

# AACOMmunities Quick Start Guide

Welcome to the online community for AACOM councils, committees and interest sections!  
Please follow these seven easy steps to start connecting with your colleagues.

1.

## Update Your Email Address Book

Add [Mail@ConnectedCommunity.org](mailto:Mail@ConnectedCommunity.org) to your email address book. This will help assure community messages are delivered to your inbox.

2.

## Login to AACOMmunities

Go to <https://community.aacom.org> and login with your AACOM password or click "Forgot Password" to set a new one. Consider bookmarking the site for easy access. Once logged in the Communities you belong to show in the right column.  
NOTE: You must agree to the [Code of Conduct](#) before you can post a message.

3.

## Complete Your Profile

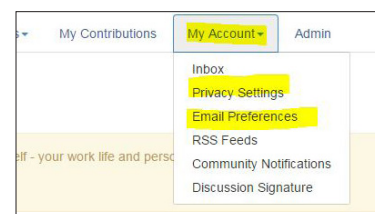
Click the dropdown in the upper right and complete your profile so your colleagues can learn a little about you. Our platform allows you to easily upload profile information directly from your LinkedIn account. Don't be shy about adding a photo... people like to know who they're talking to.



4.

## Establish Your Privacy Settings and Email Preferences

These settings are found in your profile under My Account. By default other members cannot see your email or phone.



5.

## Configure Your Subscriptions

By default you will receive community emails as HTML format in Real Time. You may change your settings to receive e-mails as a Daily Digest under "Profile" > "My Account" > "Email Preferences."  
NOTE: You are not able to post or receive messages until you have subscribed to a group.

6.

## Download the AACOMmunities app (optional)

- [Download the app](#) through your tablet or phone app store.
- Once you launch the app you will be prompted to find your organization. Type "AACOM" in the search bar where it says "find your organization."
- On the next screen, type in your AACOMmunities login credentials to access your AACOMmunities account.

7.

## Collaborate!

Join a discussion, post a message, upload resources, and more! **You can collaborate online, via email, or through the AACOMmunities app.**

See next page for 'how-to' details.

## AACOMmunities Quick Start Guide (cont.)

### How do I start a discussion?

#### 1. From the AACOMmunities website

- Login to <https://community.aacom.org> and select “Post a Message” from the Participate tab.

#### 2. From your email

- Download the vCard found on your community’s home page and add it to your address book. This allows you to email a new message directly from your email account.
- Select “Post message” in the center column of any AACOMmunities email you receive in your inbox.

#### 3. From the AACOMmunities app

- Open the app, select the community to post to and select the pencil icon to start a discussion.

### How do I reply to a message?

#### 1. From your email

To reply to a message in your email, select the links “Reply to Group” or “Reply to Sender” in the message. The email window that opens will be coded to add your reply to that specific discussion thread.

#### 2. From a message in the AACOMmunities website

Select “Reply to Discussion” in the message thread in AACOMmunities.

#### 3. From the AACOMmunities app

- Open the message and select the “+” icon to reply to a message. Note: If you forward a message from the app, both Android and iPhones strip the formatting, Androids also display the backend html code.

### How do I share a document?

#### 1. Attach a document to a message

- If sending a message from the AACOMmunity website, select “Attach” below the message block and follow the steps as prompted.
- If sending a message from your email, simply attach a document to the email as you would normally. The document will automatically be filed in the community library. You may receive an email asking if you want to move the document into a subfolder within the library after you have sent your message.
- *You cannot send an attachment from the app.* A workaround is to send a message from the app, which you will receive in your email, and then you can reply via the email and attach a document.

#### 2. Add a document to a document library without notifying community members

- Select “Participate” then “Share a File” from the main navigation bar and follow the steps as prompted.
- Select “Create New Library Entry” from your community’s Resource Library and follow the steps as prompted.
- Go to your community’s home page and select “Add” next to “Latest Shared Files” in the right column.

### How do I find help or report a problem?

First, review the “[Help/FAQs](#)” section in the top navigation bar of the AACOMmunities website. This section contains answers to users’ most frequently asked questions. If you don’t find what you need there, try these other options:

- Subscribe to and post your question in the “[AACOMmunities Q&As](#)” discussion.
- Click the “[Contact Us](#)” link in the upper right of each Community web page.
- Send a message to the AACOMmunities Administrator at [webmaster@aacom.org](mailto:webmaster@aacom.org).