MCOECN Community Site

Log In

1. Go to https://community.mcoecn.org
2. Click "Log in" in the upper right corner.
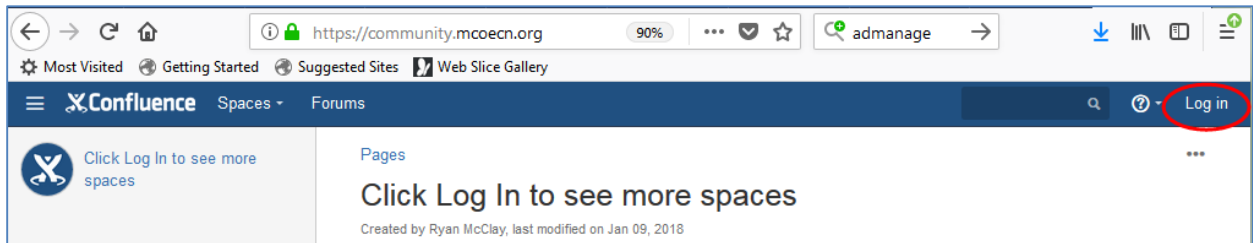

3. Enter your username (firstname.lastname). Enter the password you just created for your MCOECN Active Directory account. Then click Log in.
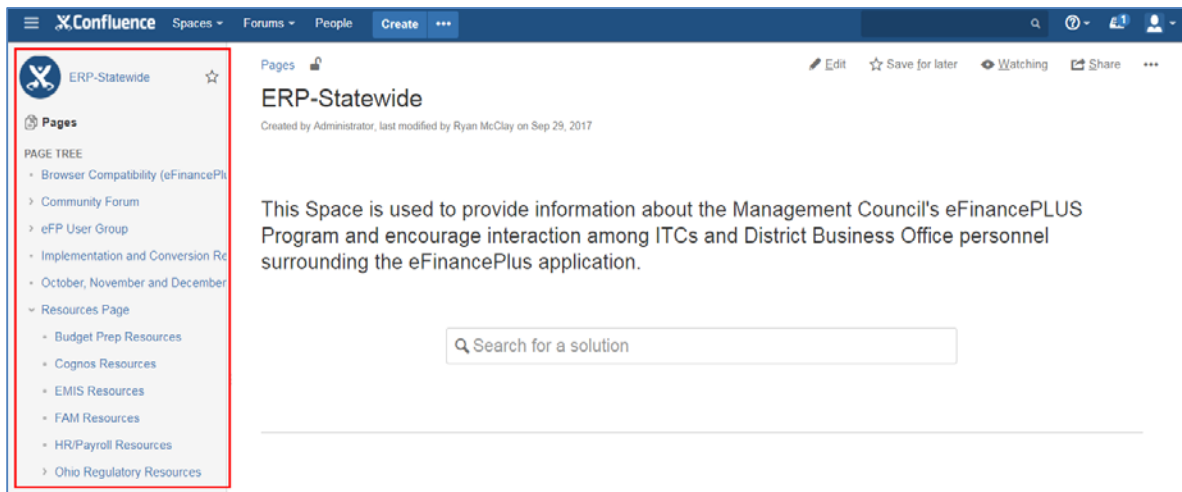

