

NIRI Next Generation eGroups Quick Start Guide

Help

A link to online Help and printable user guides is available in the upper right-hand corner of every [eGroups](#) page.

Logging In and Out of eGroups

To log in to the site

On the Login page (<http://community.niri.org/>), enter your Username and Password and then click Login. We are using a Single Sign On process, so you will be taken to the NIRI.org website.

If you are accessing the new eGroups for the first time, you may need to log out of the NIRI website and log back in.

Use the same Username and Password that you use to login to the NIRI website. The eGroups home page will then open displaying your name.

You may also access eGroups by clicking on the eGroups links available on the NIRI website. If you are already logged in to the NIRI website, you will not need to log in again and you will be taken directly to the eGroups home page.

If you are having trouble logging in

Your Username is the email address in the NIRI database. If you are having difficulty logging in to the site, please make sure you are entering the correct email address.

To log out of the site

Click the Logout button located in the upper right corner of the site. You will be asked if you are sure you want to log out. Click the Yes button. When you logout here, you are logged out of the NIRI website as well.

Managing Your Profile

You have a user profile page that contains bio-demographic information and other details about your experience and expertise. You can update your user profile at any time. Your user profile is also the place you visit to update your picture, manage Forum subscriptions, and view any transactions you have made.

Viewing Your User Profile

From any window within the site, scroll over the My Options drop down in the upper right corner and select My Profile. Your current Profile window opens.

Editing Your Profile

You can edit your user profile and experience at any time. Keep in mind that other users will be accessing this information to learn more about you.

On your User Profile window, click the Edit Profile button. The Edit Profile window opens displaying existing information.

Make any necessary changes to the fields on this window.

“Edit Socious Profile” enables you to change time zone (if incorrect), and customize your signature.

“Update NIRI Profile” permits you to revise your personal information in the NIRI database. Any edits made will be in effect upon your next login.

For more information please visit Help.

Managing Forum Subscriptions

You can your Forum Subscriptions by clicking My Subscriptions on your User Profile.

Updating Your Picture

On your User Profile, click on the Picture tab and then click the Update Picture button. The Upload Picture window opens.

Click the Update File button, and then click the Browse button.

Locate the image file on your computer's hard drive, and then click the OK button. Note: The image must be a 100 x 100 jpg file that is no larger than 15 KB in size.

Click the OK button to save the image.

Communities

All NIRI members belong to one (General Discussion) or more (chapters, etc.) communities. Each community has a variety of tools available to it. Common tools available in all communities include a discussion Forum, File Library and Blog.

Click the Communities menu at the top of any window and you will be presented with your communities.

Participating in Discussions

Navigation Overview

Discussion forums can be accessed several ways – through Communities or through the Forums menu option at the top of each page.

On the Forum Home window, you will see a listing of all of the Forum categories to which you have access. When you click on a category, you will see a listing of all topics that belong to the category. Click on any one of the topics to view the discussions within that topic. You can click on a thread to open the Show Thread window, displaying all of the posts within that thread.

Posting a New Forum Question

You can post a new Forum question on the site, giving other NIRI members the opportunity to read and respond to you. When you post a new question, it becomes a new thread within Forums.

To post a new forum question/thread:

From the Show Topics window, click the Add Thread button. The Post New Thread window opens.

Select the organization for which you are posting, then enter a subject, or title for the thread. Enter the message content in the edit box, and then add any relevant attachments.

Click the Preview Reply button to view how the thread will look once it is posted online. Make any necessary edits and continue to click the Preview Changes button until you are satisfied with your post.

Use the Send Test Email button to send yourself a test of how the email will appear once it is sent out via email.

Click the Release Reply button to post the thread online and send the listserv to all subscribers.

Responding to an Existing Thread

From the Show Thread window, click either the Reply or Reply w/Quote button next to an existing post. The Reply to Thread window opens.

Select the organization you are posting for, enter the message text, and attach related files. The subject line of the message defaults to the thread name. When you post a message it will display at the end of the thread. Your name will display with the message, and others will be able to access your user profile.

Click the Preview Reply button to view how the thread will look once it is posted online. Make any necessary edits and continue to click the Preview Changes button until you are satisfied with your post.

Click the Release Reply button to post the thread online and send the listserv to all subscribers.

Note: A Reply will only include the content you write. A Reply w/Quote will append the message you are replying to at the end of your post.

File Sharing

There have been many requests recently in the General Discussion Community of NIRI eGroups for members to share presentations. eGroups offers an easy way to do this.

Go to the General Discussion Community home page (<http://community.niri.org/p/co/ly/gid=15>).

Click on "All Members: General Discussion Library" (<http://community.niri.org/p/do/si/topic=32>).

Click "Add File" button.

Enter the appropriate information, and in the "File(s)" section, click "Add" to upload a file.

Click the “OK” button to add the file.

Once published, the file will appear in the File Library and you can direct others to its URL.

Code of Conduct

Please take a moment to read or re-read the eGroups [Code of Conduct](#) . In order to ensure the best possible experience for all users, we have established some basic guidelines for participation. By joining and using eGroups, you agree that you have read and will follow the rules and guidelines set for these peer discussion groups.