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.

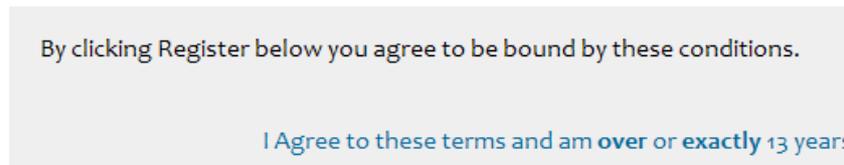2. Click a topic name to view posts and replies about that topic.

Creating an Account

To send messages to the forum, you must have an account.
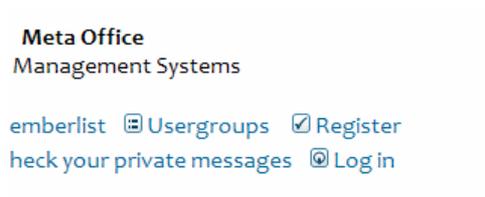
1. Click the *register* button at the top of the page.

   Meta Office
   Management Systems

   emberlist ▦ Usergroups ☑ Register
   heck your private messages ◉ Log in
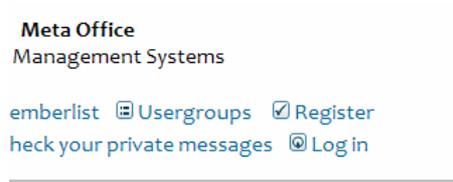
2. Click the link to agree to the terms.

   By clicking Register below you agree to be bound by these conditions.

   I Agree to these terms and am **over** or **exactly** 13 years

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: *
E-mail address: *
Password: *
Confirm password: *

4. Click *login*.

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Creating a New message

1. Click the forum name.

2. Click the *new topic* button.

   Users browsing this for

   ▤ new topic   Meta Offi

3. Type your subject.

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.