



## Welcome to Tradewing, the new listserv for the Idaho Legal History Section!

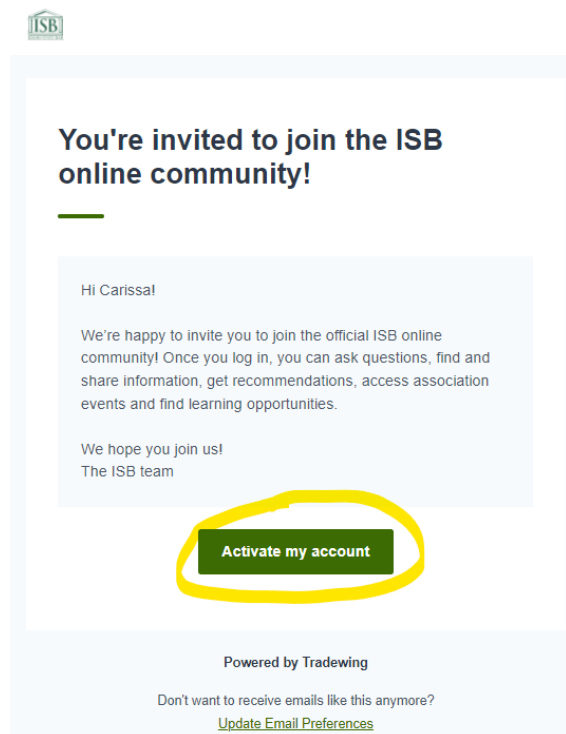
Members of the Idaho Legal History Section will now have a listserv type platform as a communication method for asking questions of other members, sharing ideas, articles, and documents. We hope that you will find this service helpful and that it will enhance the membership benefits of the section.

The Tradewing platform looks and functions very much like social media websites. You can decide how you receive posts/emails with options to receive them in real time or by digest on a daily or weekly basis.

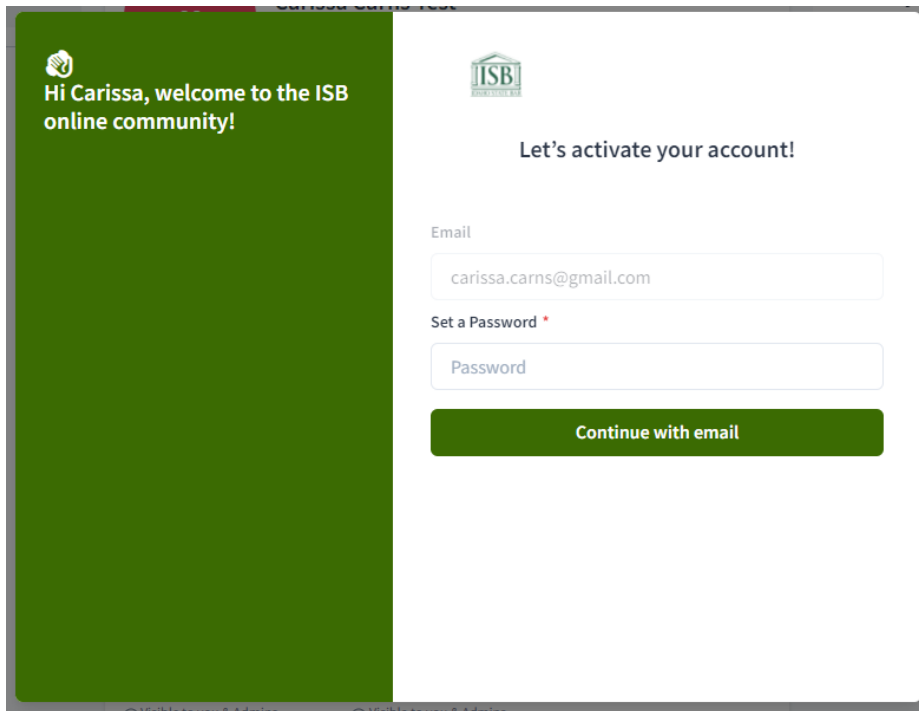
If you do not wish to participate in the listserv, you may also unsubscribe by contacting [Colleen Austin](#).

