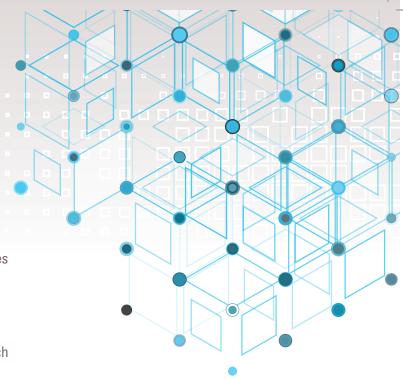# NETWORKS

UTC'S CONNECTED COMMUNITY

WELCOME TO NETWORKS

NETWORKS is more than just a website. It's a professional networking and business information tool designed to connect the members, and staff. Utilities Telecom Council's NETWORKS provides instant access to industry and association news, allows members to quickly and easily connect with other members, provides a forum for accomplishing committee, advocacy and governance work, and allows users to engage in online discussions. In short, NETWORKS provides the Association with an unprecedented opportunity to reach new heights and ultimately to be of greater service to its members.

LET'S GET STARTED, STEP-BY-STEP.

① Login

Go to NETWORKS.UTC.org. Click on the LOGIN button in the upper right hand corner. Enter your email address and password. (Hint: Your password is identical to your UTC password). If you still have difficulty, click on the "Did you forget your password?" link and you will be sent an email to reset your password. Please contact maura.dunphy@utc.org if you continue to have troubles.

② Complete Your Profile

Once you login to NETWORKS, locate the profile link in the top right hand corner of the page.

Begin by adding your picture (Actions > Change Picture > Upload).

Next, tell other community members something about yourself in the BIO section (Add Your Info > Save).

Review the pre-loaded contact information that appears to below your photo. If a correction is necessary, click on the pencil located next to Contact Details. You will be directed to UTC login screen. Once you are logged in click the edit button to the right of Individual information.

If you have a LinkedIn® account, you can use the Update your Information from Linkedin® link to complete your profile. Make sure to click through to final save screen.

Link to your profile(s) on Facebook®, Twitter®, WordPress®, Blogger®, etc., simply by clicking on the appropriate link(s) under Social Links and following the prompts.

If you link a Twitter® account to your profile on NETWORKS, the feed will automatically appear.

Complete the Education and Job History sections by using the Add/Edit links (optional).

If you are a current member of one or more committees at UTC, this information can be found in the MY PROFILE menu under MY CONNECTIONS, COMMUNITIES. Please note that Networks are groups that are automatically built based on the, Interests, Job History and Education you've specified in your profile.

③ Customize Your Privacy Settings

Using the MY PROFILE menu, click MY ACCOUNT, PRIVACY SETTINGS.

Here, you will set your contact preferences and control how you appear to others. After setting your preferences be sure to click SAVE.

④ Customize Your Subscriptions

Using the MY PROFILE menu, select MY ACCOUNT, EMAIL PREFERENCES. Here, you will set your preferences for how you wish to be contacted.

Click on CONFIGURE YOUR SUBSCRIPTIONS to set preferences to be notified of discussions and other activity in your NETWORKS communities. You can choose to be notified in Real Time, by Daily Digest, in plain text, or you can choose to receive No Email notification at all. Setting your subscriptions to No Email requires logging in to NETWORKS to view all activity (not recommended).

⑤ Find Members

Using the NETWORK> MEMBER DIRECTORY drop down menu on the home page, users have two search options.

BASIC SEARCH allows you to search by First Name, Last Name, Company Name, or Email Address.

ADVANCED SEARCH also allows you to search by Location, Community Type, Community Name, Individual type.

⑥ Invite Contacts

Now you're ready to build your contact list. To invite a member to be a contact, go to NETWORK > MEMBER DIRECTORY to search. You will see the member's name, followed by a link that says Add as Contact . Click the link and follow the prompt. If you find your way to an individual's actual profile page and he/she is not a current contact, you will see the Add as Contact link to the right of the profile picture.

Select RSS Feeds

A number of discussions on NETWORKS are available through RSS Feeds. Using the MY PROFILE page menu, click MY ACCOUNT, MY RSS FEEDS. Place a check next to the feeds you wish to receive.

⑦ Create a Community

While NETWORKS has many pre-defined communities, users also have the ability to create their own communities and invite others to join. To create a community, click on COMMUNITIES in the top menu bar or click on the MY COMMUNITIES link on your profile page. Next, click on the Create a New Community Button to the right. From there you will name your community, select its type, add a description, set its membership and viewing preferences, select the community features, and then save and invite members. Forming a community is quick and easy!

⑧ Explore!

Now that you've logged in, built your profile, set your preferences and invited new contacts, you're able to explore and discover all that NETWORKS has to offer. Send messages. Read blogs. Catch up on late-breaking news. Join a discussion. Take a look at the agenda for your next committee meeting. Form your own community. It's all here in one place!

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