Navigate and Search

1. Once logged in, you will see a list of the spaces to which you currently have access.
2. Click on the link to any space to access that space.
3. Or, click on Spaces in the menu bar at the top of your screen, then select the space you would like to access.
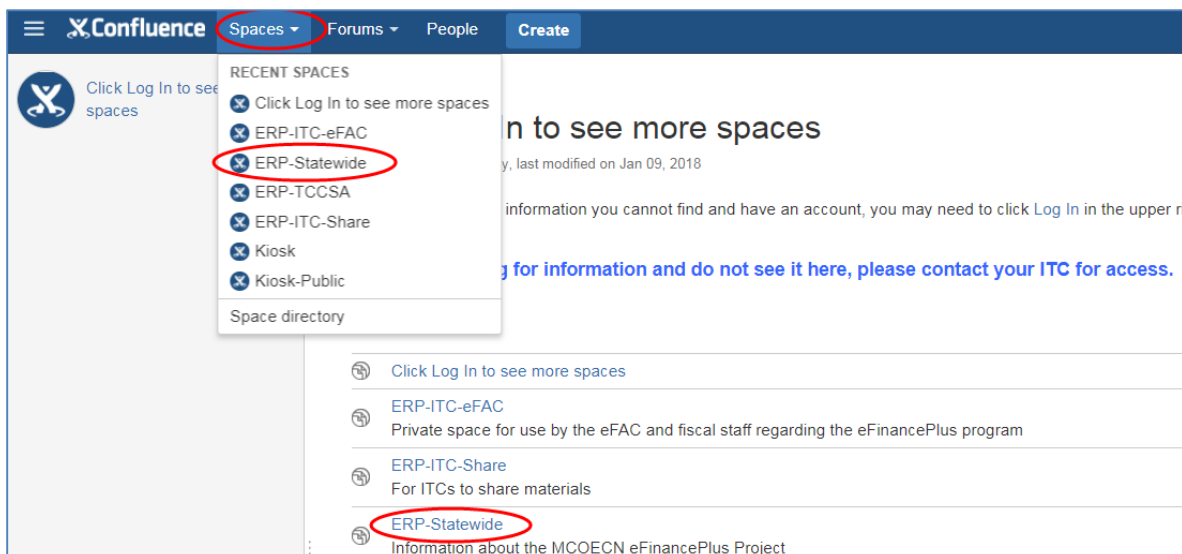
4. Once in a space, use the navigation menu at the left side of your screen to access individual pages.

5. You can search within a particular space or across all spaces.
   a. To search within a space, use the "Search for Solution" box in the middle of the space page.
   b. To search across all spaces, use the search box in the blue menu bar at the top of your screen.
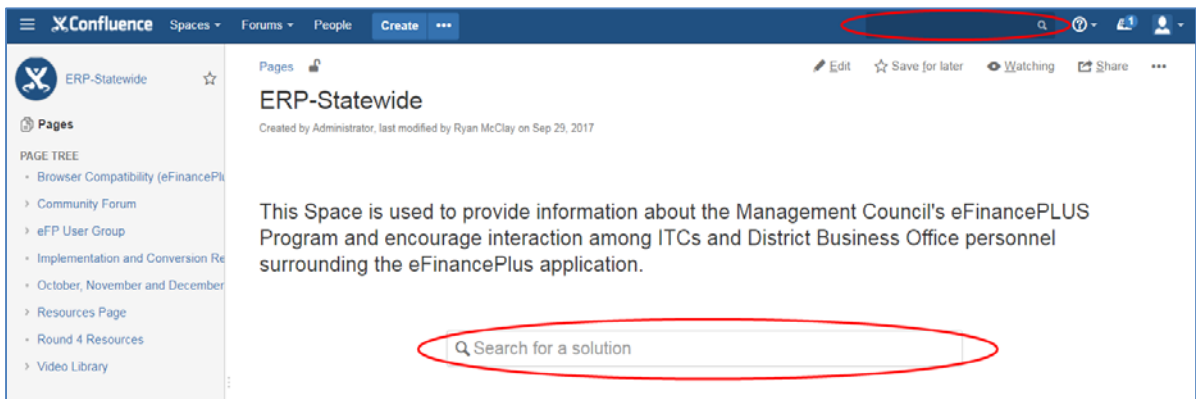
View/Add Attachments or Export a Page

