AALL MY COMMUNITIES QUICK START USERS' GUIDE

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ABOUT AALL MY COMMUNITIES

My Communities is the social networking component of the AALL website (AALLNET) for special interest sections, caucuses, committees, juries, and informal groups of members. AALL members have the ability to create groups and other communities. Member groups can communicate via discussions, share documents through their resource libraries, post events, and create blogs.

ACCESSING MY COMMUNITIES

AALL has implemented single sign-on (SSO) for both websites, so you can log into My Communities using the same login information used for AALLNET. If you successfully log into AALLNET or My Communities, you will automatically be signed into both websites.

1. Open a web browser and go to https://community.aallnet.org. NOTE: If you are coming from AALLNET, hover over "Community" on the top navigation bar and then click on "My Communities".
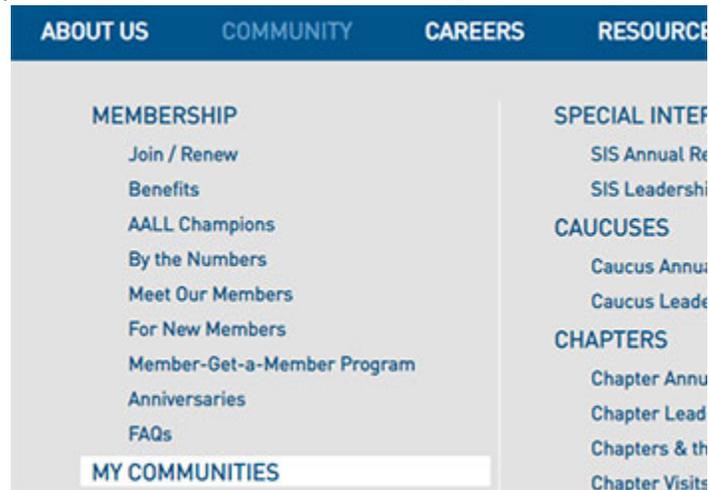
2. If you are not already logged in, click on the "Sign in" button located on the top right, and log into My Communities using the same login information used for AALLNET.

3. Once you are logged in, the My Communities homepage will offer quick links to information from the communities to which you belong. NOTE: If you are accessing My Communities for the first time, you will need to read and respond to the AALL Code of Conduct before you can proceed.

MY COMMUNITIES PROFILE

In My Communities, you have the opportunity to create an additional "social networking" profile separate from your AALL profile on AALLNET. Your address information here is synced with the AALL membership database and is automatically populated. In addition you have the opportunity to provide more demographics to your profile, such as your interests, honors, and awards. The more information you provide the more networks the community site can automatically relate to you. This will allow you to easily connect with other members based on areas of interests, location, etc.

1. To access your My Communities profile, click on down arrow button next to your profile picture on the top right, and then click on the "Profile" button.

2. To edit your address information, click on the pencil icon next to "Contact Details" and you will be redirected to your main AALL profile on AALLNET. Click on the "Actions" button located next to the silhouette to upload your picture. Finally, click on the orange buttons under each section to add additional information about yourself.

   If you wish to import your name, photo, headline, and current positions from LinkedIn, click on the "Import Your Info" button under the LinkedIn section. You will be required to sign into LinkedIn and grant My Communities permission to retrieve that information.

PRIVACY SETTINGS

You can designate which information in your My Communities profile, such as your photo and address, other AALL members may see. You can choose between the following privacy options: My Contacts, Members Only, Public, and Only Me. Please note that your address, phone numbers, and email address are defaulted to "Only Me", and you may opt to display this information on your My Communities profile for other AALL members or the public to see.

