EmbryoMail How-To’s

How to Create an ASRM Account (Skip this step if you already have an ASRM account.)

1. Go to https://store.asrm.org/
2. Click on Create Account.
3. Follow the prompts until account setup is complete.

How to Join EmbryoMail

1. Go to the ASRM Connect Homepage. We suggest bookmarking this page.
2. Click Log In at the top of the screen and enter your ASRM username and password.
3. Click on Communities and then All Communities.
4. Scroll down until you see Embryomail. Click the red join button.

![Embryomail](image)

5. Choose how often you would like to receive messages, then click “Yes join the community.”

![Embryomail](image)

6. To immediately view the community, click “Yes, navigate to the community” on the next pop-up window. Once in the community, we suggest bookmarking this page for quick access.

How to View EmbryoMail Online

**From a blank browser window:**

1. Go to [http://connect.asrm.org/home](http://connect.asrm.org/home) and click the Sign In button at the top of the screen. Use your ASRM login credentials.
2. On the gray menu bar, click on Communities, then My Communities to find the EmbryoMail community.
3. We suggest bookmarking this page for quick access.

How to Post a New Discussion Topic
Note that each post goes into moderation. Once approved, your post will show on the website and be included in the email notifications.

From the EmbryoMail site:

1. On the home page of the selected community, you may click the red Add to Discussion button next to Discussion Posts to start a new topic.

From your email:

1. When looking at an email from the community, you may click on the Post New Message link under the name of the committee. This will open up a blank email. To post, create a subject, put the post in the body of the email and click Send. When you hover over the Post New Message link, you may see a pop-up window with a community email address, e.g. asrm-samplecommunity@connectedcommunity.org. You may start new discussion
posts by creating an email to this address.

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Hi everyone, please click here to see the minutes from yesterday's call: Single Sign On
Please let me know if you have any changes or additions.

Julie Beckham B.A.
Director, Marketing and Membership
How to Reply to a Discussion Topic

From the EmbryoMail site:

1. On the home page of the selected community, under Discussion Posts, click on the name of the discussion to which you are replying. (For older posts, you may have to click on the Discussion tab to see the full list.)
2. Click on the red Reply to Discussion button to post your reply.

From your email:

1. When looking at an email from the community, click on Reply to Group. This will open up a blank email. Post your reply in the body of the email and click Send. You may also click Reply to Sender to message the sender privately.