NABITA's Online Communities Platform Guide

Welcome to NABITA's Online Communities platform. See Table of Contents for more information on utilizing the online platform.
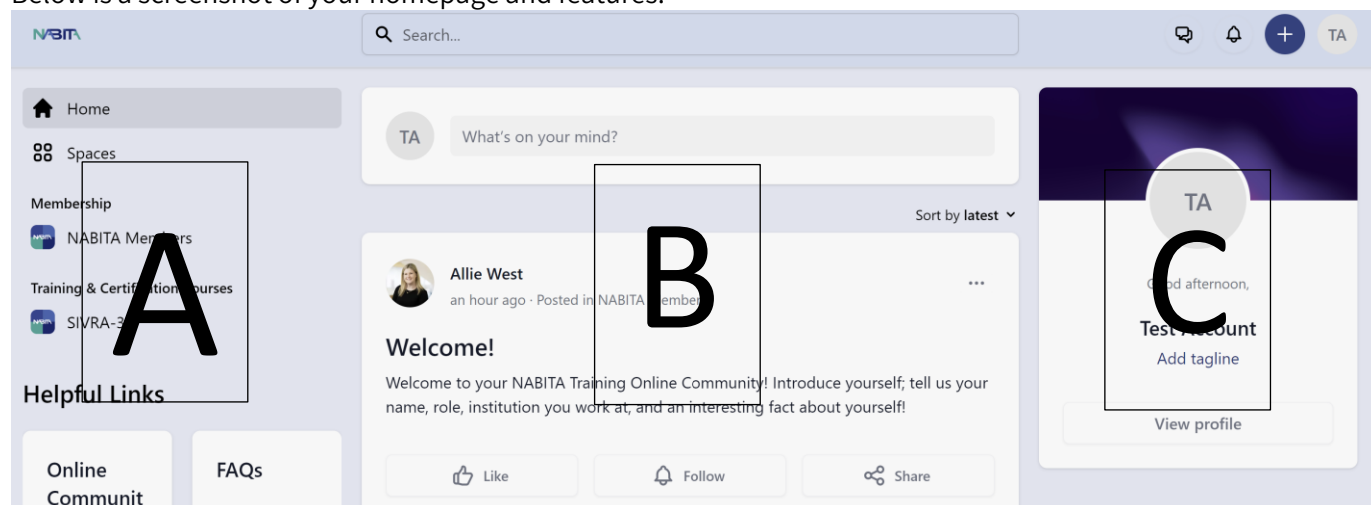
Please note that the word Member* used throughout this guide and on the platform means Member of the Online Community and is NOT associated with NABITA Membership.

Table of Contents

Online Community Overview

Below is a screenshot of your homepage and features:

Below is a brief overview of each space labeled above:

    A) Go to your homepage under **Home**, and view Online Communities, or "spaces," that you belong to under **Spaces**