1. To access your privacy settings, click on down arrow button next to your profile picture on the top right, and then click on the "Profile" button.
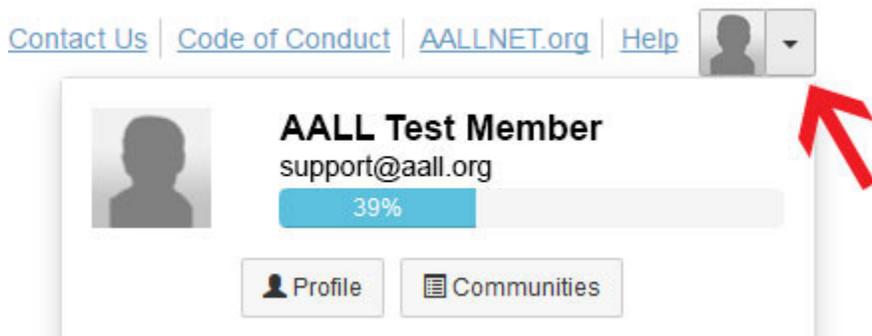
2. Using the drop-down list of options for the My Account tab, select "Privacy Settings".
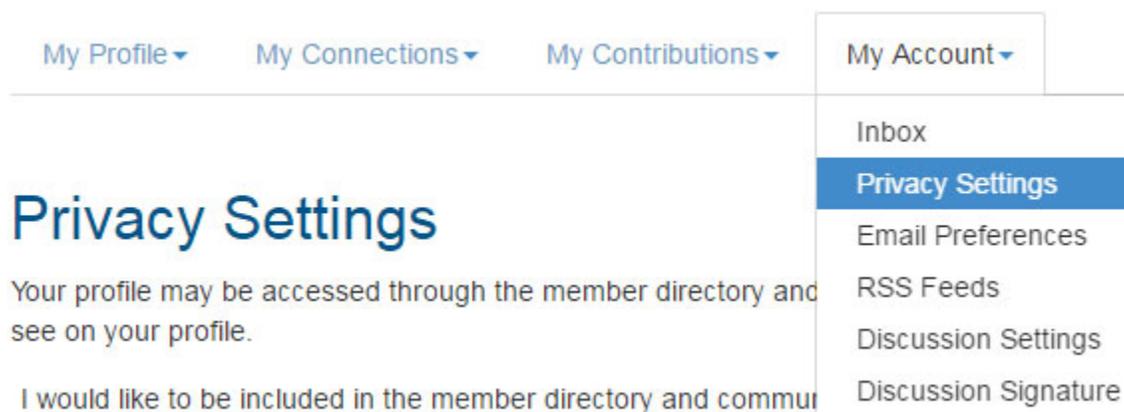
3. Using the drop-down lists, select the privacy option for each area of your profile.

4. Click on the "Save" button to save your changes.

COMMUNITIES

Join a community and begin connecting with other members that share your interests.

1. Committee and Jury Communities – All of the committee and jury communities are synced with the AALL rosters on AALLNET. If you are currently on a committee or jury roster, then you will automatically be added to your committee's or jury's community.

2. SIS Communities – All of the main SIS communities (14) are synced with the paid SIS membership dues received. If you are a current AALL member that is up-to-date with your SIS membership, then you will automatically be added to you SIS community.

3. All Other Communities – As long as the community is open to all AALL members (e.g. caucus communities) you are free to join that community.

View Communities You Belong To:

1. To view all the communities you belong to, click on "Communities" on the top navigation bar, and then click on "Communities I Belong To".
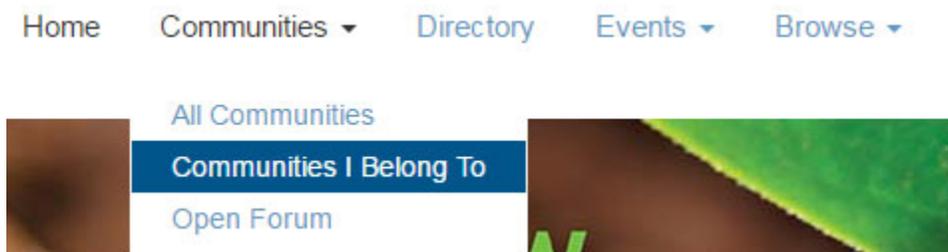
Browse All Communities:

1. To view all the communities you belong to, click on "Communities" on the top navigation bar, and then click on "All Communities".