1. Once on a page, you can export the information to Word or PDF.
2. Click the ellipsis (…) in the upper right corner of the page.
3. Select the desired option:
   a. Attachments (to view existing attachments to this page or to add new attachments)
   b. Export to PDF
   c. Export to Word
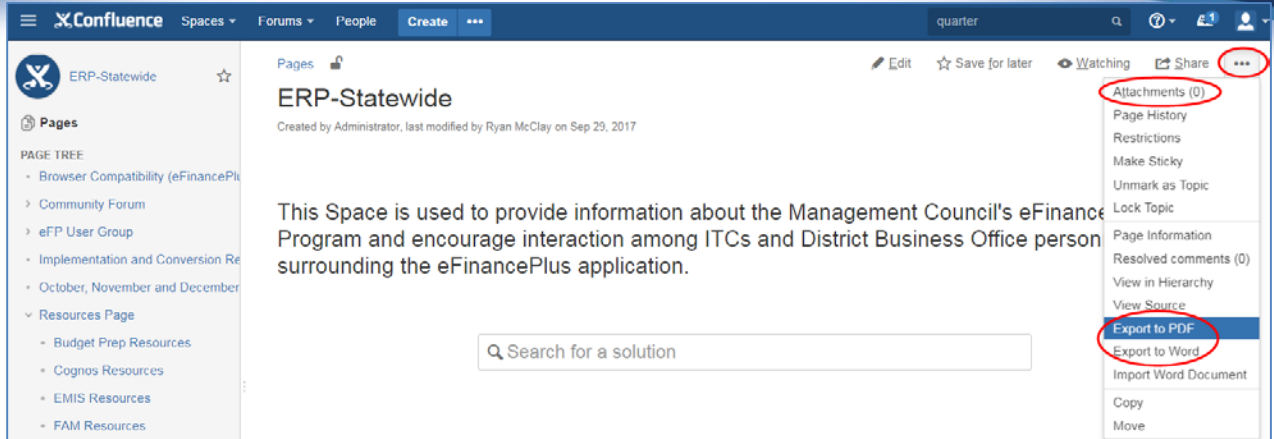
Watch a Space or Page

1. Once logged in, you will see a list of the spaces to which you currently have access.
2. To "watch" a space, click on that space, then click "Watch" in the upper right corner. Then select "Watch page" or "Watch all content in this space" as desired.
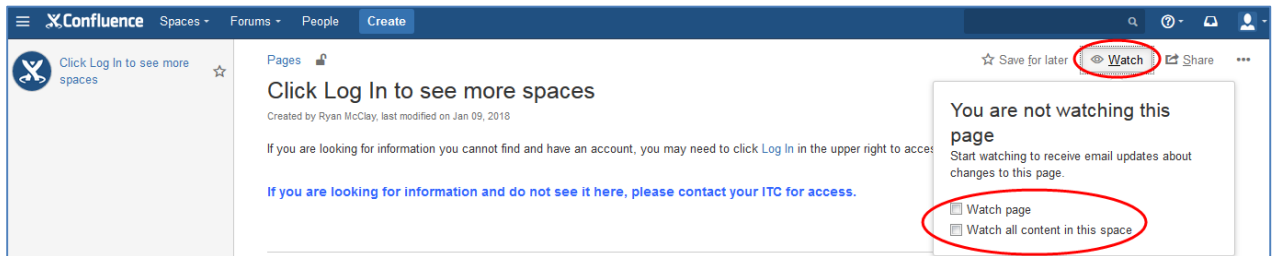
3. Once "watching" a page or space, you will receive email notifications of any changes made to that page or space. Users can use the Community Site to post questions to other users or share their own tips and instructions. This is a great resource to "watch" and participate in.

