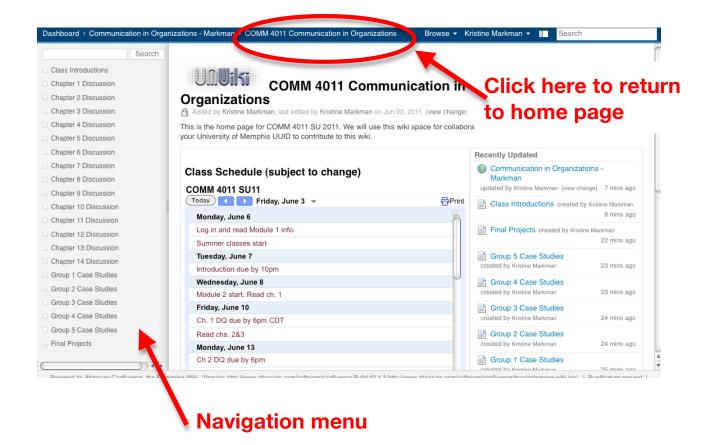
## COMM 4011 Communication in Organizations - Markman

Instructions for using the class wiki

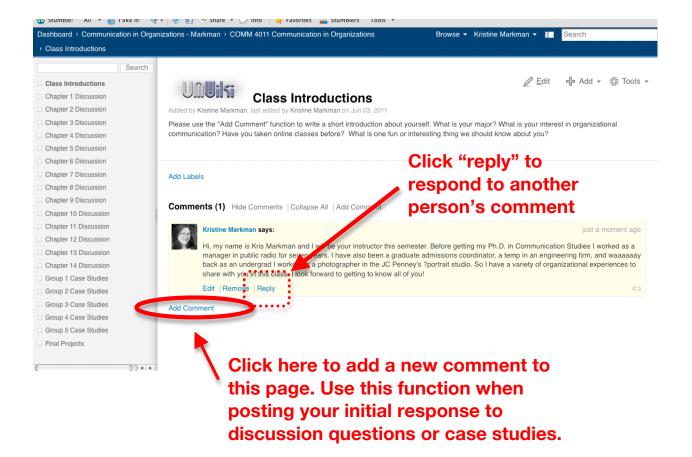
A wiki is a type of web page that can be edited and modified by a group of people. We will be using the University of Memphis wiki to host our class discussions, analyze case studies, and post the final projects.

Access to the class wiki is restricted to people enrolled in this class.

- 1. Go to https://umwiki.memphis.edu/display/COMM4011SU11/
- 2. Log in with your UUID and password
- 3. You should then be taken to the class wiki home page:



4. We will be using two functions for most of our work: Add Comment and Edit:



To change the content of a page, for example, when working on the group case studies, click "Edit. All edits are tracked by the wiki, so you can see who has modified what on a page. This is what the default edit window looks like:

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e this page to test out	the editing functions and get used to modifying wiki pages. DO NOT post actual assignm	ents or discussion question responses here		
: press ¤ î M after a wor	d to find and insert relevant images.			
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Make sure to click "Save" when editing pages! If you click "Wiki Markup" when editing, a Help Tips menu pops up on the right side of the page:

COMM 4011 Communication in Organizations	
Rich Text Wiki Markup Preview Mako Wiki Markup Default  Wiki Markup Preview Mako Wiki Markup Default  Minis is the home page for COMM 4011 SU 2011. We will use this wiki space for collaboration and di University of Memphis UUID to contribute to this wiki.  Section:border=true}{column:width=55%}  h3. Class Schedule (subject to change)  (htm]] <ciframe border-width:0"width="500" frameborder="0" height="600" scrolling="no" src="https://www.google.com/calendar/embed?showTabs=0&amp;showCalendars=0&amp;mode=_ amp;bgcolor=%23FFFFFF&amp;src=0387hm8ncivkep4f9cu240noa0%40group.calendar.google.comSamp;color=%2 style="> </ciframe>	-strike strike +under+ <u>under</u> Headings h1. Large heading h3. Medium heading h3. Medium heading h5. Small heading

5. When viewing a page, click on Tools>Page History to see who has modified a page. I will use the Page History function to track individual contributions to the group case studies.

7. Please feel free to use the Test Page to get used to editing wiki pages. Try out the wiki markup and play around with different formatting.

8. In addition to editing pages, you can add attachments, under the Add menu. You can also use the Add menu to add comments to a page.