2. You can use the "Community Type" drop-down list to sort through the different community types: AALL Members, Caucuses, Committees and Juries, Member Created Communities, SIS Subgroups, or Special Interest Sections. You can also sort by the communities you belong to or can join, only the communities you belong to, only the communities you can join, only the communities you can view, or All Communities.

3. If the community has a "Join" button, then that is a community you can join. Otherwise, if it's a community that you have already joined or you may only view with limited permissions there will not be a "Join" button. NOTE: Some communities may only be viewable and not be eligible to join because the community is either private and is set to invitation only, or it is synced with AALL's membership database (i.e. committee communities and SIS communities.)
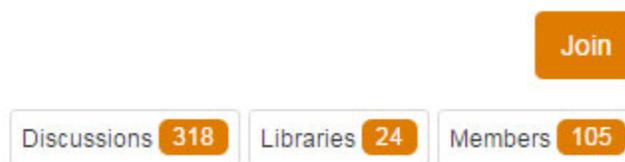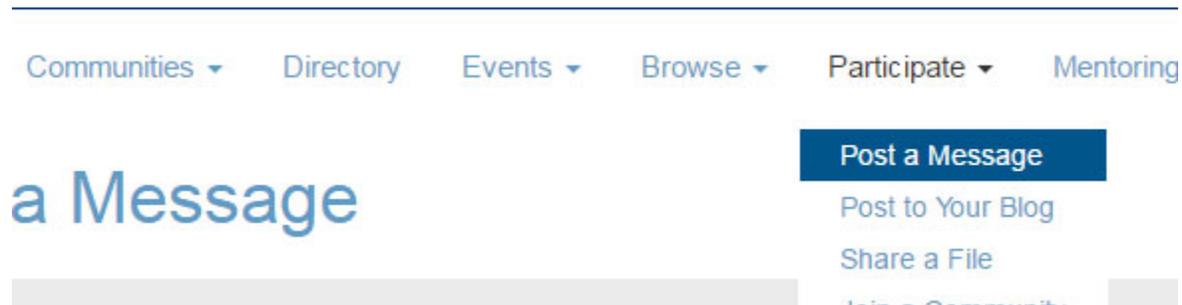
DISCUSSIONS

Each community has a discussion functionality, which you can use to send messages to everyone in that community.

Posting a new message using the web form:

1. To post a message, click on "Participate" on the top navigation bar, and then click on "Post a Message".

2. Select the community you want to send a message to, type your message, and then click on the "Send" button to send your message.

Replying to a message using the web form:
Click on the "Reply to Group" button within the email, and you will be redirected to the web form. If you are not logged into My Communities, you will be redirected to do so first.

Posting a new message or Replying to a message from your email client:
If you are subscribed to your community using the real time or daily digest setting, then you may use your email client to send messages.

1. HTML and plain text are both supported.

2. **Replying to a message directly from your email client, will send the message to the entire community**. To reply to just the sender, manually change the email address in the TO: line in your email client. NOTE: if are subscribed to your community using the daily digest setting you cannot simply hit your email client's reply button to reply to the digest because it won't know which message you'd like to reply to. Instead, within the daily digest each message will either have a "Reply to Group" or "Reply via Email" button, and you will need to click on either one of those in order to reply directly to a particular message.

3. Attachments can be included in messages, and they are automatically stored in the community's library.

    a. Standard files, such as documents and PDFs can be attached, but executables, audio/video files, and icons are not allowed.

    b. A separate, follow-up email to review and edit the library entry, which contain the attachment(s), is sent to the sender. They have an opportunity to make additional improvements such as providing a description or editing the title.

    c. There is a 10MB size limit (email and attachment).