### Activate Your Account to Begin Posting or Reading

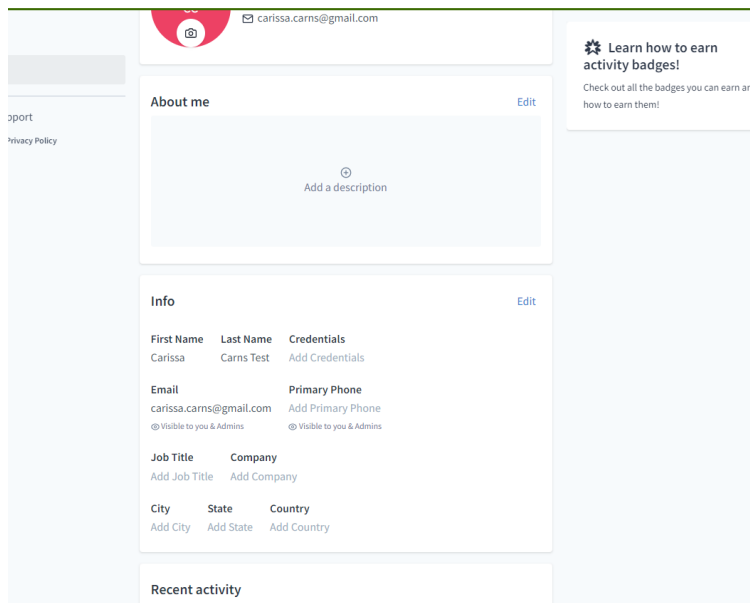
You will get an email in your inbox inviting you to the new listserv. Click “Activate my account” to get started.



You will be prompted to create a password for your new Tradewing account.



You will then be directed to your profile. The Idaho State Bar has populated your name, employer and email address in your profile. This information will be accessible to your fellow listserv-members. You can add a picture, a description of yourself or your practice, a phone number, your location, or anything else that you wish to include. You may also delete any information that you do not wish to share.



If you would like to choose whether to receive emails from your group in Real Time, Daily, or Weekly, click your profile button on the top right, then select setting, and here you can choose how often you would like your emails.

Search, Chat, and Profile icons in the top right corner.

### Notifications

Choose how often you receive emails from the community.

Opt out of all emails

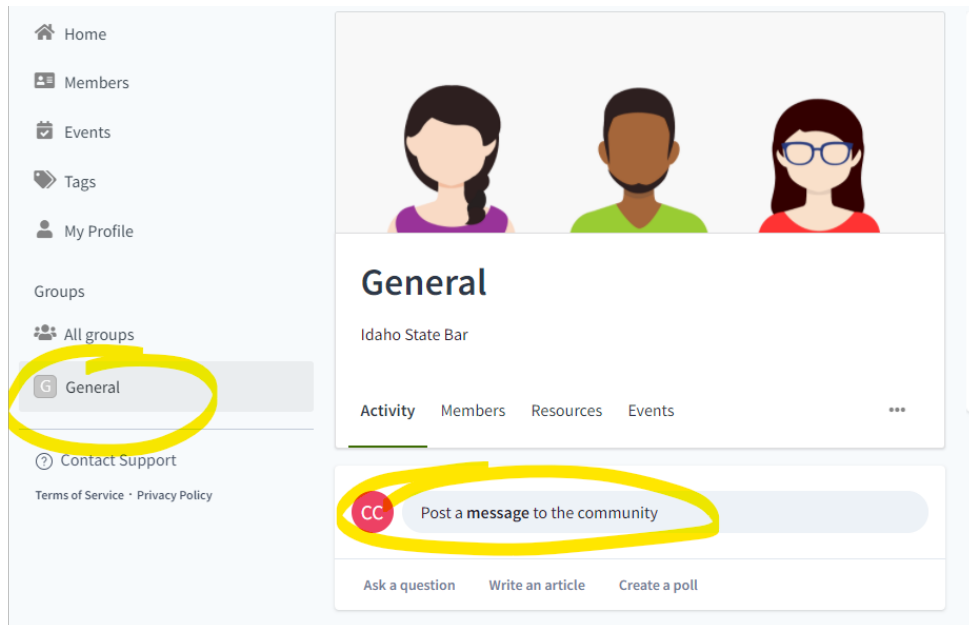
### Groups

|                            |          |
|----------------------------|----------|
| General                    | Daily    |
| Employment & Labor Section | Realtime |
| Implementation Group       | Realtime |
| Young Lawyers Section      | Realtime |

