# Lakes of Mount Dora Community Website

## **Quick Start Instructions**

Welcome to your LOMD community website. This will be your main connection to important announcements, up-coming social events, our resident directory, community news, club activities, board communications, and many other services. Follow the steps listed below and then go exploring.

### Step One

#### Setting up your account:

Open your web browser and type <u>www.lomd.net</u> in the address bar, which will take you to the Home Page of the LOMD website. Put your mouse on the "Login" tab, and select "Request Login" from the drop-down menu. Complete the form and click "Submit."

TIP: Once you have your account set up you can directly login to the Website using the member website address <u>www.lomd.net/lomd/inside\_home.asp</u>. (You may want to save this website in your Favorites.)

## Step Two

#### Explore all the drop down windows:

When you enter the LOMD website, the Home Page appears with a Welcome message. Click on the blue <u>\*Welcome\*</u> and then on "Welcome Letter" and read about all the features of our website. TIP: You may want to print this so you can make notes as you explore our site. Remember there is user 1 and user 2 with the same login i.e. husband and wife.

Put your mouse on the tab "My Profile" in the blue title bar, and then select "My Profile" from the drop-down menu. There are four tabs under "Edit Person."

The first tab, "User Profile," automatically opens and will allow you to change certain account information.

Click on the second tab, "Subscriptions," and check community emails you do want to receive. Remember you must do this for user 1 and user 2.

The "My Documents" tab is set aside for future expansion.

Choosing the "My eForms" tab will display any eForms that you have submitted.

Attached is a website diagram showing the location of all the features available. TIP: As you explore the site, highlight those topics listed on the diagram that you feel you will use the most. It will serve as a quick reference guide until you become familiar with all the locations.