4. To get the email address for your community:

a. Open a recent message from your community in your email client. Then click on the reply button, and save the email address to your address book.

b. Visit the Community Email Addresses page in the AALL My Communities Help Center. Find your community's name and save the email address to your address book. NOTE: you will need to be logged in to view the Community Email Addresses page.
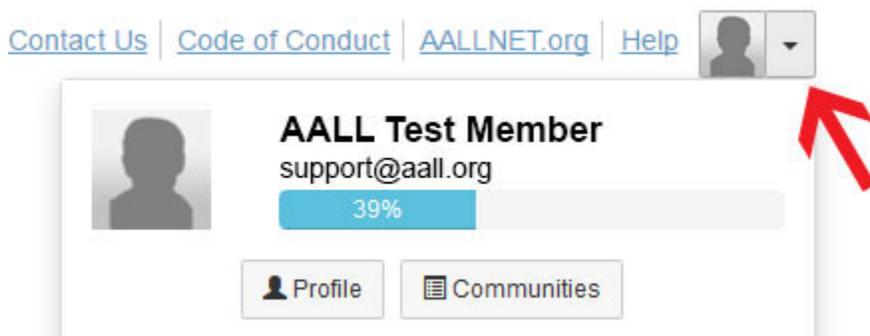
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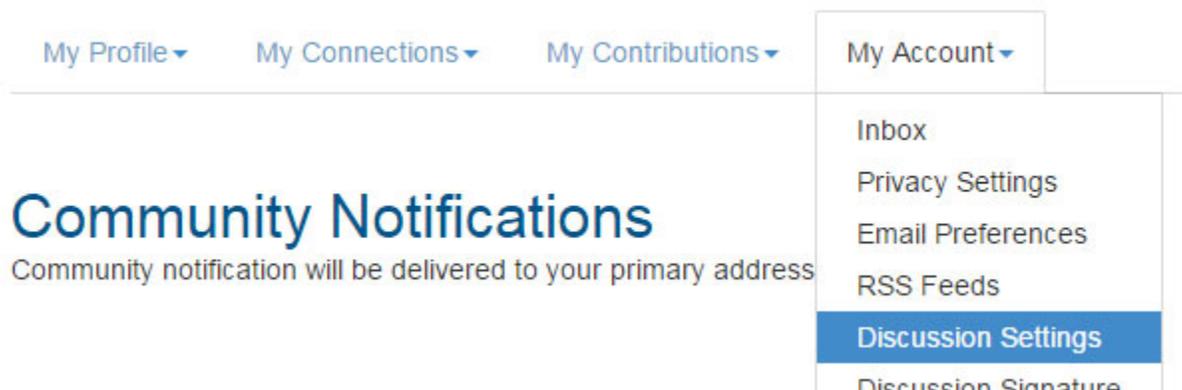
You can receive an email whenever a message is posted to your community's discussion.

Changing your Email Address:

By default, emails will be sent to your email address that is synced from the AALL membership database. However, you can change the email address that discussions are sent to. NOTE: Changing your email address here will not change the email address associated with your AALL profile.

1. To change your email address, click on down arrow button next to your profile picture on the top right, and then click on the "Profile" button.

2. Using the drop-down list of options under the My Account tab, select "Discussion Settings".

3. Click on the "add override addresses" link.

4. Finally, enter in an email address, select which communities you would like to apply it to and click on the "Save" button to save your changes.
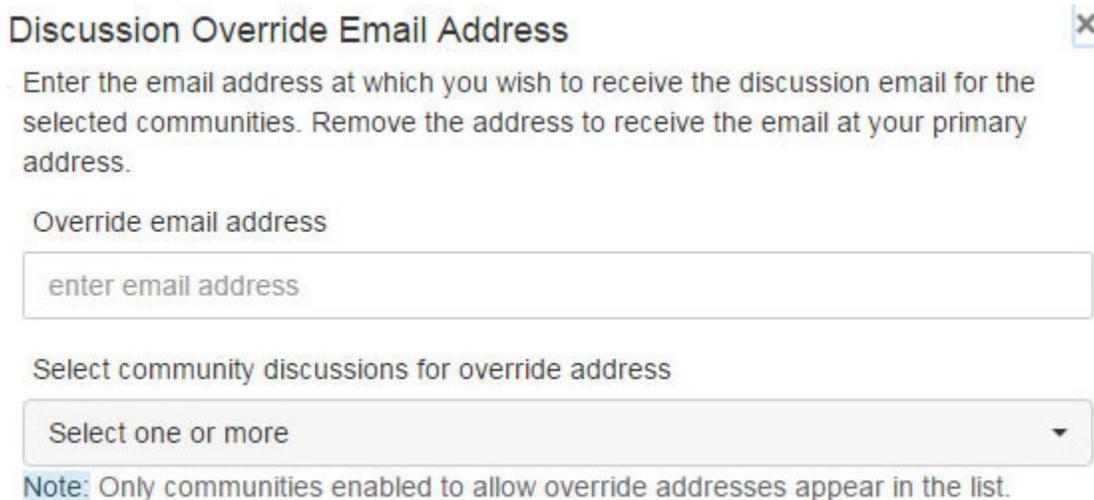
Changing the Frequency of Emails:

