IAAP Connections: User Guide I

Joining and Navigating Connections Communities

Joining a Public Community

1. Log into the IAAP website and navigate to the IAAP Connections home page.
2. From the main menu bar, select the Communities drop down menu, then "All Communities". This will show you all of the public Connections Communities as well as any private Communities of which you are already a member.
3. Browse the list of public Communities and select the join button for the Community that you would like to join.
   a. Select your communications settings. You may choose to receive email updates about posts in the community in real time, as part of a daily digest, or opt out of email notifications.
4. You are now a member of your chosen community. To access it in the future, select the "My Communities" option from the Communities tab on the main menu.

Joining a Private Community

Some communities on IAAP Connections are private. These may be used by various IAAP committees, task forces, or IAAP programs. To join a private community, you will need to be invited by the Community Administrator or directly added by and IAAP staff member. If you believe that you should be a member of a private community, contact your committee chair or info@accessibilityassociation.org.

Posting or Replying in a Community Discussion

1. Navigate to the Community where you would like to post your discussion topic or reply.
2. Select the discussion tab from the Community menu.
3. To post a new message, select the "Post New Message" button.
   a. Enter a Discussion subject line and your body discussion topic in the appropriate fields. You may also choose to edit or include your default signature line.
   b. Attach any relevant files
   c. Select the "Send" button to post your discussion.
4. To reply to an existing discussion post, select the topic from the list of posts.
   a. Find the response to which you would like to reply and find the Reply options drop down menu.
   b. You may choose to reply to the discussion as a whole or just the sender of that specific comment.
   c. Enter your test and select the "send" button to post.
5. To notify a specific person of your reply, you may use the @ symbol followed by the first 3 letters of their first name. Select their name from the list of members to tag them in your post.