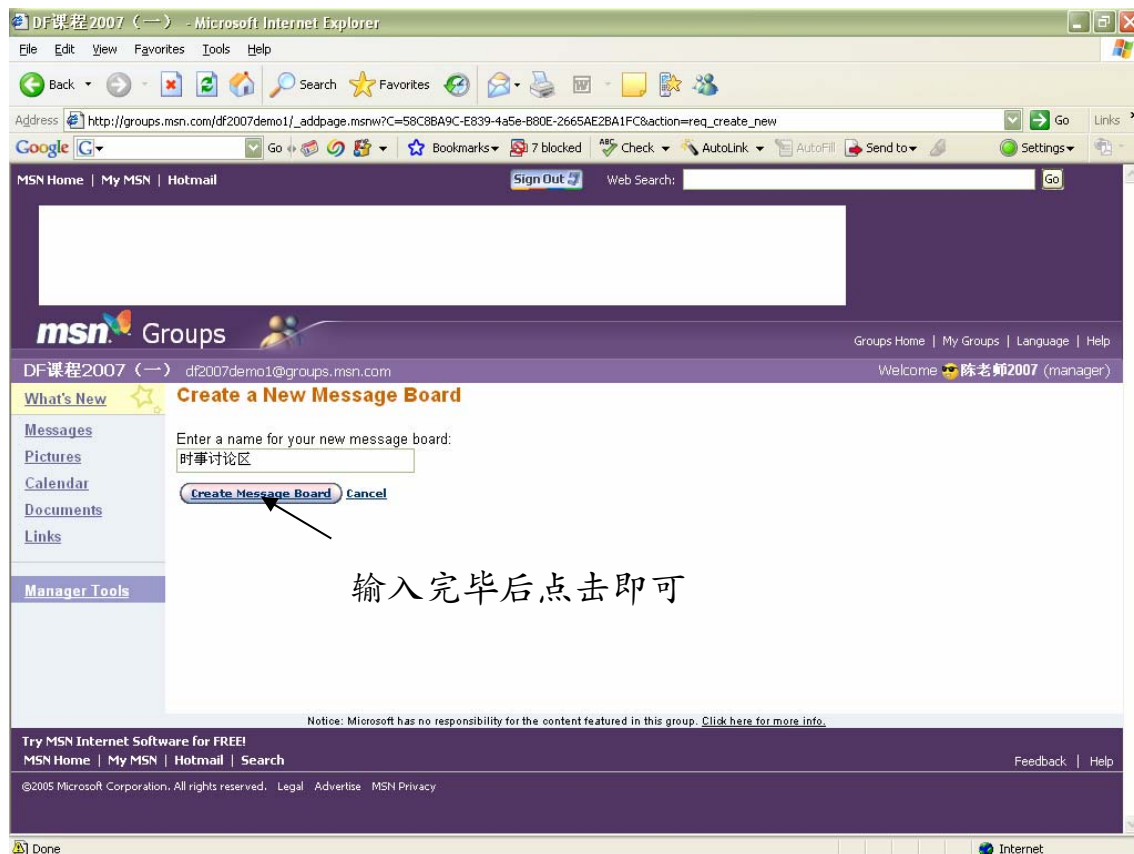
## 2. Send an Announcement to All Members: 发通告给所有会员