    B) **Post** to the entire Online Community and view all Community posts

    C) Edit your **Profile**, manage your notifications and private messages

Leave an Online Community

- Click the Online Community on the left that you would like to leave
- Click **Leave** on the right-hand side:
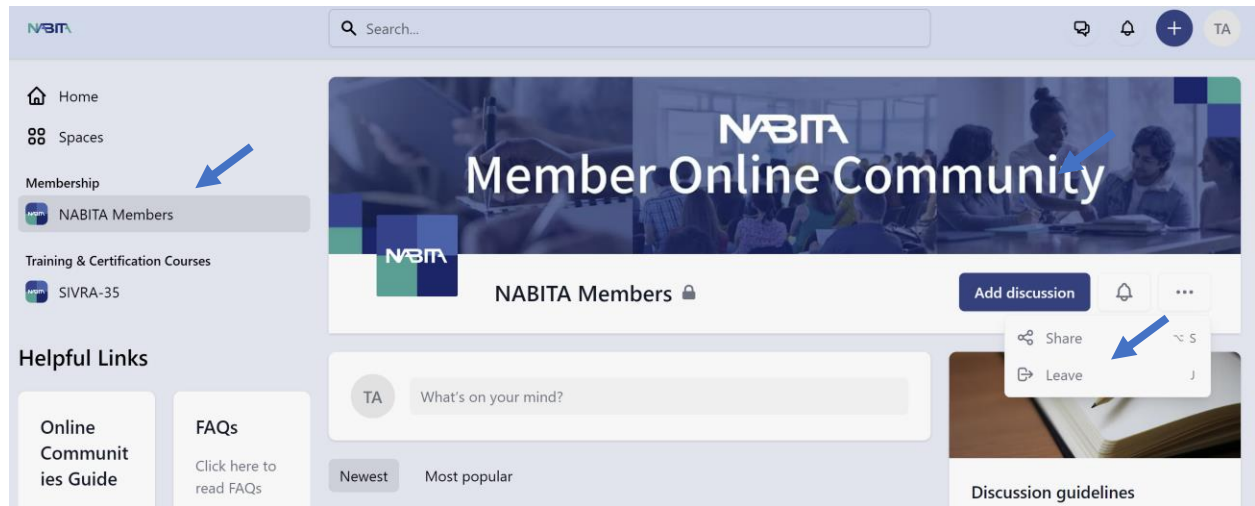
Update your Profile

- To edit your profile, click your initials at the top the right and select **Your Profile**
  - o Click on your initials to add a profile picture
  - o Click on the background to add a cover image
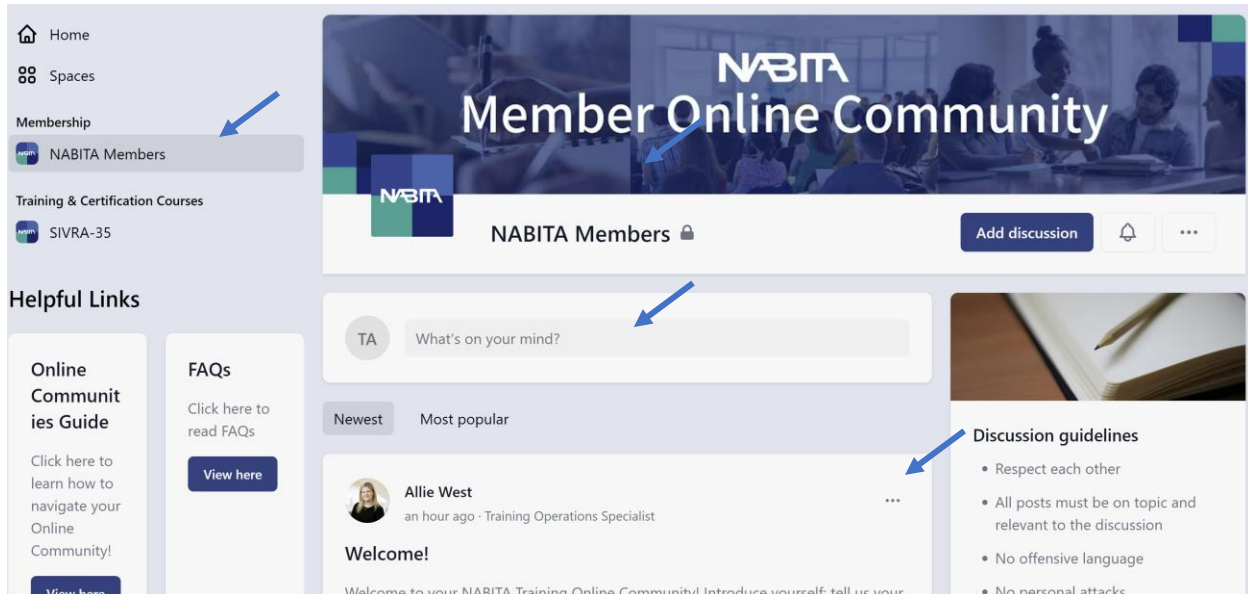 - o Click Edit Profile to update your name or add your institutional role in the tagline

