# Getting Started with your NAPO POINT
# Chapter Community Message Board

**Below are 10 steps to get you started on NAPO POINT and dialed into your Chapter Community, your gateway to member engagement.**

Please follow these directions carefully.  If you have any problems, please contact Sue Dobbins at NAPO HQ at sue.dobbins@napo.net or 856.316.0923 (8am – 4pm ET).

1. In your browser, go to the NAPO website: www.napo.net. In the upper right-hand corner, click on the words **Sign In**.



2. If this is your first time logging in to www.napo.net, use the credentials below:
   **User Name:** [your first initial plus your last name]
   **Password: changeme1**

   Once you have logged in, please change your password to anything you would like.  PLEASE NOTE: no one at NAPO will have access to your new password, so please keep track of it.  There will be a "forgot password" function if you do forget it and need to create a new one.

3. Once logged in, click on **Members Only / POINT** at the top middle of the page.
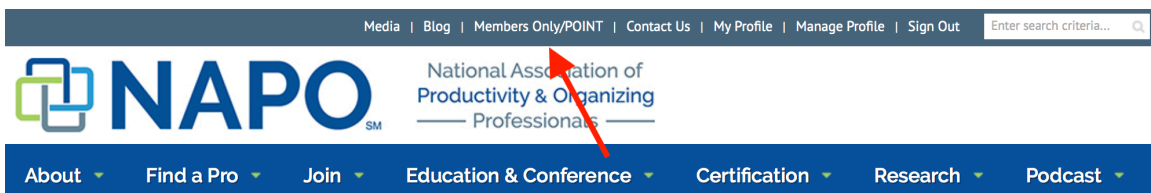
4. On the next page, you will sign into the POINT message boards by clicking on the light green **Sign In** button on the top right. Use the same credentials as above.



5. Next, click on **Connect** and select **My Communities** from the drop-down menu.



6. Scroll down to find your chapter community and click on it.



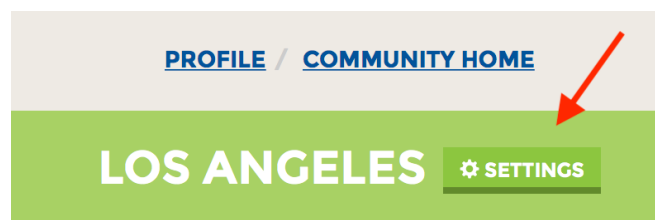7. Next to your chapter name in the green heading, click on the word **Settings**.

8. Click below your email address to see the options for delivery of POINT messages to your Inbox. You may choose **Real Time** delivery, which allows you to receive messages as soon as they are posted, giving you the opportunity to respond immediately to referrals, business opportunities and requests for information. Or, you may choose **Daily Digest**, which consolidates the messages and present them all together in one email *on the following day*. From this screen you may also change the email address where you would like to receive POINT messages.
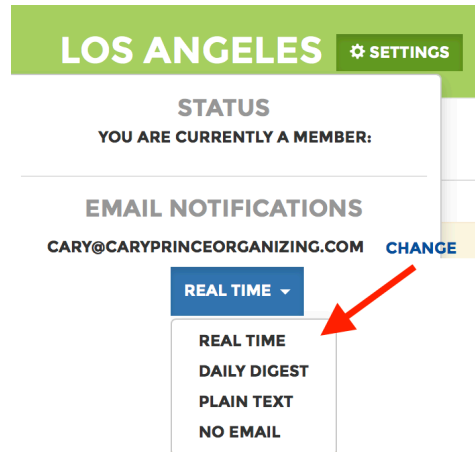


9. To navigate your way around your POINT Chapter Community, you can select 5 options:
    - **Community Home**: your home page where you can read announcements from your chapter leaders
    - **Discussion**: where you go to read posts, respond and engage with your community
    - **Library**: where items are kept for your reference
    - **Blogs**: if you have blogs, you can add them here
    - **Members**: to view profiles of your chapter colleagues
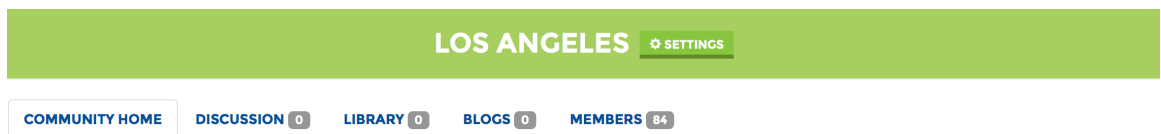


10. To start participating in your POINT Chapter Community, visit **Discussions!**

    You may add a post by clicking **Add** in the blue box.
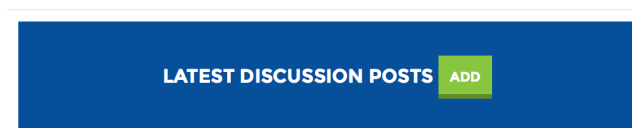
There are two ways you can reply to a message posted on POINT:
- If you are on the POINT website, you can click on **Reply to Discussion** (entire community will see your reply) or click on **Reply to Sender** in the drop-down menu (only sender will see your reply)

REPLY TO DISCUSSION ▾

Reply to Sender
Print Message
Pin post to top
Close Thread
Edit
Remove
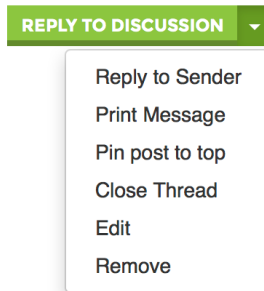
- If you have selected to receive POINT messages in your inbox (either Real Time or Daily Digest), you can reply directly from your email platform and your message can be sent to the group or the sender.

## Member Connect

Post New Message

Let's Dive In! Product Plug & Service Splash - March 2018 edition

Reply to Group        Reply to Sender

Please refer to the links at the top of the page to read the **POINT User Agreement** and review terms of engagement or visit the **Help** page to view "how to" video tutorials and learn best practices on how to optimize your experience on POINT.

NAPO.net    Contact Us    User Agreement    Governance    Help

THE NAPO **POINT**
**P**roductivity & **O**rganizing **I**nteractive **N**etworking **T**ool

CONNECT ▾    CAREER GROWTH ▾    VOLUNTEER ▾    NEWS & PR ▾    RESOURCES ▾    MARKETPLACE ▾

If you have any problems setting up your account or logging in, please contact Sue Dobbins at sue.dobbins@napo.net or 856.316.0923 (8am-4pm ET).