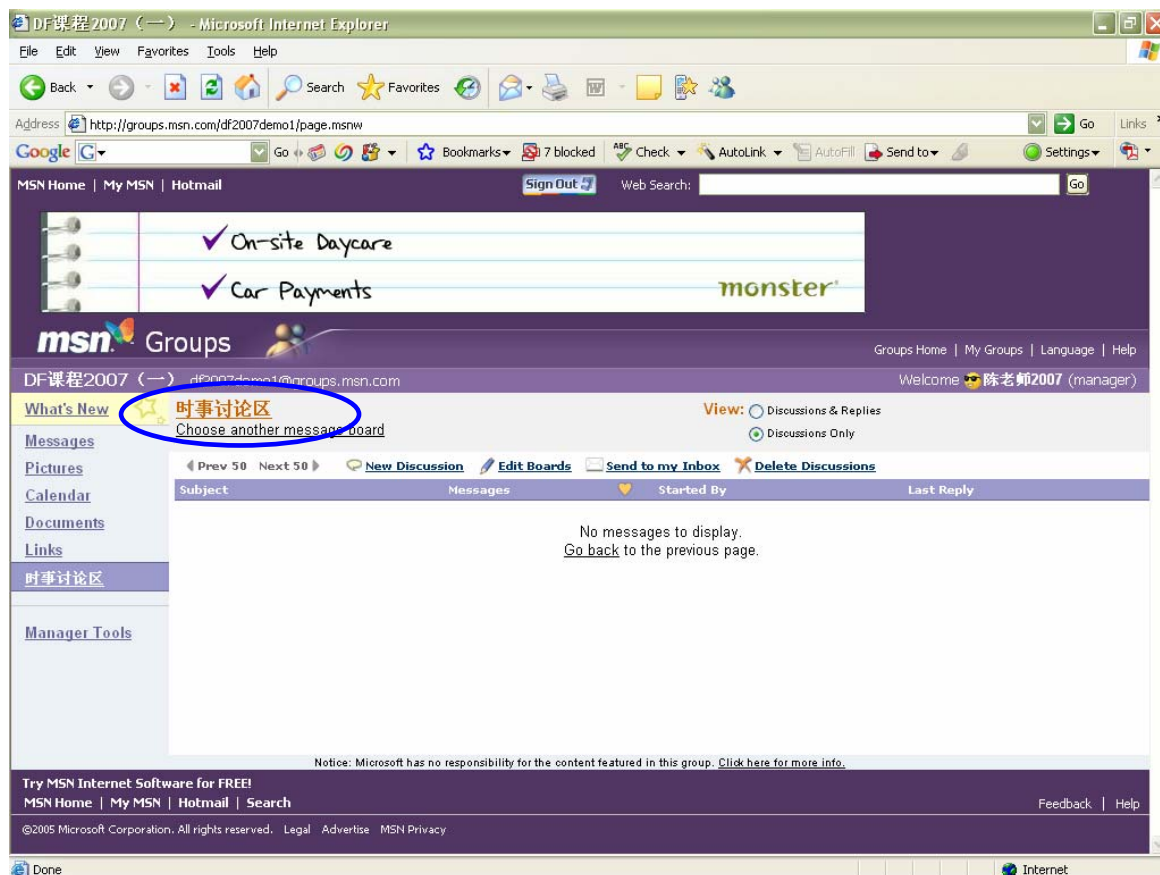
信息发送完毕:



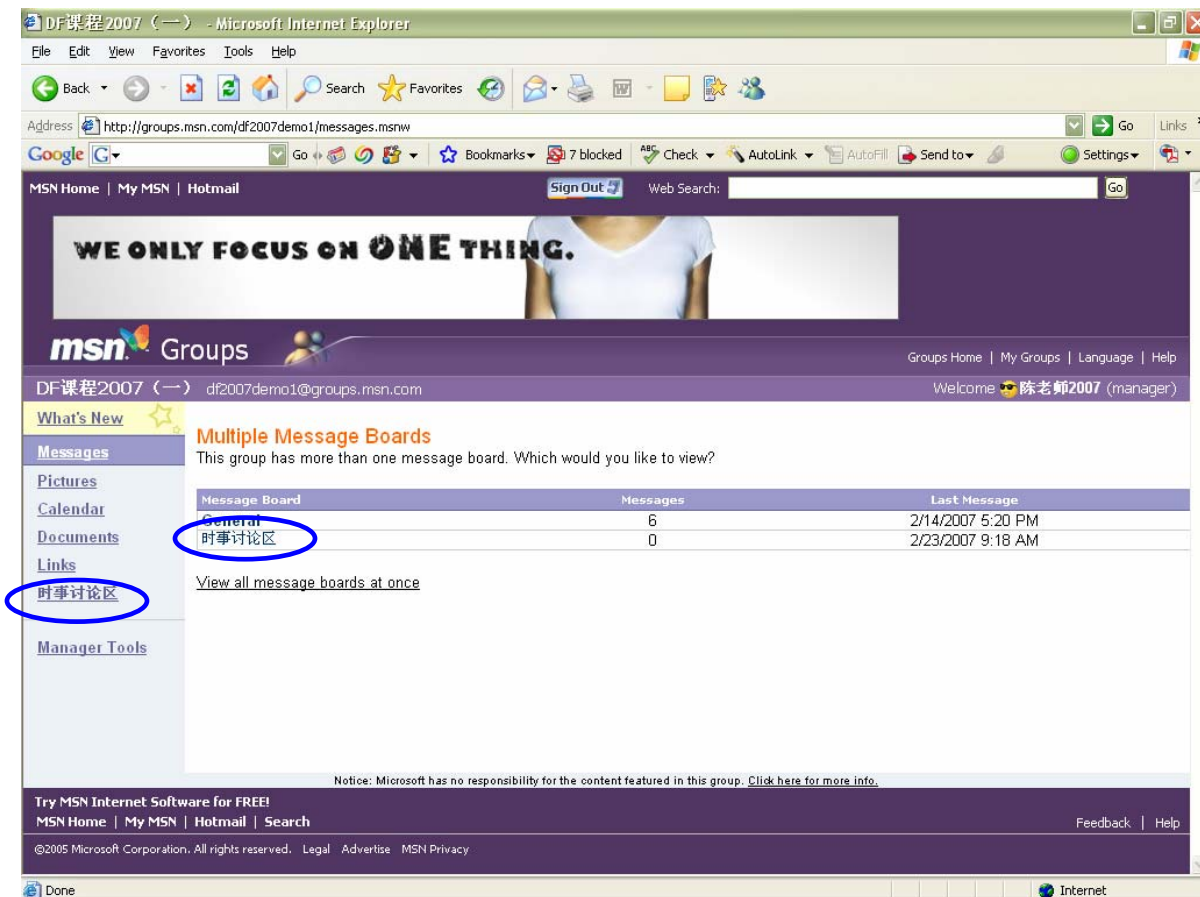
### 3. Add a page → A Message Board: 用来增加论坛版块



创建完毕:

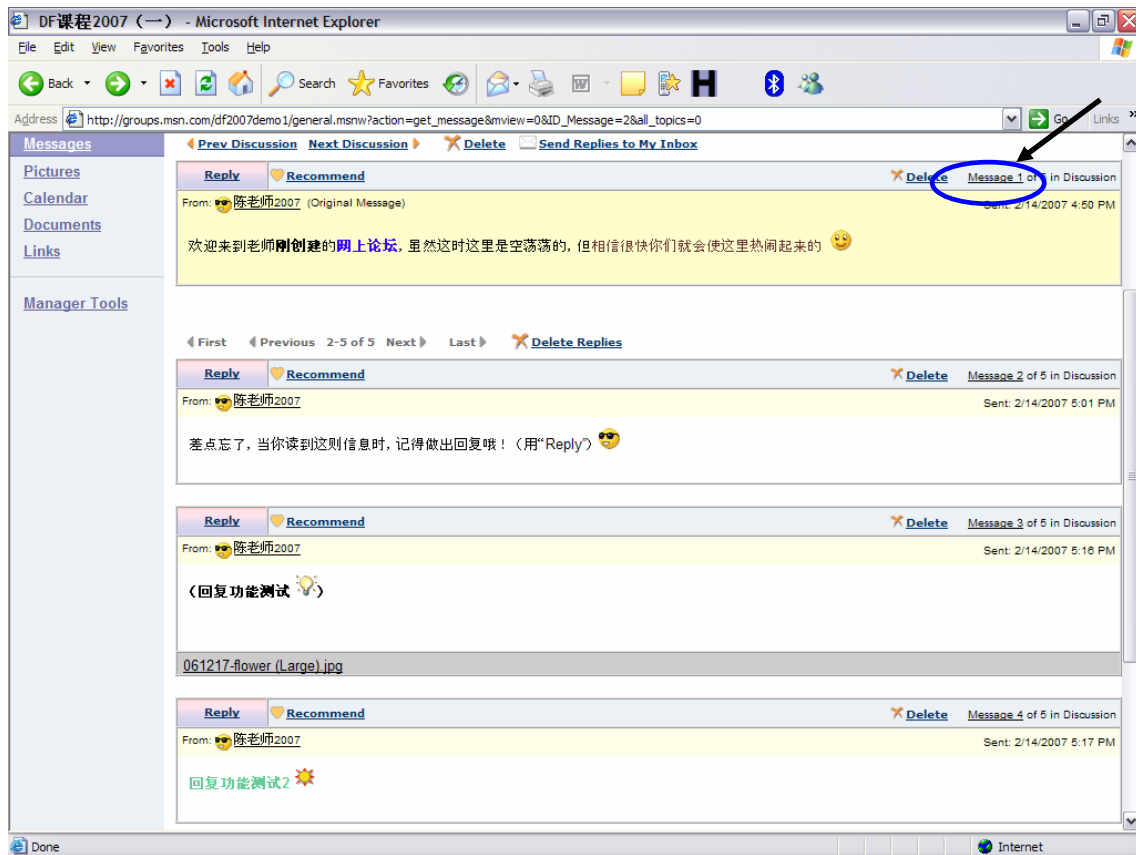


回到主页：

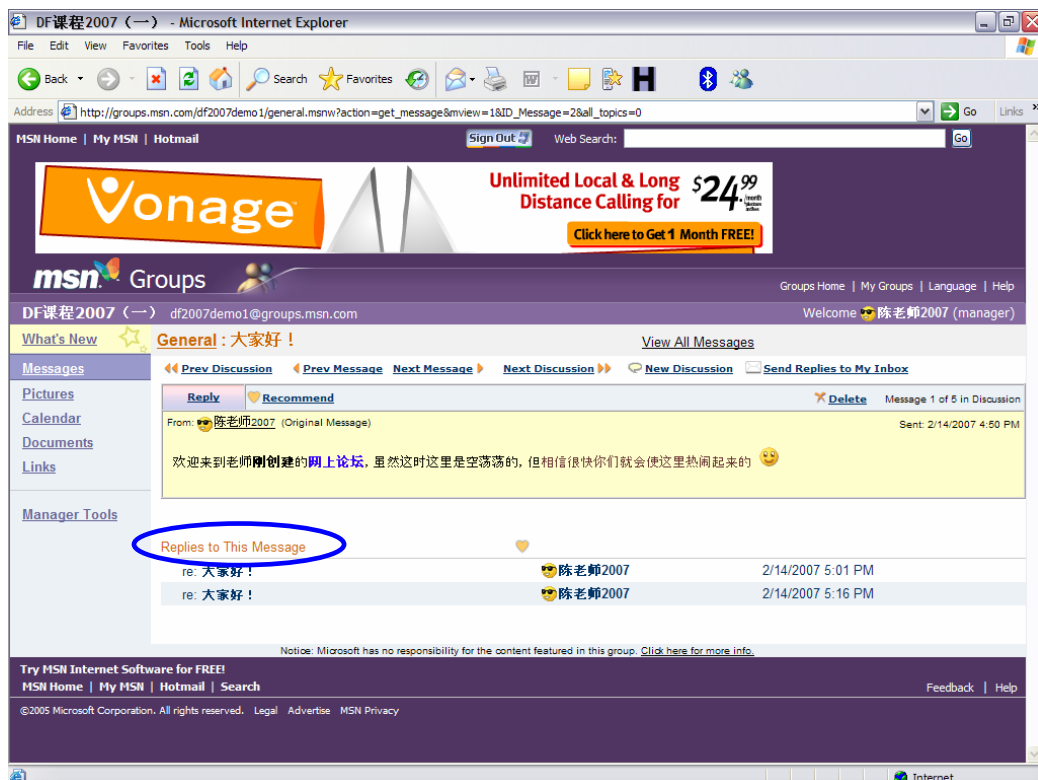


## D. 常见问题

1. 我见到那么多回复，怎样知道哪些回复是针对某一条特定信息的？

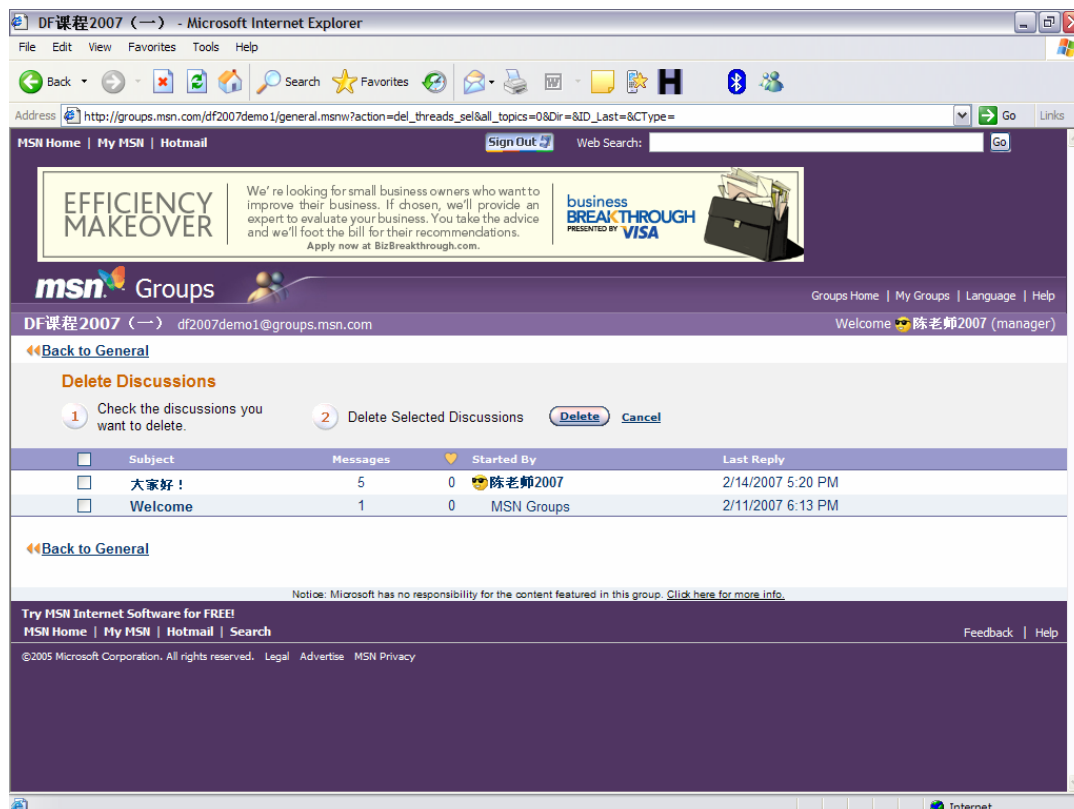