Post a New Topic in a Forum

1. On a Community Forum page, if you would like to post a new topic, click **+ New Topic**
2. Then enter a Page title and a description of your topic or the details of your question. When finished, click Preview, then Publish. Note: You may wish to compose your message in Word since Confluence does not offer spelling/grammar review.
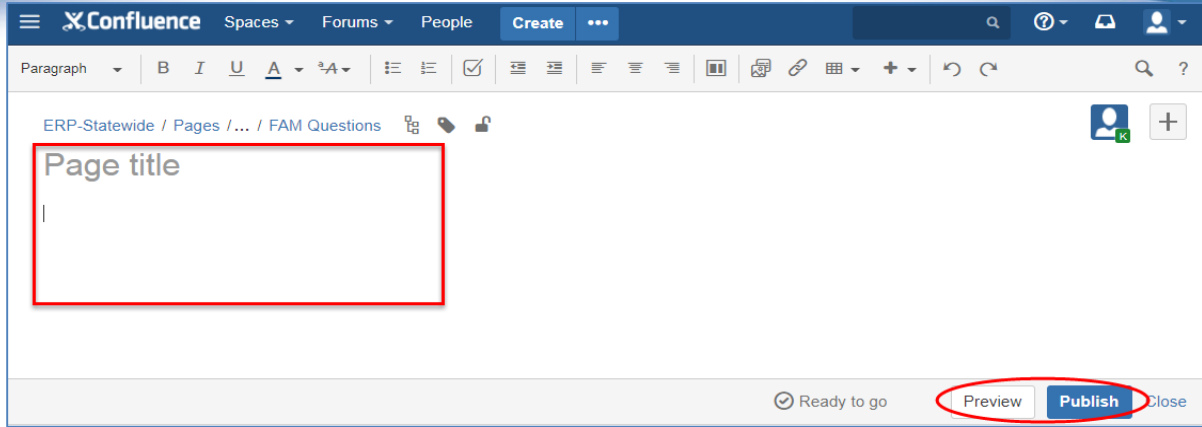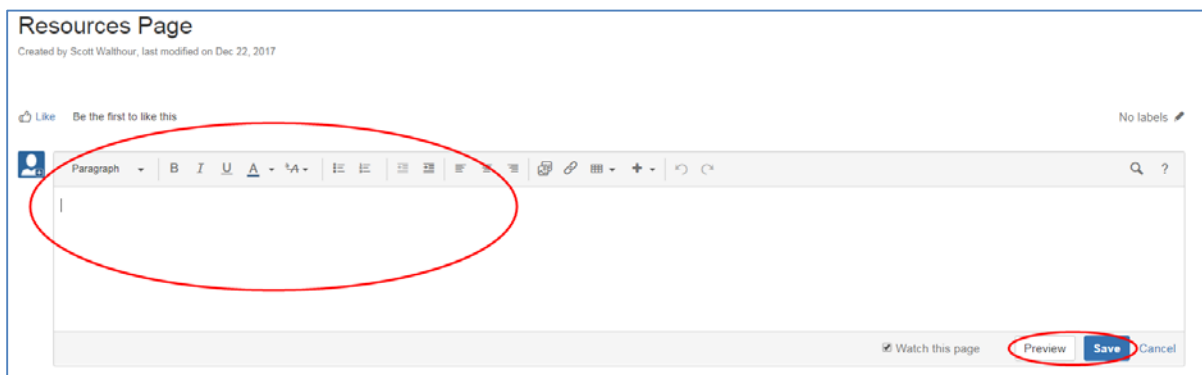
3. If you instead wish to cancel the post, click Close.

Comment on an Existing Topic

1. On the desired page, place your cursor in the comment box.
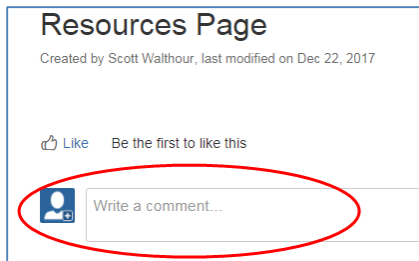
2. Then type your comment/question. Check the Watch this page box in order to receive an email notification of any comments posted in response to your comment/question. Click Preview, then Save. Note: You may wish to compose your message in Word since Confluence does not offer spelling/grammar review.

3. If you instead wish to cancel the post, click Cancel.