Quick Guide to Talking Point

This guide will help explain how to use Talking Point – an online support community for anyone affected by dementia. If you have any questions or problems when using Talking Point, please contact us by emailing talkingpoint@alzheimers.org.uk

See below to find tips on:

- Logging in to Talking Point
- Starting a discussion
- Posting a response
- Checking messages
- Searching for discussions on a specific topic

Logging in

Once you've logged in to Talking Point you can start a discussion, join in an existing discussion, check your messages and view the 'members only' area.

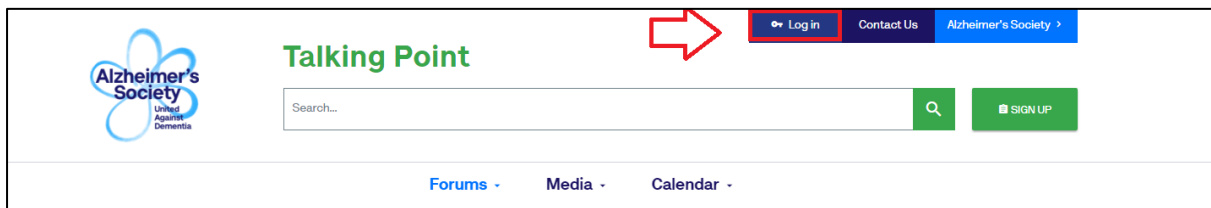Visit Talking Point by clicking or typing the below into an internet browser: https://forum.alzheimers.org.uk

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At the top of the screen, you'll see a **Log in** button with a key next to it. Click on this, and two white boxes will appear. Type your username into one box, and your password into the other. Then click **Log in**.

Check the box that says 'Stay logged in' if you want to visit Talking Point without logging in each time. Please do not use this option if someone else also uses your computer.

Please note: you'll need to enter your username or password accurately, with the correct UPPER or lower case letters, numbers and spaces. If you're not able to log in, or aren't sure of your username or password, please contact us by emailing talkingpoint@alzheimers.org.uk

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Starting your own discussion

If you'd like to ask a question or post a message to share your experience with other members, you can start your own discussion.

On the homepage, you will see a list of forums (forums are areas on Talking Point where discussions take place on different topics).

You will see forums for support, for sharing information and resources and Alzheimer's Society notices.

When you are logged in you will see our Members Area with a Tea Room for off-topic discussions and an area for discussions about more sensitive topics.

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When you're in any of the Talking Point forums, you will see a list of existing discussions. To start your own discussion, click the blue **Post New Thread** button:

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Type a title for your discussion at the top and type your message in the main box. You can click **Preview** to see what message will look like. To post your message, click the blue **Create Thread** button.

You can also **watch** a thread, which means that you will then receive notifications each time it is updated. This option can be found below the **Reply to Thread** button.
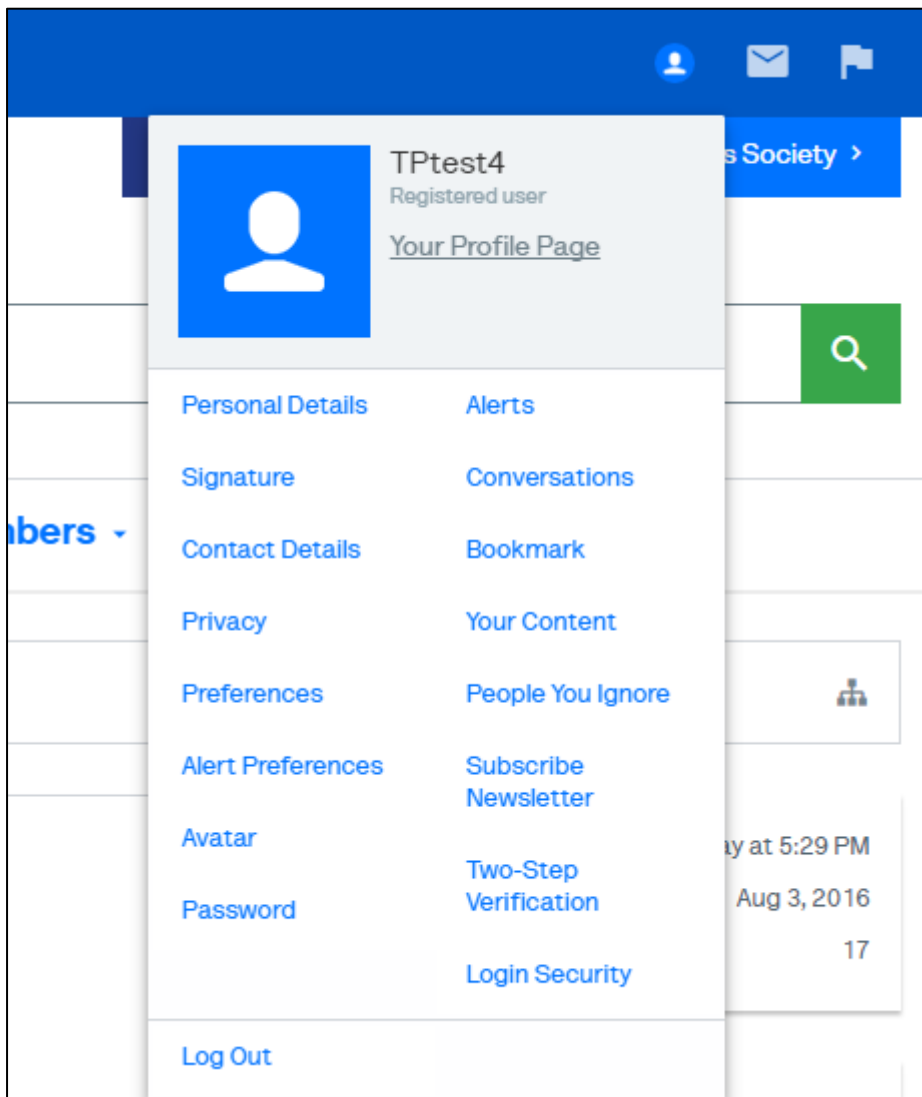
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Finding your posts

