

Using the Take2 Forum



The Meta Office forum is an online bulletin board that anyone can contribute to. You can ask questions to the support staff as well as to other Take2 users around the country. If you are an experienced user you can share your experiences in getting the most from Take2. You can also search the forum for topics of interest. For urgent enquiries, please phone or email the helpdesk. To visit the forums, go to www.metaoffice.freeforums.org.

Viewing the Forum

1. Click a forum name like "Take2" to view topics in that forum.

Meta Office Forum Index

Forum	
Meta Office	
Take2	
Student Management	General Issues about Student Management

2. Click a topic name to view posts and replies about that topic.

newtopic postreply Meta Office Forum Index -> Take2

View previous topic :: View next topic

Author	Message
meta Site Admin	D Posted: Tue Oct 02, 2007 9:35 am Post subject: Welcome to Meta Office Forums Feel free to contribute a question or idea about Take2 or Nipper. Alternatively contact us: Email helpdesk@meta-office.com Phone 04 939-1267 Fax 04 386-3519 www.meta-office.com
Greg Downs	D Posted: Thu Oct 18, 2007 2:24 pm Post subject: Thanks for the board, it has come in handy already! Greg Downs Client Support Meta Office

Display posts from previous: All Posts Oldest First Go

newtopic postreply Meta Office Forum Index -> Take2

Page 1 of 1

Watch this topic for replies

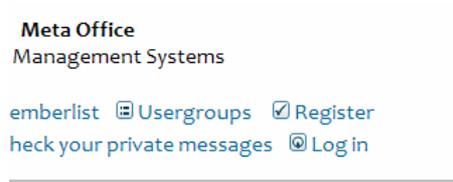
Jump to: Take2 Go

All times are GMT + 13 Hours

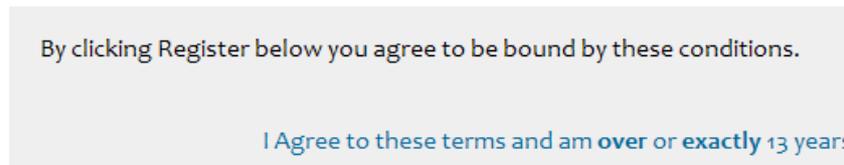
Creating an Account

To send messages to the forum, you must have an account.

1. Click the *register* button at the top of the page.



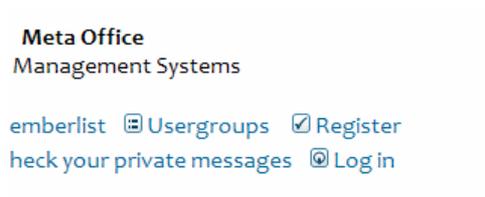
2. Click the link to agree to the terms.



3. Type your details. Click *submit* at the bottom of the form. This information will not be used by Meta Office other than for forum correspondence or disclosed to any third party without your consent.

Registration Info	
Items marked with a * are required unless stated otherwise.	
Username: *	<input type="text"/>
E-mail address: *	<input type="text"/>
Password: *	<input type="password"/>
Confirm password: *	<input type="password"/>

4. Click *login*.



Creating a New message

1. Click the forum name.
2. Click the *new topic* button.



3. Type your subject.

Post a new topic

Subject

Message body

Emoticons

Font colour: Default Font size: Normal Close Tags

Underline text: [u]text[/u] (alt+u)

• [Add image to post](#)

4. Type your message in the white box.
5. If you wish, click *add image* to post to attach a picture.
6. Click *submit* at the bottom of the page.

Replying to a Message

1. When viewing an existing post, to reply to an existing message click *post reply*.



2. Type your message in the white box, as above.
3. Click *submit* at the bottom of the page.

Forum Tips

- The forums are open 24 hours per day.
- When composing or replying to a message, you can tick *Notify me when a reply is posted* to be sent an email to the address you supplied when you registered. This saves you having to check the forum for replies to your message.

Options	
	<input type="checkbox"/> Disable HTML in this post
	<input type="checkbox"/> Disable BBCode in this post
	<input type="checkbox"/> Disable Smilies in this post
	<input checked="" type="checkbox"/> Attach signature (signatures can
	<input checked="" type="checkbox"/> Notify me when a reply is posted