

# Classifieds & Socialize

All students, faculty and staff have access to the Socialize section of the Porthole. In this section, you can post or find information about:

- Items that for sale or giveaway
- General/Anything
- Lost and Found
- Ride Sharing
- Text Me!

You can open the Socialize section by clicking on the **Socialize** option in the QuickLaunch Navigation panel on the left-hand side of the Porthole's home page (see **Figure 1**).

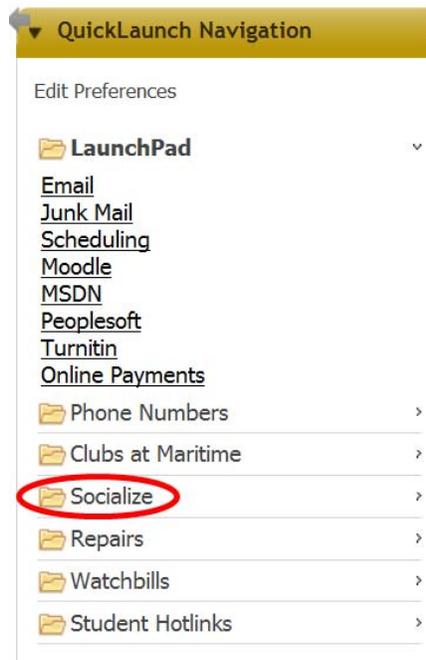


Figure 1

After you click on Socialize, the options listed above will be displayed (see Figure 2).

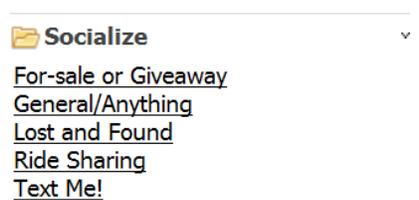


Figure 2

## Selling an Item

Let's assume that you want to sell a motorcycle.

1. First, click on the "For-sale or Giveaway" link (see Figure 2). After doing so, the Message Boards (for Sale or Give-Away) will open as illustrated in Figure 3.

Category	Categories	Threads	Posts	
<b>Books and Educational Supplies</b> Want to give-away or sell your used text books, supplies, clickers, etc.....	0	0	0	RSS
<b>Items for Giveaway</b> Post items that you would like to giveaway	0	0	0	RSS
<b>Items for Sale</b> Post items that you would like to sell	0	0	0	RSS

Showing 3 results.

Figure 3

2. As illustrated above, there are currently three categories under the For-sale or Giveaway section. As the Porthole continues to evolve, others may be added. The three illustrated above are:
  - Books and Educational Supplies
  - Items for Giveaway
  - Items for Sale

To post your computer for sale, click on "Items for Sale" category. The category named "Items for Sale" will open as illustrated in Figure 4.

Categories »  
**Items for Sale**

Add Subcategory

Category	Categories	Threads	Posts
Showing 0 results.			

Threads

Post New Thread

Thread	Status	Started By	Posts	Views	Last Post
Showing 0 results.					

Figure 4

- Click on the “post new thread” icon.



Figure 5

- Add a Subject and the details of your posting in the body as illustrated in Figure 6.
- You can also attach image files of the item you are selling or mark up the text to bold, italicize, underline, add color, etc.

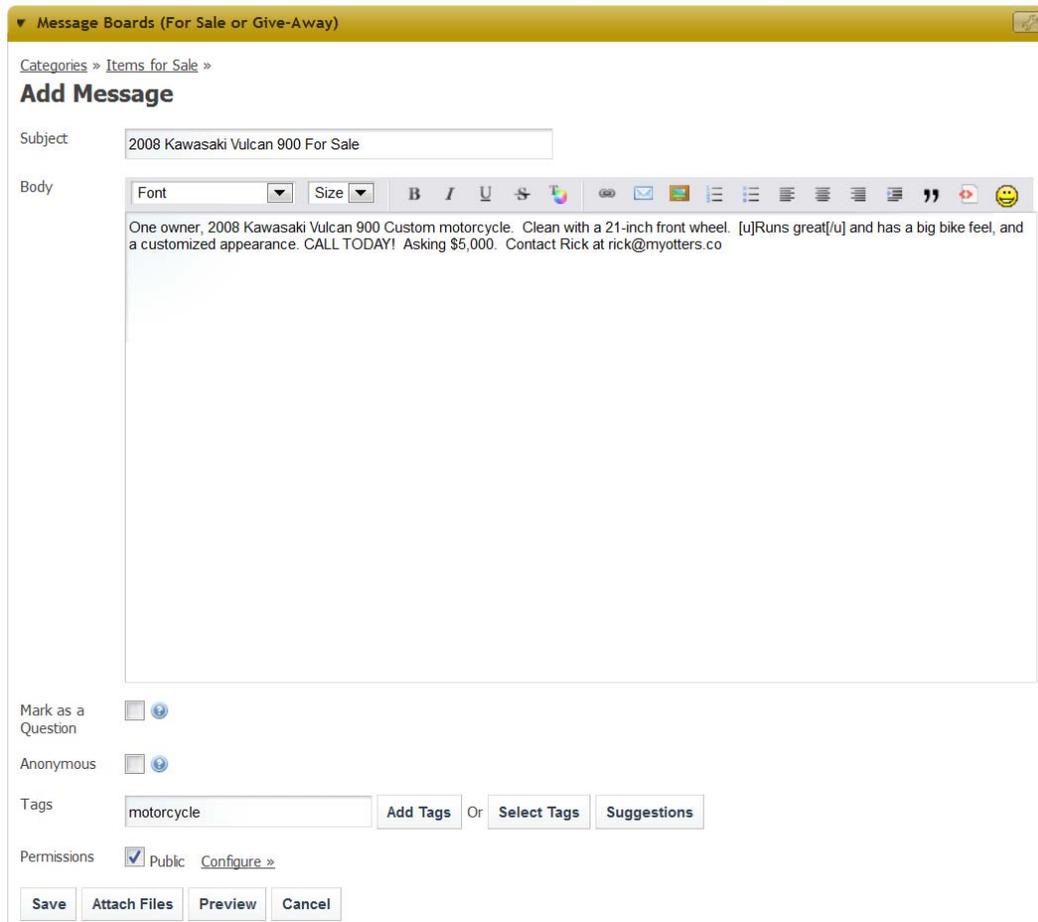


Figure 6

Note: To ensure that your pictures are displayed properly, do not upload files larger than 640x480 pixels in size.

- Click “Save”



## Searching the Classifieds

After there are a lot of items posted, you might find it easier to locate an item by searching for it. Simply type the name of the item in the search box. You can search all the classifieds or by category. See Figure 2 above for an example of the search text box.

## Responding to a Classified Add

1. Select the posted item that you want to respond too.
2. Select the reply link and enter your response.
3. When complete, select "**Save**".

## The Text Me Option

The Text Me option (Figure 2) allows you to enter your phone information to receive text messages if you desire to receive them. By default, the various messaging systems are turned off and you can specify which ones you wish to receive text messages from. More details about this feature will be forthcoming.