Once you've started a discussion or posted a message in another discussion, other members may respond to your message (these are also called 'posts').

To find your posts, go to the top of the page and tap or hover over the first icon and this menu will appear. Click or tap 'Your Profile Page':

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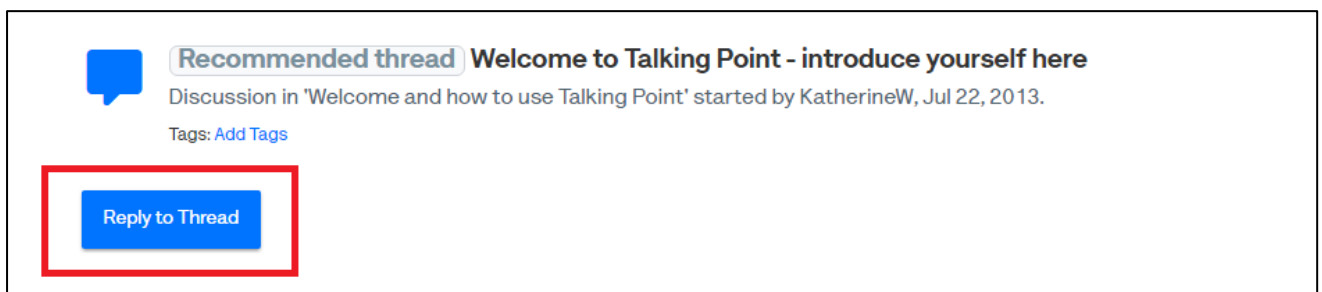This will take you to your profile. Click on **Postings** and you will then see a list of the posts you have made on Talking Point:
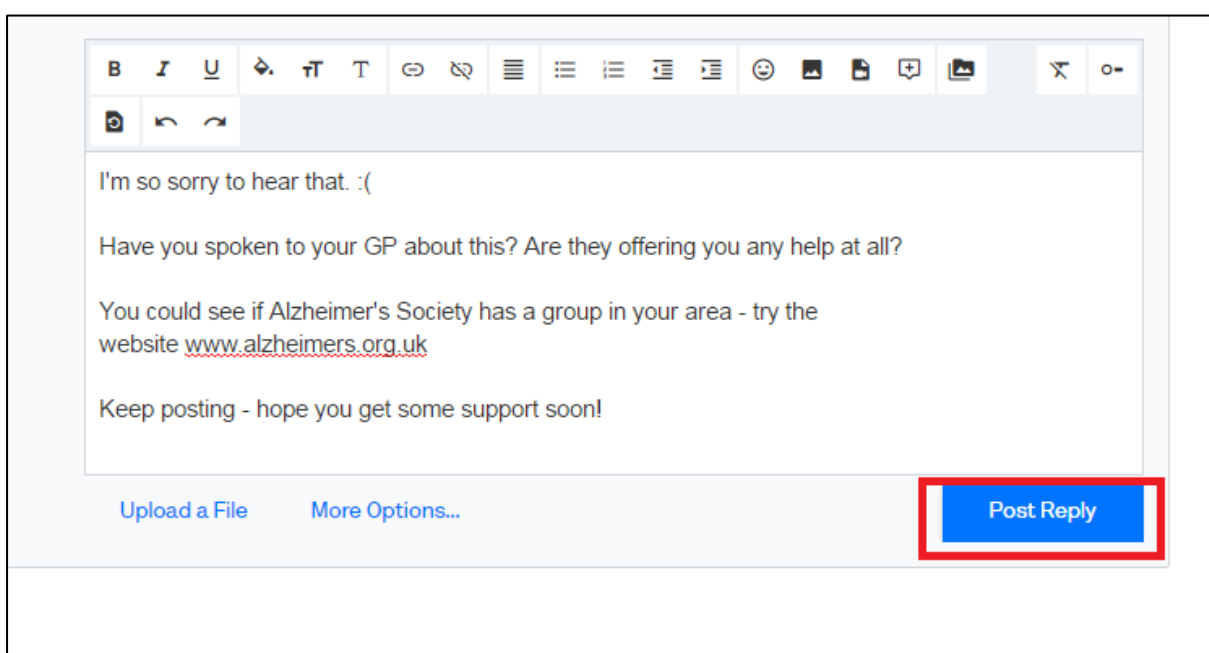
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Replying to another member's post or discussion

