FACILITATOR SERIES

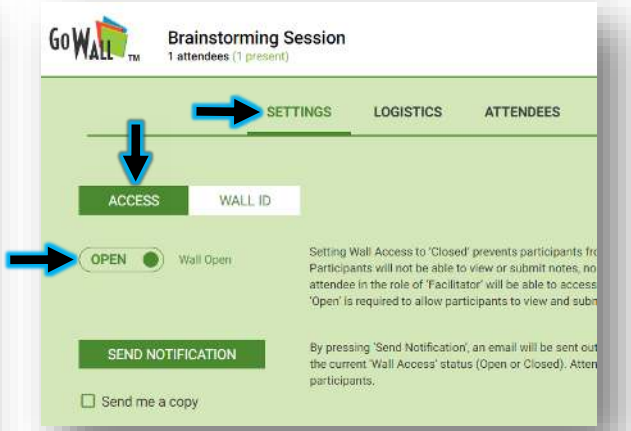
How to Open & Close Wall Access

1.

Go to My Walls & select 'DESIGN'.

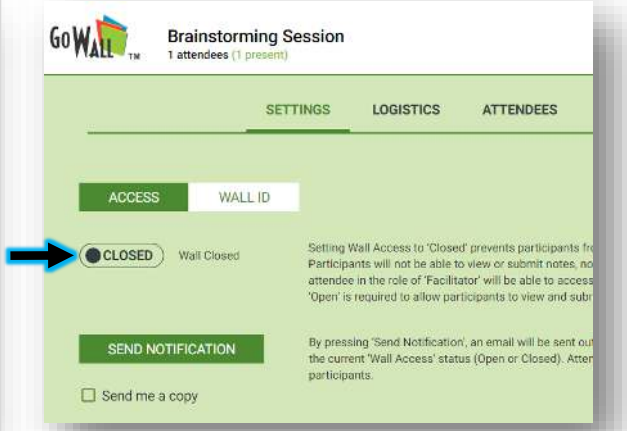
2.

Select 'SETTINGS' tab & under the 'ACCESS' sub-tab, click 'Open' (default setting) to toggle Wall Access between 'OPEN' & 'CLOSED'.



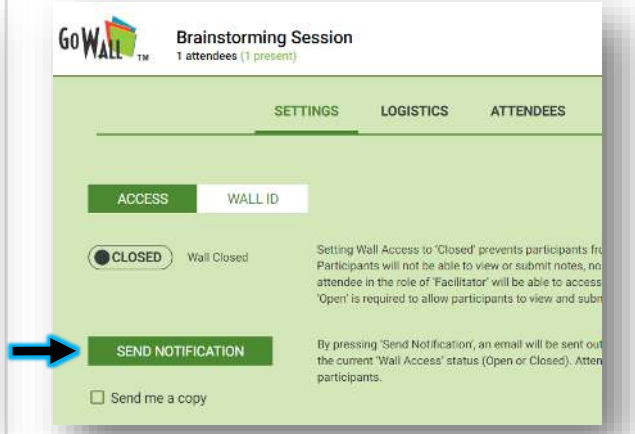
3.

'OPEN' = Participants can access the Wall
'CLOSED' = Participants cannot access the Wall.
Note: Facilitators can always access the Wall.



4.

'SEND NOTIFICATION' = GoWall will send an email notifying Participants of the current wall status (either 'Open' or 'Closed').



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