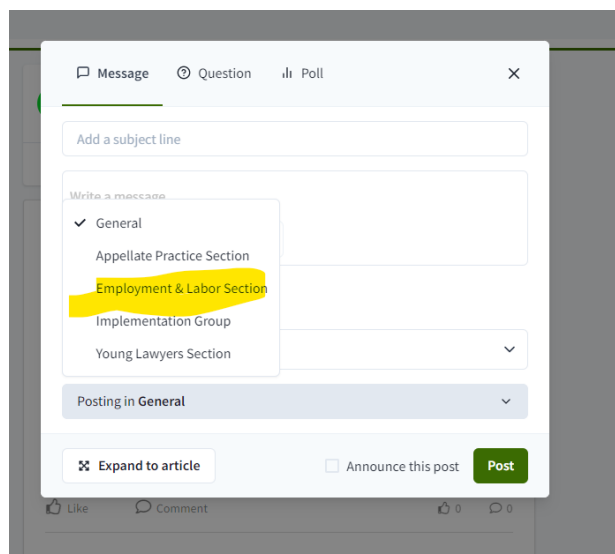
Profile menu items: Profile, Drafts, Badges, **Settings**, Admin site, Sign out.

## Posting Questions, Comments and Content

You are now setup in the Tradewing Listserv and can begin it. If you want to make a post from inside the Tradewing website, you can click the group/listserv you want to post in, then type into “Post a **message** to the community”. You will be a member of the different communities if you belong to multiple practice sections that have decided to offer this service to their members. To navigate easily to the platform, you can bookmark this page: <https://isb.tradewing.com/home>. There is also a link on your section’s page on the ISB website to access the platform.



Once you choose the community, you can type out your message/email that will go to everyone in your Listserv via email and on the platform. You can also attach a photo, a document, include a hyperlink to a webpage or take a poll of the members. The use of tags is encouraged to help categorize the topic of the post so that it can be found easily by you or other members in the future. Make sure you are posting in the correct group (see highlighted).