When viewing discussions or your own posts, you may see a post from another member that you wish to respond to. To respond to a discussion, scroll up or down and click or tap where you see the blue **Reply to Thread** button:

This will take you to a large white box. Type your reply in the box, and you can then either click **Post Reply.** If you use **More Options** you have the choice of clicking **Preview Post** which shows you what your message will look like.

When you're ready to post your response, click the blue **Post Reply** button:
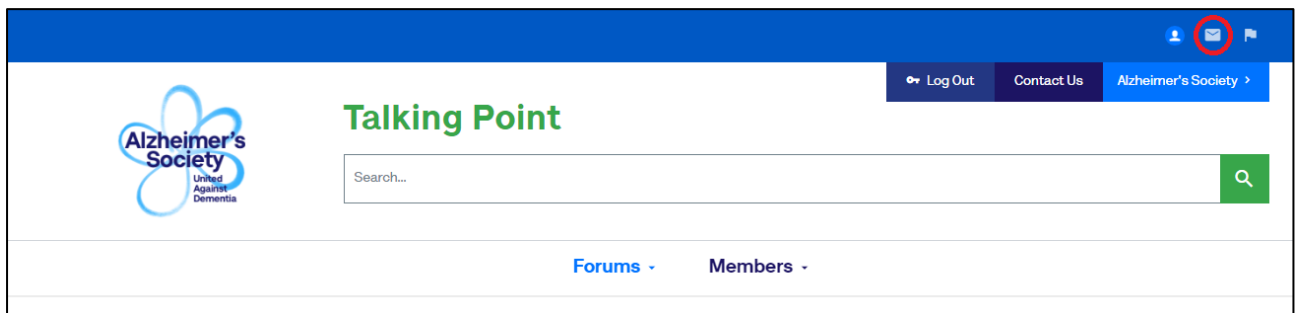
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**Checking Conversations (also known as private messages)**

Talking Point has forums, where discussions take place, and a system to communicate with members privately. These are called 'Conversations' (previously known as private messages or PMs). You can use Conversations to send and receive private messages with another member, which will not be seen by others.

Conversations are also used by Talking Point's volunteers and staff in order to privately make contact with members.

1. When you have a new message, you will see a notification at the top of your screen. Click on the envelope icon at the top of your screen:

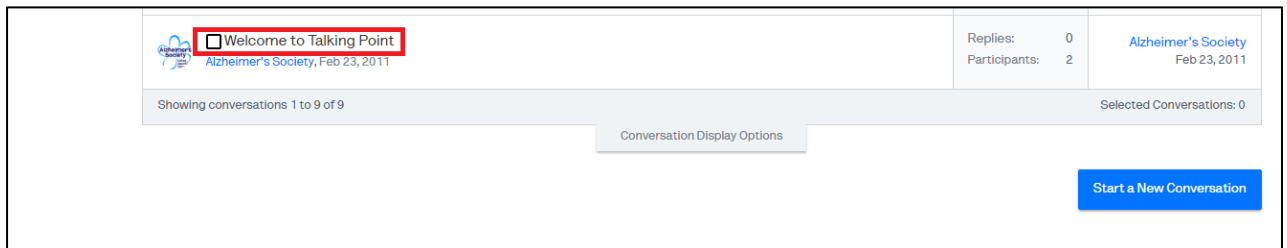2. To check your messages, click on **Show All** on the dropdown menu:
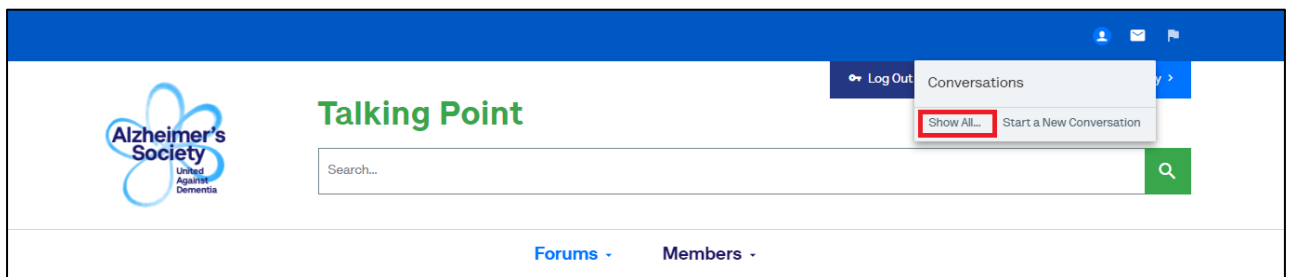
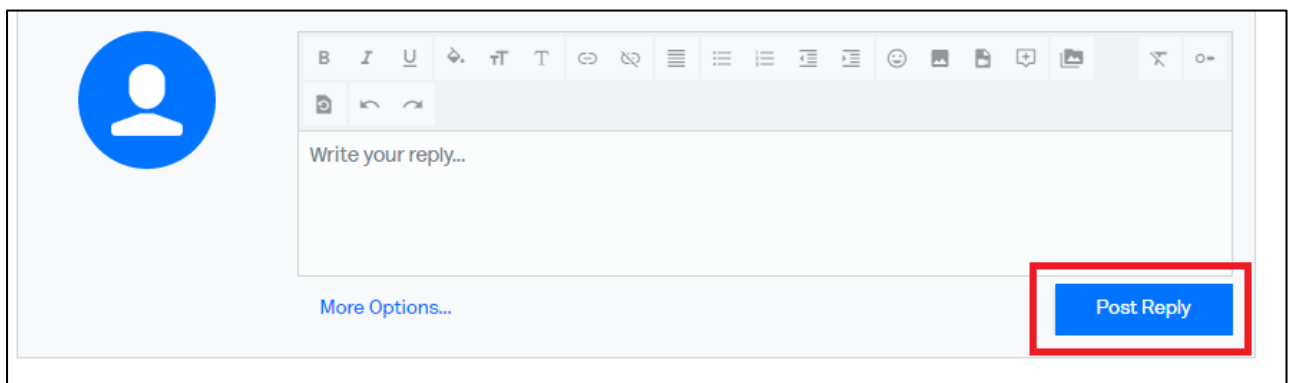You will then see both the messages you have received and sent.

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3. To read your message, click on the title.

4. To send a response, click **Post Reply** at the bottom of the message in the same way you would reply to a discussion thread on the main forum.

Searching on Talking Point

You can search Talking Point for messages on a specific topic e.g. diagnosis.

At the top of the homepage, type the topic you are searching for into the white box and click the green button with the magnifying glass icon:
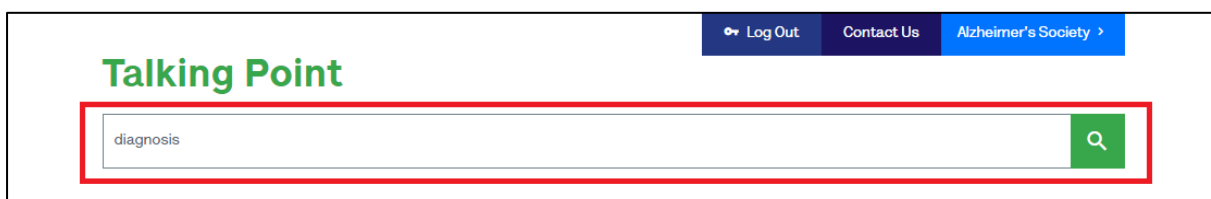
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You will then be shown a list of the discussions with that particular keyword in them. You can scroll through and click on the one that is most relevant to your situation.

Thank you for using Talking Point
We hope that you find our community to be a helpful and welcoming place.

If you have questions, please visit our help section at the bottom of Talking Point's website or by clicking on https://forum.alzheimers.org.uk/help

If you're not able to log in, if you aren't sure of your username or password or if you have any other questions, please email talkingpoint@alzheimers.org.uk