Only members of APCO International can use the Directory tool, located on the main menu bar. Basic and Advanced search features are available, yielding search results of only other APCO members. Individuals without a membership will not be listed.

A subscription can be changed to receive or suppress emails from a particular community discussion. Below are the steps how:
1. Go to your Profile
2. Select the My Account tab
3. Click on My Subscriptions
Here you can also setup an override email address to receive specific notifications to an email address other than your primary if desired.

**Notification Settings**

**ADDINU EVENTS**

Adding an event can be done in these two areas:
1) Upcoming Events, under Events in the main menu
2) Community, under a community’s Events tab

Both locations have a button that allows you to Add an Event.
Click that button and fill out the event form in detail, utilizing available options, then click the blue Finish button.

**ORGANIZING FOLDERS & CONTENT**

Organizing a library’s Folder and Folder Contents can only be done by a Community Administrator who has additional tools at their disposal in Folder View. *

*Click on the folder icon to the left of the Create New Library Entry button.

Note, Folder Contents are only sorted alphabetically, while Folders must be sorted manually. Ways to organize both are below.

**Folder Contents**

**MOVING CONTENT**

**SELECT CONTENT & CLICK CUT**

**SELECT FOLDER & CLICK PASTE**

**RESULTS**

**SELECT FOLDER & CLICK PASTE AS CHILD**

Notice that Paste places the cut folder below the selected folder, while the Paste as child tool places it into the selected folder.

**MOVING FOLDERS**

**SELECT FOLDER & CLICK CUT**

**SELECT FOLDER & CLICK PASTE**

Notice that Paste places the cut folder below the selected folder.