答：点击“Message 1”即可；见“Replies to This Message”。



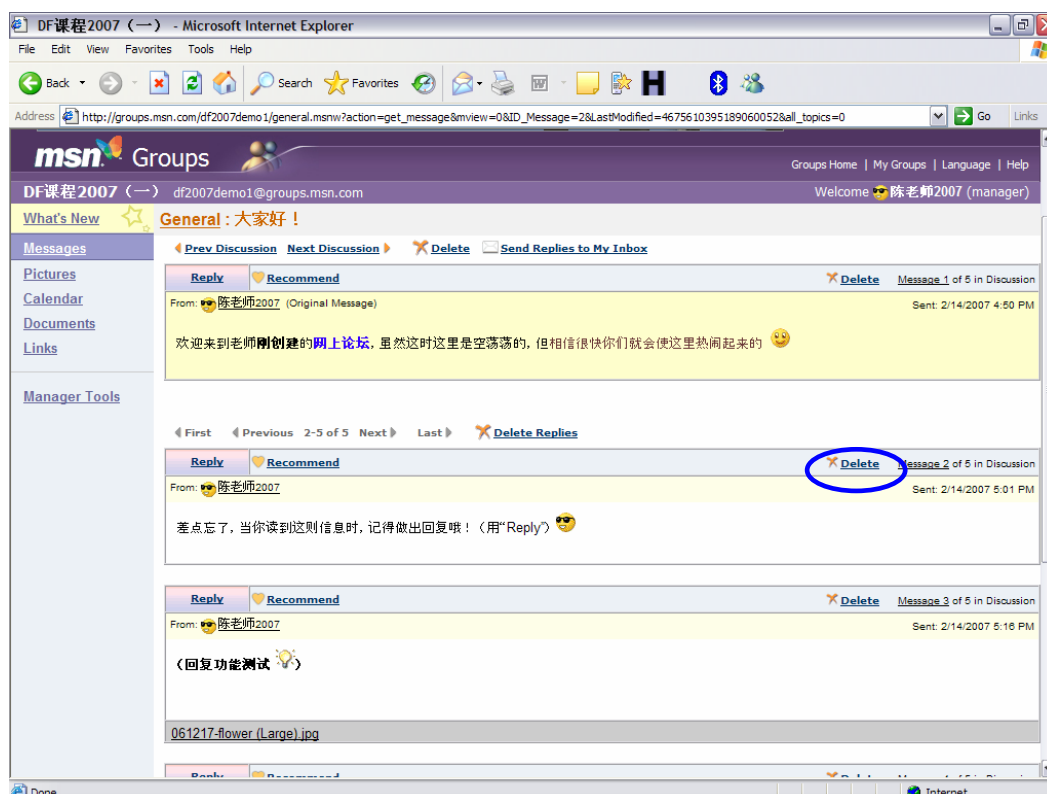
2. 我能够删除某一个讨论题吗？

答：在主页，点击“Delete Discussions”，然后选择你要删除的讨论题即可。



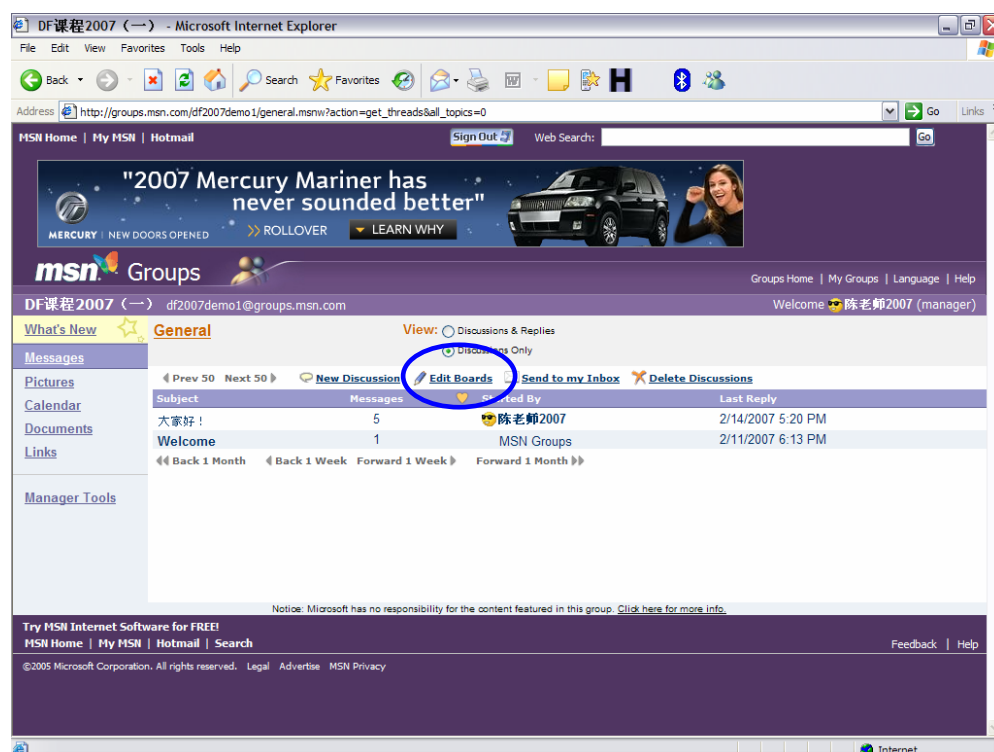
3. 我能够删除某一个讨论题中的任何一道回复吗？

答：点击该回复右上角的“Delete”即可。



4. 我能够创建不同的版块吗（如：为区分班级、话题类别等）？

答：在主页点击“Edit Boards”即可。此功能和 Manager Tools 中的“Add a page → A Message Board”一样。



5. 我要怎样让学生加入我创建的论坛？

答：引导学生到论坛主页，点击“Apply to Join”即可。

