

# **Directions for creating a Wikispace account and for using the Eagleridgerides Wikispace pages:**

1. If you are interested in posting on Wikispace, email Kathy Tolar ([kctolar@mpsaz.org](mailto:kctolar@mpsaz.org)) with the following information:
  - A. Your First and Last Name
  - B. Your email address
  - C. Your request to be invited to Wikispace
2. Once you have sent your request, you will receive a Wikispace invitation.
3. Accept the Invitation by creating a login and password.
4. On the left-hand side of the page, in the menu bar, choose a page to go to. Click on the name of the page (for instance, Questions or Sharing).
5. Once you are on the page, click in the upper right-hand corner, on the word "Edit."
6. Click on the page and add text.
7. When you have finished, click Save on the menu bar at the top of the page.
8. You can add pictures (take a snapshot of something you want to share) by clicking on the "File" icon at the top of the page when you are in Edit mode.
9. You can add a link to a new page from any page by clicking on the Link icon, at the top of the page, when you are in Edit mode.