

Little Teeth Chat (LTC) Primer

# **How to get to the LTC website**

* For direct access, go to <https://littleteethchat.aapd.org/home> (this is linked, go ahead and click on it!)
* Alternatively, visit [www.aapd.org](http://www.aapd.org), click on “My Account” at the top of the AAPD homepage, then click on “Little Teeth Chat Community.”

# **How to post a new discussion thread**

* From the LTC Landing page, hover your indicator or mouse over “Participate” (at the top of the page), then click on “Post a Message.”
* Choose “Shared Interest Group” for the option under “Select community.”
* Select your topic, “Safety.”
* Create a title for your discussion post under “Discussion subject.”
* Insert your message in the large text box.
* Attach a document or article for further reading (these get stored in the LTC library and we can track how many people download them).
* You’re a natural!



# **How to post on someone else’s discussion thread**

* From the LTC landing page, hover your indicator or mouse over a discussion thread title and click.
* Scroll down to the last comment and click “Reply” to continue the conversation. It will be added to the bottom of the thread of comments.
* Add an attachment for further discussion. ☺

# **How to set up alerts to your email**

* From the LTC landing page, hover your indicator or mouse over your encircled initials in the top right corner – that’s your profile.
* Hover your indicator or mouse over “My Account” and click “Email Preferences.”
* Make sure your email preferences are “turned on” if you’d like to be notified about posts.
* Also under Account, click on “Community Notifications” and Make sure your topic notifications are set to “Personalized digest & Real-time Discussion Emails.”