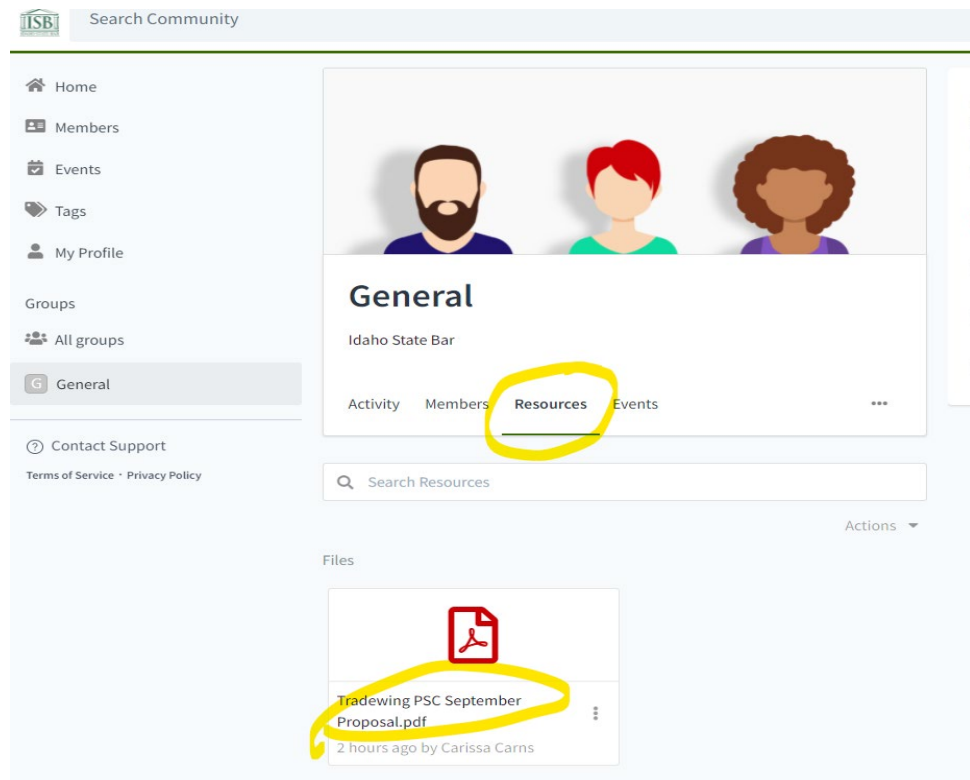
## Tags

To add a tag, click on the “Select tags” button under your post. You can see what tags have already been used and if you do not see a relevant tag, you can create one.



## Document Repository

If you or any other members attaches a document to your post/email, they will automatically be stored in the platform’s repository for your practice section under the Resource tab. Be sure to title and tag your document appropriately, so members can search for it by keyword later.

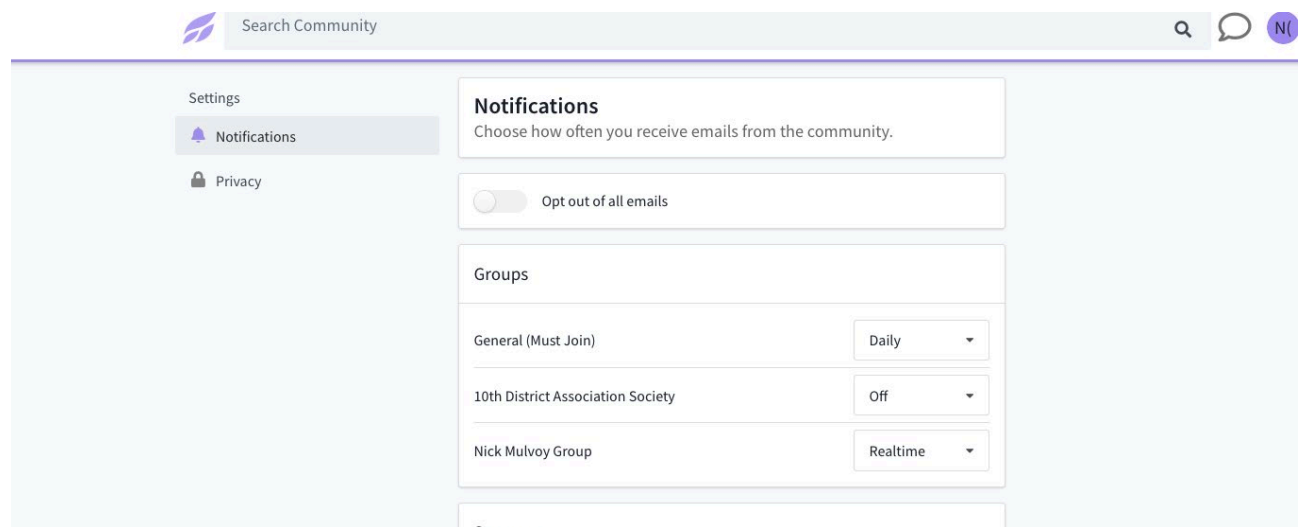


## Replying to Posts Via Email

If you receive a post via an email and you wish to reply, you can reply to the message within your email system by hitting reply. This means that you do not need to go the Tradewing website and log into your account. You can simply reply to the email in the regular manner and your reply will be posted to the platform. However, if you want to make an original post or ask a new question of the members, you will need to log into the platform to make your post as explained above.

## Unsubscribe from Employment & Labor Law Practice Section ListServ

To stop receiving emails from your section's ListServ, select the "Opt out of all emails" button under your settings.



## Questions

If you have questions or need assistance with your account, please contact ISB Member Services Assistant, Colleen Austin at [caustin@isb.idaho.gov](mailto:caustin@isb.idaho.gov) or call our office at 208-334-4500.