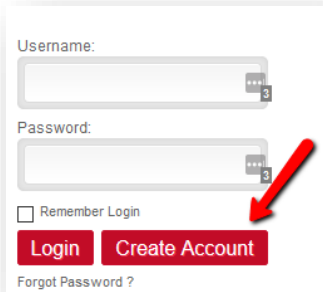


EmbryoMail How-To's

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.

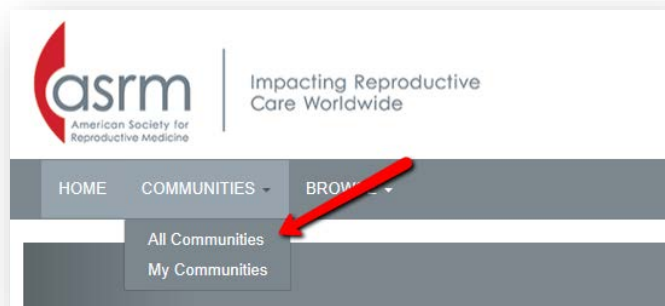


A screenshot of the ASRM account creation form. It features two input fields for 'Username:' and 'Password:', each with a small '3' icon on the right. Below the password field is a checkbox labeled 'Remember Login'. At the bottom are two red buttons: 'Login' and 'Create Account'. A red arrow points to the 'Create Account' button. A link for 'Forgot Password?' is located at the bottom left of the form.

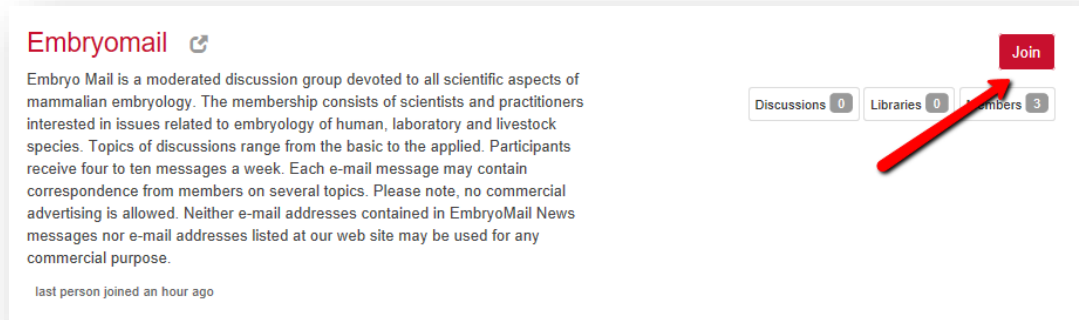
3. Follow the prompts until account setup is complete.

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.



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

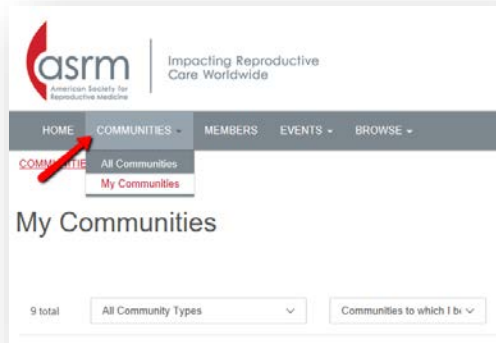
6. To immediately view the community, click "Yes, navigate to the community" on the next pop-up window. Once in the community, we suggest bookmarking this page for quick access.

How to View EmbryoMail Online

From a blank browser window:

1. Go to <http://connect.asrm.org/home> 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.

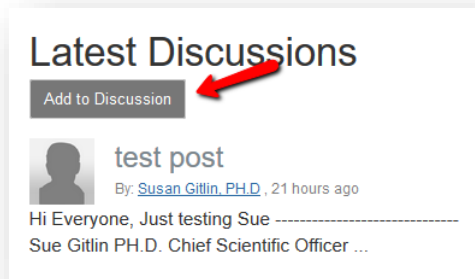


How to Post a New Discussion Topic

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:

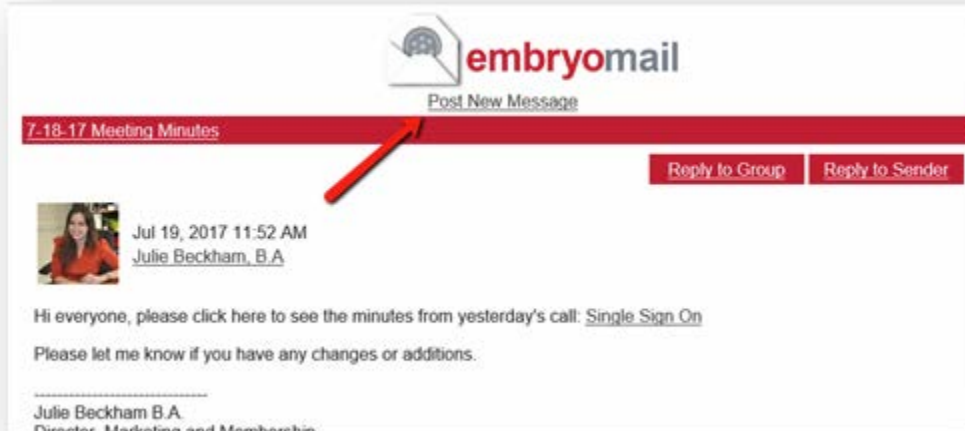
1. On the home page of the selected community, you may click the red **Add to Discussion** button next to **Discussion Posts** to start a new topic.



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.

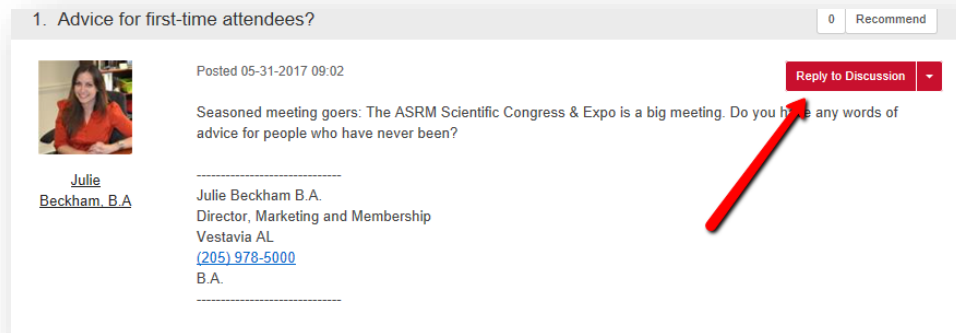


The screenshot displays the EmbryMail interface. At the top center is the EmbryMail logo, which includes a speech bubble icon and the text "embrymail". Below the logo is a red horizontal bar containing the text "7-18-17 Meeting Minutes" on the left and "Post New Message" in the center. To the right of this bar are two buttons: "Reply to Group" and "Reply to Sender". A red arrow points from the "Post New Message" text down to the "Post New Message" link in the message body below. The message body shows a profile picture of Julie Beckham, B.A., followed by the text "Jul 19, 2017 11:52 AM" and "Julie Beckham, B.A.". The message content reads: "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." At the bottom, the sender's name "Julie Beckham B.A." and title "Director, Marketing and Membership" are listed.

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.

