

To join the new MSA Humanities Commons Group, “MSA Forum” you need to first Register with Humanities Commons.

SHORT INSTRUCTIONS

1) Go to Humanities Commons <https://hcommons.org/> and complete the **registration** process

2) **Set up your email preferences** (in settings -> email) BEFORE joining the MSA Forum. Your choices are:

“Weekly” (you will receive one email with all of the emails received in the past week listed one after the other in the one email. If there are no messages during a week, you won't receive anything.)

“Daily” (Ditto, but you will receive the email daily if any messages have been posted that day)

“New Topics” (You will receive emails on new topics immediately they are posted, but won't receive any comment emails).

“All Email” (All Emails will come into your email box immediately they are posted).

3) **Join the MSA Forum**

- a. Login to your account
- b. Select “groups” in the list at the left of the webpage
- c. Type in “MSA Forum” in the search box
- d. Click “Join Group”

FULL INSTRUCTIONS

Go to Humanities Commons <https://hcommons.org/>

Click on **“Register”** (green button top right of webpage) to access the Membership page.

During registration you will be asked to

- Enter and confirm your e-mail address (to prove that you are really you)
- Choose a Humanities Commons username
- Choose a way you'd like to log in to the platform going forward

Read the message on this page then Click **“Lets get started!”**

Complete the short form, review the terms and conditions (you cannot proceed until you have clicked the blue Review Terms and Conditions box) **click “OK”** at the bottom of the pop-up box **and then click the “I Agree” box and then the green “Submit” button.**

You will be asked to **verify your email address**. Follow the instructions on this page. *Note there may be a couple of minutes **delay** before the verification email comes into your nominated email account*

Go to your email account and **Click the link in the email** to verify the email address.

You will be taken to a page where you can select your log-in method. You can choose to login with **Twitter** or your **Google** account, or to set up a **special Humanities Commons log-in**.

If choosing the latter, click on the link at the bottom of the page.

Read the instructions in the yellow box and **input a username** that you will remember as well as a **password**, which you will need to repeat and **click Submit**

You will be taken to the Humanities Commons Login page, where you **input your newly created username and password**

The website undertakes several checks and within about a minute, takes you to your account homepage.

It is important to set up your email preferences BEFORE joining the MSA Forum Group.

To do this, click on your name in the top right corner of the screen, select “settings” then “email”

As you will see, **the default instruction for group emails is to receive no emails**. As the point of joining the group is to receive group emails you should **choose how often you would like to receive them. The options are**

“Weekly” (you will receive one email with all of the emails received in the past week listed one after the other in the one email. If there are no messages during a week, you won't receive anything.)

“Daily” (Ditto, but you will receive the email daily if any messages have been posted that day)

“New Topics” (You will receive emails on new topics immediately they are posted, but won't receive any comment emails).

“All Email” (All Emails will come into your email box immediately they are posted).

Make your selection, then check the other options relating to **General Group Settings** and **Member Activity** and make your selections, then click **“Save Changes”**

A pop-up box advises your settings have been saved – **Click the X in the top of this box.**

To Join the MSA Group, click on “Groups” in the list at the far left of the screen

In the **search box** (towards the top of the screen) **type in MSA**

“MSA Forum” will probably be the first item on the list

Click “Join Group”

Click the “X” in the success box, which also confirms what your group email status is set to

You will now receive emails posted by other group members in accordance with your settings.

Should you wish to look at past emails and discussions, login to Humanity Commons, Click on **“My Groups”** and the **“MSA Forum.”**