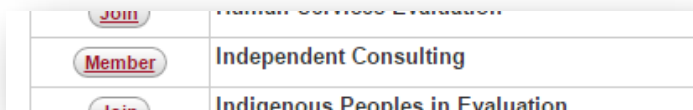


## INDEPENDENT CONSULTING TIG eGROUP INSTRUCTIONS

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The eGroup is a **GREAT** tool for IC TIG members to exchange information, pose questions, generate discussion, ask for help, and let each other know about time sensitive events, opportunities, and RFPs.

In order to view and contribute to the eGroup you must be a paid AEA member and a member of the Independent Consulting TIG. TIG membership can be edited by logging into the AEA website (eval.org), going to the *Members Only* menu, and clicking **Update TIG Selections**.



### To view eGroup messages or discussions....

1. Go to Discussion on the [IC TIG website](#)
2. Enter your username and password, if needed.
3. Click on the Thread **Subject** of any message to view it.

### To respond to an eGroup message...

1. Follow steps 1-2 above.
2. Click on the **Subject** of the message you wish to respond to.
3. Scroll down past the message and click on “reply to eGroup.”
4. Type your message in the box.
5. Scroll down to the bottom of the page and click “send.”

### To post a message to the eGroup....

1. Go to Participate → Post a Message on the [IC TIG website](#).
2. Enter your username and password, if needed.
3. Enter a subject, and post your message in the large box.
4. If you have any attachments, click “attach”
5. When you have finished writing your message and adding any attachments, click “send.”