Inbar Connect How-To

ISBA’s online community, called Inbar Connect, is a private and secure website that facilitates conversations within ISBA’s sections and committees. You could compare them to private Facebook groups, where all conversations within each community are only accessible to members of that section or committee. ISBA members use Inbar Connect to:

- Share and request resources, updates, and rules within the practice
- Pose questions and seek advice
- Promote upcoming events and programs
- Find mentors, connections, and/or opportunities to meet other members
- Stay up to date on the section’s or committee’s actions
- And more

Frequently Asked Questions

- How do I access Inbar Connect?
- How do I log in to Inbar Connect?
- How do I change my notification settings?
- How do I start a discussion?
- How do I respond to a discussion thread?
- How do I update my profile?
- How do I update my signature block?
- How do I search the Member Directory?
- How do I connect with another member?

How do I access Inbar Connect?

You can access Inbar Connect in two ways:

1. Through the online community at connect.inbar.org
2. By sending, receiving, and replying to emails from your section or committee’s unique Inbar Connect email address. Every member is automatically subscribed to email updates from their section or committee, and you can respond or create any posts directly from your inbox.

How do I log in to Inbar Connect?

1. Go to connect.inbar.org. (You can also access this from the Sections & Committees tab on inbar.org).
2. Click the blue Sign In button on the top right-hand corner of the screen.
3. Sign in with the same username and password you use for ISBA’s website.

Email memberconcierge@inbar.org if you need login assistance.
How do I change my notification settings?
You will automatically receive real-time email notifications every time someone in your community posts or responds to a discussion thread. You can change these settings to receive updates daily, weekly, or not at all.
1. Log in to connect.inbar.org
2. Click your profile picture in the top, righthand corner of the screen. Click Profile.
3. Click My Account, then Community Notifications.
4. You will see a list of all your current communities. You can pick and choose notification settings for each community.
   a. If you would like to receive a daily digest, click the Consolidated Daily Digest checkbox.
   b. If you would like to receive a weekly digest, click the Consolidated Weekly Digest checkbox
   c. If you would like to receive real-time updates, select Real Time from the Discussion Email dropdown box

You can also access your notification settings from the “To change your subscriptions, visit” link at the bottom of every Inbar Connect email.

How do I start a discussion?
Discussion threads are the most-used tool in a community. They allow members to ask each other questions, get recommendations or advice, or simply connect with each other. You can start a discussion thread via the website or via email.
1.) Start a discussion via connect.inbar.org
   a. Log in to connect.inbar.org
   b. Click Communities on the blue navigation bar, then My Communities.
   c. Click the community you wish to start a discussion thread in
   d. Click the green Add button next to Latest Discussion Posts
   e. Fill in the subject and message box, then click Post (or schedule to send later).
   This will send a message to everyone in the community
2.) Start a discussion from your email
   a. Every community has a unique email address associated with their listserv. Find your community’s email address >>
   b. Send an email to your community’s email address. Format as you would any other email. This will then send to everyone in the community and automatically be added to the online community.

How do I respond to a discussion thread?
You can respond to a discussion thread via the website or your email.
1. Respond via connect.inbar.org
   a. Log in to connect.inbar.org
   b. Navigate to the community you want to respond in. Then click Discussion.
   c. Click the thread you want to respond to
d. Click Reply to the last message on the thread to send the message to everyone
   i. Or click Reply Privately from the dropdown arrow next to Reply to send
      your message to the original poster only

2. Respond via email
   a. If you receive a real time update, simply click either Reply to Group (if you want
      to reply to everyone in the community) or Reply to Sender (if you want to send
      your message to just the original poster)
   b. If you receive a digest email, click the blue title of the thread you want to
      respond to.
      i. You may be asked to log in to Inbar Connect
      ii. Click the gray Reply button next to the message you want to respond to

How do I update my profile?
Your profile is the way other ISBA members will be able to recognize, connect with, and learn
more about you. We recommend you fill in as much information as possible. Much of this
information will auto-populate from your current ISBA profile (or the information you input
when you sign up or renew your membership).

1. Log in to connect.inbar.org
2. Click the box in the top right-hand corner (it will have a blank silhouette or your current
   profile picture inside it), then click Profile
3. Update your profile picture
   a. Click Actions below the current profile picture (this will be a blank silhouette if
      you haven’t yet added a profile picture)
   b. Click Change Picture. This will redirect you to the Manage Profile page on the
      ISBA website
   c. Click Profile Home (located right above Information and Settings)
   d. Click the upload icon that appears when you scroll over the profile picture on the
      lefthand side of the screen.
   e. Upload your preferred profile picture
4. Update your contact information
   a. Click the pencil icon next to Contact Details (right below your profile picture).
      This will redirect you to the Manage profile page on the ISBA website
   b. Click Edit bio (under Information & Settings)
   c. Update your address, email, phone number, etc.
   d. Click Save Changes at the bottom of the screen
5. Add a bio
   a. Click the green Add button under Bio
   b. Enter a brief bio into the pop-up box
   c. Click Save
6. Add previous education and job history
   a. Click the green Add button under Education and/or Job History
   b. Fill out the form
   c. Click Save
d. If you would like to add more than one entry, repeat the process

**How do I update my signature block?**

If you are engaging with Inbar Connect from your email, the signature associated with your email address will automatically appear for readers. If you would like to change the signature that appears when you engage on connect.inbar.org:

1. Log in to connect.inbar.org
2. Navigate to your profile
3. Click My Account, then Discussion Signature
4. You can pick and choose from the templates that automatically fill the text box (and which will auto-populate with information from your profile). Or you can delete all the text in the box and type your own signature
5. Click save

**How do I search the Member Directory?**

Every member of Inbar Connect is listed in the member directory (note that only ISBA members who are logged in are able to access or search the directory – this is not available to nonmembers or the general public). To search for a specific member or contact:

1. Log in to connect.inbar.org
2. Click Directory on the blue navigation bar
3. Start a basic or advanced search
   a. A basic search will search the directory by first/middle or last name, company name, or email address.
   b. An advanced search will offer location and community membership in addition to name, company, and email
4. Fill out the fields you know, then click Find Members
5. Find the member you’re looking for in the search results. You can then navigate to their profile, send them a direct message, or add them as a contact

**How do I connect with another member?**

Just like any social media platform, you can “connect” with other members and add them to your network. This is handy if there is a member or group of members whom you direct message often.

1. Log in to connect.inbar.org
2. Click Directory from the blue navigation bar
3. Search for the member who you want to connect with. Use their name, company, or address
4. Once you’ve found the correct person, click Add as Contact on the righthand side of their search result