Accessing Your MySDCBA, Section Listserves & Fileshares

You can access your Section/Committee listservs and fileshares by clicking on “For Members” from the menu bar on the home page, and selecting “MySDCBA” from the drop-down menu.

Note: You must login to the SDCBA website to access your MySDCBA.

From your “My SDCBA” page, access the listserv or fileshare by following the FileShare or Listserv links in the “My Sections and Committees” section.
You can also access your Section listservs and fileshares by clicking on the “member” portal from the SDCBA home page.

From the member portal, click on “Sections and Committees.”

From Sections & Committees page, click on the Section whose listserv/fileshare you would like to access.

Click the “Section Listserv” or “Section Fileshare” button to access that Section’s listserv or fileshare.
When you arrive at the eCommunity homepage, click List Server on the left-hand side.

Click on the listserv you would like to access.

Before you can send a message to a particular listserv, your email address must be certified for that listserv. To certify your email address, click “Email Certify.”

Follow the instructions to certify your email address and be sure to check your email inbox for the link to finalize the certification process.

If your email address is certified, click “New Post” to begin creating your listserv message.
On the post message page, use the “List” drop down menu to see all the listserves that are available to post to.

Use the “Sending Address” drop down menu to choose which email address you would like to use for posting the message. Note, the primary email address that is associated with your SDCBA member record will be used as your default email address.

Enter the subject and the message text in the appropriate fields. When the message is ready click the “Send Email” button.

You can also send messages to SDCBA listserves using Outlook or any other email client.

To send a listserv message through your email client, enter the address of the list into the “to” field. Then add the subject and the body text and send the same way you would a normal email.

For more information on listserv rules, visit [www.sdcba.org/listserverules](http://www.sdcba.org/listserverules).
Members can choose how to receive listserv messages by selecting one of the following modes:

**Digest mode** allows you to receive one email per day with all of your messages.

**Index mode** gives you the option of only reading the email subject lines in one message per day.

**Vacation mode** allows you to read all of your messages online, without receiving any emails in your inbox.

**To change your listserv settings:**

Log in to the SDCBA website and go to your MySDCBA page.

Under the “My Communications Preferences” section, click “Manage My Listserv Settings.”

Click the “Settings” tab at the top of the next page.

Select the setting you desire for your listservs from the drop down menus.
NOTE: Every first business day of the week members receive the SDCBA’s e-publication *This Week at the Bar* to keep you apprised of SDCBA programs and initiatives. If you use Outlook as your email server and would like to automatically move the messages to a specific folder and not receive them in your inbox, use the following guidance: *(Note: This formula can also be used to move Section/Committee listserv messages to specific folders. Simply replace “bar@sdcba.org” with the listserv email address when following the instructions below.)*

- Go to “Tools” on the Menu Bar
- Select “Rules and Alerts”
- Select “New Rule”
- Select “Move message from someone to a folder”
- Under Step 1: Select condition(s), select “from people of distribution list”
- Under Step 2: Edit the rule description, select click on the words “people of distribution list”
- In the “From -->” field, type bar@sdcba.org
- Next, under Step 2: Edit the rule description, click the word “specified” to select which folder you would like the email from bar@sdcba.org to go to
- If you would like to create a new folder for these emails, click “New...” on the right hand side of the pop-up box and enter the name for this new folder
- Click “Finish” to close the rule editing box

Please note that by creating this rule in Outlook, all emails sent to you from bar@sdcba.org (or your SDCBA listserv addresses) will go straight to your new folder, without notifying you. To ensure that you do not miss any important e-communications from the Bar or your SDCBA Sections, be sure to check this folder frequently.
Through your Section and Committee FileShares you can share files such as Word documents and Adobe Acrobat documents with all members of that Section or Committee.

After you access your Section or Committee’s FileShare (see pages 1-2), click the + button to add your document.

On the Add Document page, input the document title and a brief description in the text box. Then click the “Choose File” button to select the file you wish to upload.

You will then be prompted to select a file from your computer to upload. When you have selected the file press the save button.
Once the file is uploaded you will be directed to a page indicating that the file has been successfully uploaded.

Click “Back to Files” to return to that Section or Committee’s main FileShare page. You can also delete this file by clicking the “Delete” button on this page.

If you do not choose to delete the file, and you click “Back to Files,” your file will appear in the FileShare pane.