



APsaA Connects Instructions:

The new [APsaA Connects](#) communications platform works very much like our former listservs, allowing you to send and receive email directly from your email account. You will also be able to easily subscribe and unsubscribe to any community and choose if you want to receive emails in real-time (as other members post them) or once a day in a daily digest format (more on these options below).

APsaA Connects is a new technology. We've tested it with a range of members to make it as easy to use as possible. But, as with all new technology, it takes a little time to become familiar. We've developed these instructions to help make the "switching over" process easier. Feel free to print out these instructions for easy and future reference.

Step 1: Subscribing and Unsubscribing

To subscribe or unsubscribe from a community, you must log in to APsaA Connects. If you are reading these instructions on the APsaA website, then you are already signed in to APsaA Connects, just [click here](#) to enter the site. If you are not currently signed in, go to connect.apsa.org, click on the red "sign in" button on the top right corner and use your email address and password associated with your www.apsa.org login.

Subscribing To Communities

Once signed in to APsaA Connects, you can select which communities you want to "Join.":

- 1) Locate the "Communities" tab in the main taskbar immediately under the APsaA logo. (You will also see "Home", "Events" in the taskbar)
- 2) On the drop down menu under the "Communities" tab, select "**All Communities**"
- 3) Review the communities listed and select "Join" for any community you want to subscribe to (The "Join" button is on the right)
- 4) You are now subscribed to this community and will be able to receive and send emails to this community.

Unsubscribing From Communities

- 1) Locate the "Communities" tab in the main taskbar immediately under the APsaA logo. (You will also see "Home", "Events" in the taskbar)
- 2) On the drop down menu under the "Communities" tab, select "**My Communities**"
- 3) Click on the community you want to unsubscribe from
- 4) On this page, click on the "Settings" button (reddish, orange), next to the name of the community

- 5) In the pop-up window, select “Leave Community”
- 6) You are now unsubscribed from this community and will no longer receive emails or be able to send emails to this community.
- 7) You will also be able to unsubscribe using the link in the footer of any email you receive from a community for which you are subscribed.

Step 2: Sending and Replying to Email

The APsaA Connects platform allows you to send messages directly from your email account. You can also choose to send and reply to messages online through the APsaA website. One of the benefits of this platform is that every email message posted to the online community is archived for future reference on the APsaA Connects section of the APsaA website. **NOTE: You must be subscribed to a given community in order to read, send, receive and reply to messages.**

Sending Email:

Each community has its own email address, similar to the listservs. Here are the email addresses for each community that are open to all members:

APSA-members@connectedcommunity.org

APSA-online@connectedcommunity.org

APSA-referrals@connectedcommunity.org

These email addresses are also located on the APSA website:

<http://www.apsa.org/content/apsaa-connects>

Please keep in mind that when emailing to any community you must use the email address associated with your APsaA log in. For example, if you use a gmail account for your personal use, but you use your institution email address for the log-in for the APsaA website, you can only send an email to an APsaA community from the institution email address.

Replying to Email:

To reply to an email, open the message and use one of the red links at the bottom of the message to post a reply or new message. You can choose to either: “Reply to Group by Email”, “Reply to Sender by Email” or “Post New Message by Email”

You can also click “Reply” using your email reply button, but keep in mind that using your email reply button will only send a message to the sender.

Step 3: Changing Email Delivery Options

A benefit of APsaA Connects is the ability to adjust your email delivery settings for each community you are subscribed to by choosing to get email in either “**Real Time**” (as messages are posted) or “**Daily Digest**” (receive one email per day, with all discussions listed for easy reading).

- 1) Log in and locate the “Communities” tab in the main taskbar under the APsaA logo. (You will see “Home”, “Blog”, “Events”...)
- 2) On the drop down menu under the “Communities” tab, select “**My Communities**”
- 3) Click on the community you want to adjust the email settings for.
- 4) On this page, click on the “Settings” button (reddish orange), next to the name of the community (middle of the page in large font)
- 5) In this pop-up window, click on the blue box under “Email Notifications”
- 6) Select the desired settings in the drop down menu either: “Real Time”, “Daily Digest”, or “No Email.” If you select “No Email,” you will not receive email when messages are posted to that community but you will still be able to read all of the discussions by signing in to the APsaA Connects website.
- 7) You can also change your email delivery options by using the link in the footer of any email you receive from a community for which you are subscribed.

Additional Features:

Adding a Profile Picture:

APsaA Connects allows for members to add their photo to their profile. The photo will then appear next to the members name in all emails. Adding your profile is easy.

- 1) Log in to APsaA Connects using your APsaA associated email address and password.
- 2) On the upper-right corner (top, top right) click on the gray circle and select the profile button
- 3) On this new page, on the left under the gray circle click on the red/orange “action” button and select change photo
- 4) Upload a photo saved on your computer or smart phone.

Search Functionality:

An additional benefit of APsaA Connects is the ability to search the site for previously posted emails, events and documents. For example, if a member posted a message about “Bion Curricula” you will be able to log-in to the site, enter this term in the search box and find all the messages or documents that include the phrase “Bion Curricula”. The search box is available on every page, in the upper right corner.