

# Academy of Management Community User Guide

AOM's online community is a space exclusively designed for management scholars to connect, share and explore ideas. Below are steps to help you get started.

## **I. Login**

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### **I. How to Login**

1. Go to <http://connect.aom.org/home> and click on the 'Sign In' button in the right hand corner.
2. You will then be redirected to the member login page on the AOM website. Enter your AOM member login information. If you don't remember your login credentials, click [Forgot your username or password?](#) Not yet a member? Click 'Create an Account' on the left side of the page to get started.
3. When you first log into the community for the first time, you will be asked to review AOM's community code of conduct.

### **II. Edit your profile**

Click the **orange dropdown** button on the top right of the page, and then click on 'profile'. Here you can add a profile picture, link to social networks, enter job history, and education and contact details.

To add a picture so that others can recognize you, click the edit icon on the right side of 'contact details'. This will take you to your AOM member profile where you can upload a photo, which will automatically transfer over to the AOM community.

You can link to your social networks by selecting the **green 'add button'** in your AOM community profile and selecting from the drop down.

## Contact Details

Academy of Management  
PO Box 3020  
Briarcliff Manor, NY



[cstrycharz@aom.org](mailto:cstrycharz@aom.org)

[Refresh Profile Info!](#)

## Social Networks

Link to other social media accounts

[Add](#)

To edit your education and work history, click on the 'edit' buttons within your AOM community profile.

[My Profile](#) [My Connections](#) [My Contributions](#) [My Account](#) [Admin](#)

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### Education [Edit](#)

University of Massachusetts  
Amherst, Massachusetts  
2005 To 2009

### Job History [Edit](#)

Academy of Management  
Marketing Specialist  
Briarcliff Manor, NY, United States  
May 2015 - present  
[www.aom.org](http://www.aom.org)

Lincoln Center for the Performing Arts  
Membership Marketing Manager  
New York, NY, United States  
March 2014 - May 2015  
[www.lincolncenter.org](http://www.lincolncenter.org)

This will take you to your AOM member profile. Tab over to 'Professional Profile' to complete your work and education history. This information you add into your AOM member profile will automatically transfer into your AOM community profile.

Contact Info Professional Profile Academy Profile Annual Meeting My Account

### Education History ⚙️ +

▲ Degree	Degree Date	Institution	School/Department	Major/Concentration		
There are no records.						

### Work History ⚙️ +

▲ Affiliation	Title	From	Through		
There are no records.					

### Expertise ⚙️ ✎

### **III. Join a Community**

To join a new community, click 'Communities' and select 'All Communities'.

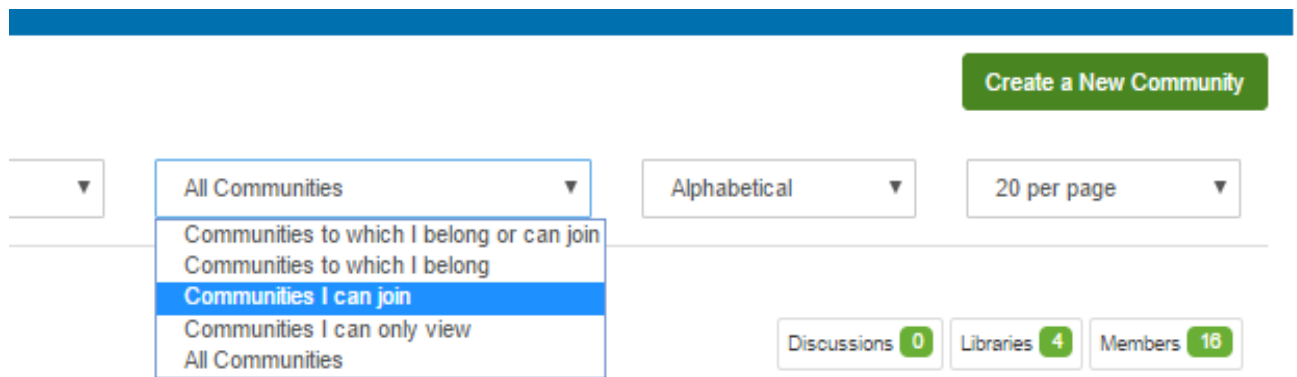


Home Communities ▾ Directory ▾ Events ▾ Browse ▾ Participate ▾

All Communities

My Communities

Once inside the Community list, from the second drop down, choose 'Communities I can join'. This will populate a list of all the Communities you are eligible to join.



