

# NETWORKS

UTC'S CONNECTED COMMUNITY

## BECOME ACTIVE

This is your community site! After you have set up your profile and privacy settings it is time to put this tool to use. Ask a question, post an answer, share documents, search for members with similar skills, or find a member that has a skill that can help you in your job. Make this member benefit work for you!

## START A DISCUSSION

This is a tool for creating a conversation with members within a community. The discussion is only viewed by those that are members of the community you are posting in. All posts in this area will generate a notification email sent overnight alerting members that conversations are happening!

### TO START A DISCUSSION:

1. Click on **COMMUNITIES > MY COMMUNITIES** on the top menu bar and select the community you wish to start a dialogue with.
2. Click **POST A MESSAGE** and the post screen should pop up
3. If you want an additional community to see your post add them as a **CROSS POST**
4. Create the subject and the content.
5. If you have a file to attach click the **ATTACH** button below the discussion box and select your file
6. And click **SEND!** For most members, they will see this message and any others aggregated in one email sent overnight.

## CREATE A BLOG

A blog is a great way to go into greater depth on a topic that you would like to address. While blogs can be limited to a specific community you may choose to expand your audience. You can also decide whether you want your blog to generate any comments.

### TO CREATE A BLOG:

1. Go to **BROWSE > BLOGS** on the drop down menu on the home page.
2. Click on **CREATE A NEW BLOG POST** in the upper right hand corner.
3. Create the title and content of your blog entry. If you are speaking on behalf of a community make sure to select the community under **ASSOCIATE THIS POST WITH A COMMUNITY**.
4. Now it is time to decide who you would like to share the blog with. **PUBLIC** means anyone on the web can see your post. **AUTHENTICATED** means anyone that has had contact with UTC and is in our database can see your post; they may not be members. **UTC MEMBERS** should be selected if the content is a member benefit or should only be seen by members. **SELECTED COMMUNITY** will only be available as an option if you have affiliated your blog with a community. Select this if you only want your blog viewed by a particular community.
5. Lastly, decide if you want comments allowed and hit **PUBLISH!** Thanks for blogging!

# ADD FILES TO A LIBRARY

Networks is a great place to store and share content with other members. If documents are posted within a community only members of that community will see the documents. If you want to post documents for all members to access use the open forum, a community for all UTC members. Keep in mind if you want others to know that documents are there alert them through the discussion feed so they are notified.

## TO ADD A FILE TO THE LIBRARY:

1. Go to the community you wish to add files to.
2. Click the **ADD** button next to **LATEST SHARED FILES**.
3. Create the title, **LIBRARY**- select the community you wish to house the file, **FOLDER**- if there are folders already created select the folder where you want the document stored, **ENTRY TYPE**- most often will be a standard file upload.
4. Click **NEXT**.
5. Click **CHOOSE AND UPLOAD** to select your file and click **FINISH**.

## TO CREATE FOLDERS:

6. Click the **MORE** button under **LATEST SHARED FILES**.
7. A folder is already created for the community. To add a folder underneath the community, click the **NEW** button under folders on the left.
8. To create a sub folder, highlight the folder you would like to create a folder under and click **NEW CHILD**.

## TO ADD CONTENT TO A FOLDER:

1. Click the **NEW** button under **FOLDER CONTENTS** and follow the instructions above. Make sure to select the folder you are looking to place the document in!

## TO MOVE CONTENT FROM ONE FOLDER TO ANOTHER:

2. Highlight the folder that contains the document and the document will appear in the box on the right.
3. Highlight the document you would like to move and click **CUT** (scissors)
4. Highlight the folder on the left you would like to move the document to and click the **PASTE** button on the right. It should then appear in the new folder.

