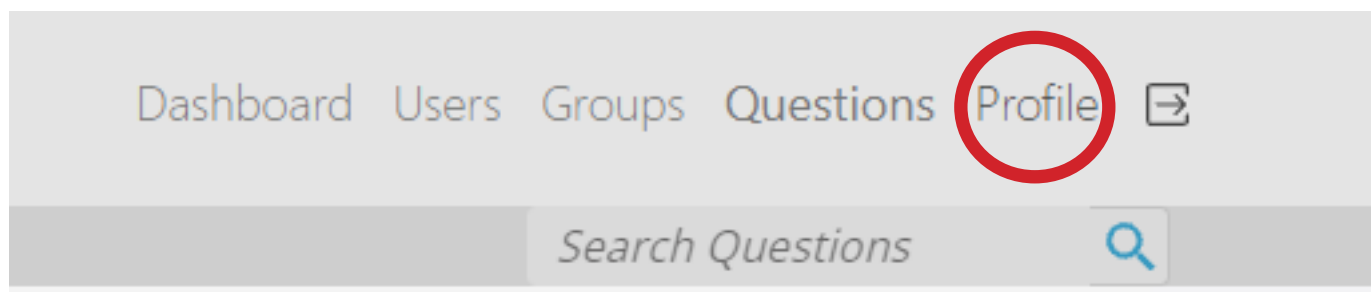


Ask Extension Account Profile Settings

1. Login to Ask Extension: <https://ask2.extension.org/> using the “Expert Sign In. Please bookmark this page if you haven’t already.
2. Click on “Profile” at the top right of your screen.

A screenshot of the 'Account' tab in the Ask Extension profile settings. The page has a sidebar with tabs for 'Account', 'Preferences', 'Signature', 'Institutions', 'Groups', and 'Tags'. The 'Account' tab is active. The main content area shows a profile card with a placeholder for a profile picture. The fields are: Name (JENNIFER ANDON), Email Address (andon.1@osu.edu), Home State (Ohio), County (— Select County—), Phone Number (with an extension field), and Mobile Number ((614) 216-4288). Below the profile card is the 'Authentication' section with a Username field (jennifera5) and a 'Change Password' button. At the bottom is the 'Status and Settings' section with a 'Vacation Mode' checkbox, which is circled in red. The 'County' dropdown menu is also circled in red.

3. Under the “Account” tab of your profile, please make sure the county is left blank (“Select County”) and your “Vacation Mode” is not selected. We service the entire state, not just our own county. Click “Save”.



Preferences

Profile preferences and settings

Maximum Page size:

show 25 records

per page.

Auto Refresh Rate:

Questions page refresh rate in minutes.

— Disabled —

Default From Name:

From name to use when replying to a thread

Email Address Name

Default Question Queue:

— system default —

Thread View Order:

The order of thread entries

— System Default —

Default Signature:

This can be selected when replying to a thread

My Signature

Default Paper Size:

Paper size used when printing questions to PDF

Letter

Reply Redirect:

Redirect URL used after replying to a question.

Queue

Image Attachment View:


Open image attachments in new tab or directly download. (CTRL + Right Click)

Download

Localization

Time Zone:

System Default

 Auto Detect

Time Format:

— System Default —

Preferred Locale:

Use Language Preference

4. Under “Preferences” tab, you’ll only need to change the Default Signature to “My Signature”. The remaining options can be left as they are. Click “Save”.

Signature

Optional signature used on outgoing emails. Signature is made available as a choice, on question reply.

Jennifer Andon

If you would like to learn more, please check out these resources.

BYGL Newsletter: <http://bygl.osu.edu/>

OSUE FactSheets: <http://ohioline.osu.edu>

State Master Gardener Volunteer website - <http://mastergardener.osu.edu>

4. Under “Signature” tab you can copy and paste this, using your name. Make sure the links are live:

Jennifer Andon

If you would like to learn more, please check out these resources.

BYGL Newsletter: <http://bygl.osu.edu/>

OSUE FactSheets: <http://ohioline.osu.edu>

State Master Gardener Volunteer website - <http://mastergardener.osu.edu>


Access

Select the institutions the expert is allowed to access and the corresponding effective role.

Primary Institution *



<div>The Ohio State University</div> <div>?</div>	<div>eXtension Expert</div> <div>?</div>
---	--


Extended Access

<div><div>+ </div><div>— Select Institution —</div><div>▼</div></div> <div>Add</div>

5. Under the “Institutions” tab, your institution should be “The Ohio State University” and your role should be “Extension Expert”. Extended Access can be left alone.





Assigned Groups
Expert will have access to questions assigned to a group they belong to regardless of the question's institution. Alerts can be enabled for each associated group.


Ohio State University Extension Master Gardener Volunteers	<input checked="" type="checkbox"/> Alerts <input checked="" type="checkbox"/> Enable Autoassign	
MGV Test Group	<input type="checkbox"/> Alerts <input type="checkbox"/> Enable Autoassign	



6. Under “Groups” tab, please make sure the “Alerts” and “Enable Autoassign” are both ticked in blue. Click “Save”. This will ensure that you are included in the round robin and receive notifications that you have received a question.

Associated Tags
Expert can select tags to describe their areas of expertise.

entomology	
pesticide safety	
lawn insects	
structural pests	



7. Under “Tags” tab, please add in tags to describe your personal areas of expertise. Click “Save”.

8. You are done and can now log out.