You can change how often you receive emails from your communities.

Members Open Forum | No Email ▼

Real Time
Daily Digest
No Email

1. Next to each of the communities you belong to, click on one of the following options for each. Once you make a selection, it will automatically save your choice.

    a. Real Time – You will receive emails one at a time as soon as they are sent.

    b. Daily Digest – You will receive one email per day summarizing all of the messages sent the previous day.

    c. No Emails – You will not receive any emails, but you can still access the community.

Firewalls, Spam Filters, Junk Filters:

With increased security everywhere, we suggest you or your IT department add the following domain to your approved senders list to make sure emails arrive in your inbox.

@connectedcommunity.org

RESOURCE LIBRARIES

Each community has a resource library, which you can post documents to share with everyone in the community.

Posting documents:

1. To share a file, click on "Participate" on the top navigation bar, and then click on "Share a File".

2. Select the library you want the file to be saved, provide the necessary information, and then click on the "Next" button to continue on with the next step. Required information is denoted with an asterisk (*)

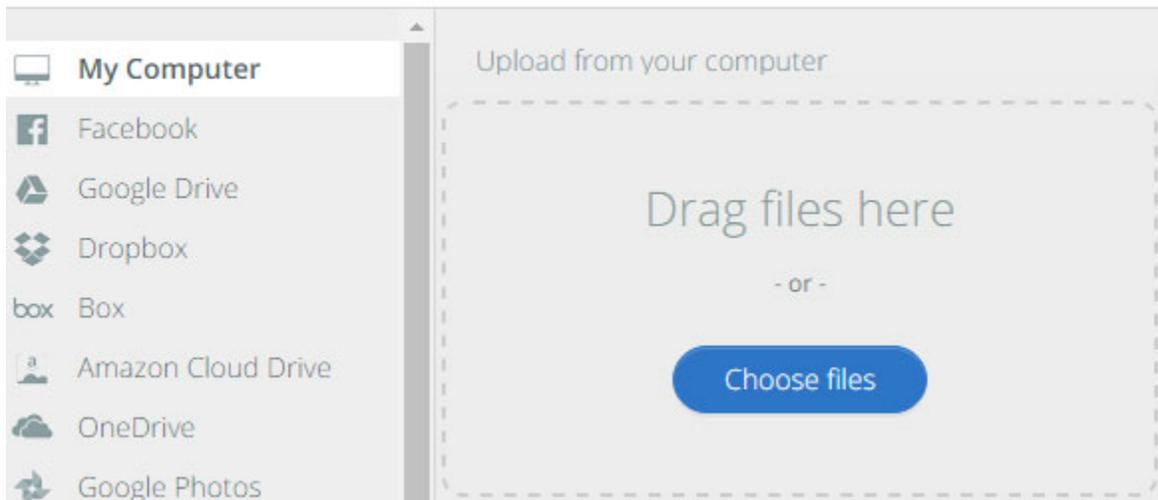3. Then select the files you wish to upload and click on the "Upload Files" button.

4. Finally, make sure to click on "Finish" to complete the process. If you wish to describe your files, click on the "Next" button instead to proceed to the final optional step.