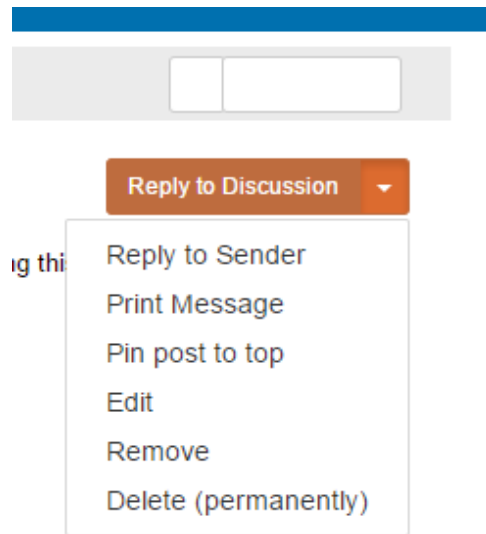
#### **IV. Start a Discussion**

Navigate to the 'Latest Discussion Posts' section of a community you have joined, click the **green 'add' button** and click on 'Post a Message'. This will start a new discussion in the community you select.

#### **V. Reply to a Discussion (in discussion thread)**

There are two ways to reply to a discussion in a community.

- **Reply to Discussion** – Reply to the original post and is visible to everyone in the group. This option will send your reply to everyone who is subscribed to the community (except those who have selected the No Emails subscription option). In general, we recommend you select this option, unless you're providing sensitive information or a personal message.
- **Reply to Sender** – Reply privately to the original sender through a private message. This option will send your reply only to the person who posted the message to which you are replying. This option is appropriate when sending a simple "thank you" or similar message that is intended only for the sender.



## **VI. Locate a past discussion**

Navigate to the top tool bar and click on 'My Communities' under the 'Communities' tab.

Click on the community you wish to explore. Click on the 'Discussion' tab, and select the desired post you wish to reply.



To note: Listserv posts have been migrated into the discussion area, so they are searchable and active in the community.

- If you'd like to reply to a past listserv topic, click on the subject line and reply directly in that discussion.
- If you'd like to search the discussion for a specific past listerv post, use **Ctrl+s** to search by subject name or keyword.

## VII. Email Reply and Community Notification Email Settings

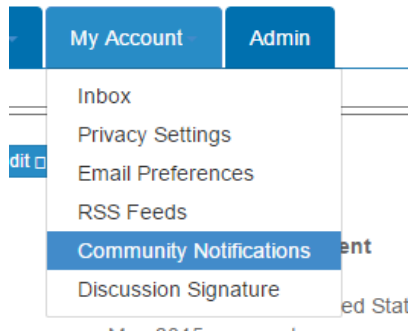
In your profile, under the 'My Account' options, you can manage your notification settings under the 'Community Notifications' option. This will give you control over how you'd like to receive emails that contain a summary of posts in your Communities. There are currently four subscription options:

- **Real Time:** You will receive the messages to your inbox as they are posted.
- **Daily Digest:** You will receive one email per day, combining all of the posts made to that specific community for that day.
- **No Email Notifications:** You will not receive discussion notifications via email. However, you can still read and reply to messages online.
- **Weekly Consolidated Digest:** You will receive one email per day, combining all of the posts made in all the communities you are a member of.

Discussion Email	Consolidated Daily Digest	Consolidated Weekly Digest
Real Time	<input type="checkbox"/>	<input type="checkbox"/>
Daily Digest	<input type="checkbox"/>	<input type="checkbox"/>
Real Time	<input type="checkbox"/>	<input type="checkbox"/>
Daily Digest	<input type="checkbox"/>	<input type="checkbox"/>

We strongly encourage you to opt for the 'daily digest' option so you do not miss anything that has happened on the community. **To change subscription settings**, click the dropdown arrow in the **orange dropdown button** in the top right corner and select 'Profile'.

Next, click 'My Account' and select 'Community Notifications'.



A list will show of all the communities you currently belong to, and your current email settings for each individual community.

### **How to Find Members (members only)**

Members have access to a member directory. You can build your contact list using the directory. When you click on the Directory tab, you are taken to the search page. Search by first or last name, company name or email address. You can also do an advanced search if you have specific criteria you are looking for.

## Member Directory

Basic Search   Advanced Search   Find Anyone (Admin only)

First Name

Last Name

Company Name

Email Address

### **Adding Members as Contacts**

Once you find the member(s) you are looking for, you can add them as a contact. Adding contacts creates an organized list in your profile where you can easily access who you are looking for. To add a member, click on the button at the right 'Add as Contact'. That member is now saved in your contact list. **Benefits of Adding Contacts:**

- From your profile, you have quick access to your contacts' profile information and the ability to send private messages faster.
- Other members can see who your contacts are, which helps you connect with more members.

### **Need Additional Help?**

Please contact Catey Strycharz, [cstrycharz@aom.org](mailto:cstrycharz@aom.org), for further assistance.