Manage Notifications

Click the notification bell at the top right to see any recent posts or to update your notification settings:
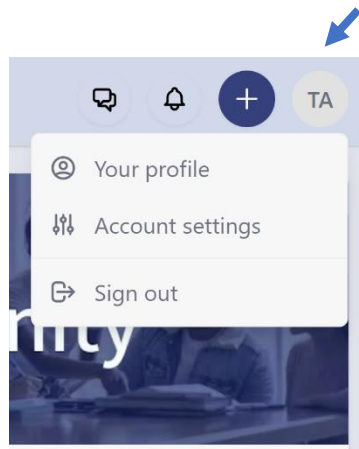
Post to an Online Community

To post directly to an Online Community, select the Community from the left side:


- Add a post to the Online Community by typing into the What's on your mind? section
  - o Please note: messages will not be moderated prior to sending out to the Online Community
  - o If your message contains foul language, it must be viewed by an administrator prior to the message becoming public
  - o Only those within the Online Community will be able to see posts
- Click the ellipses to **edit**, **hide**, or **delete** your post
- You can **Like** the post or add a reaction, **Follow** or **Unfollow** a Member's* posts, or write a follow-up comment
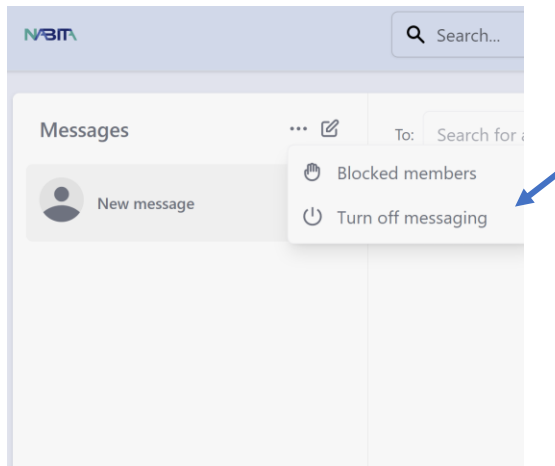- When writing a post, you can share images or files, and tag another Member*:

Private Chat Management

Private Chat Settings
- Click the chat icon at the top right to see all of your messages and compose messages
-
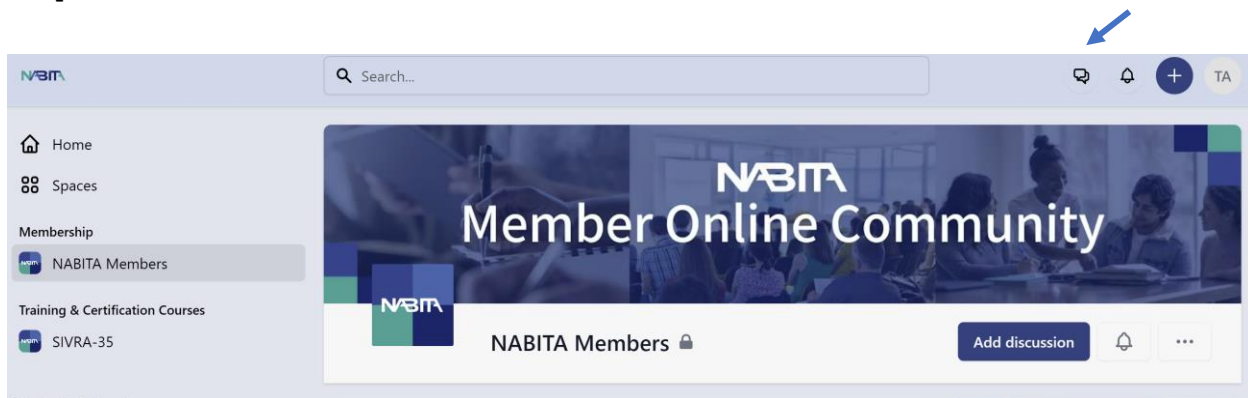
- To turn off messaging, click the chat icon then click see all messages
- Click Turn off messaging

- o Please note: at this time, you are not able to block certain members* from private messaging you; you may only turn off private messaging for the entire Online Community

Send a Private Message to a Member*
- Click the Online Community on the left from which you want to chat with other Members* from
- View all members* and click the message icon or click show more to see more members
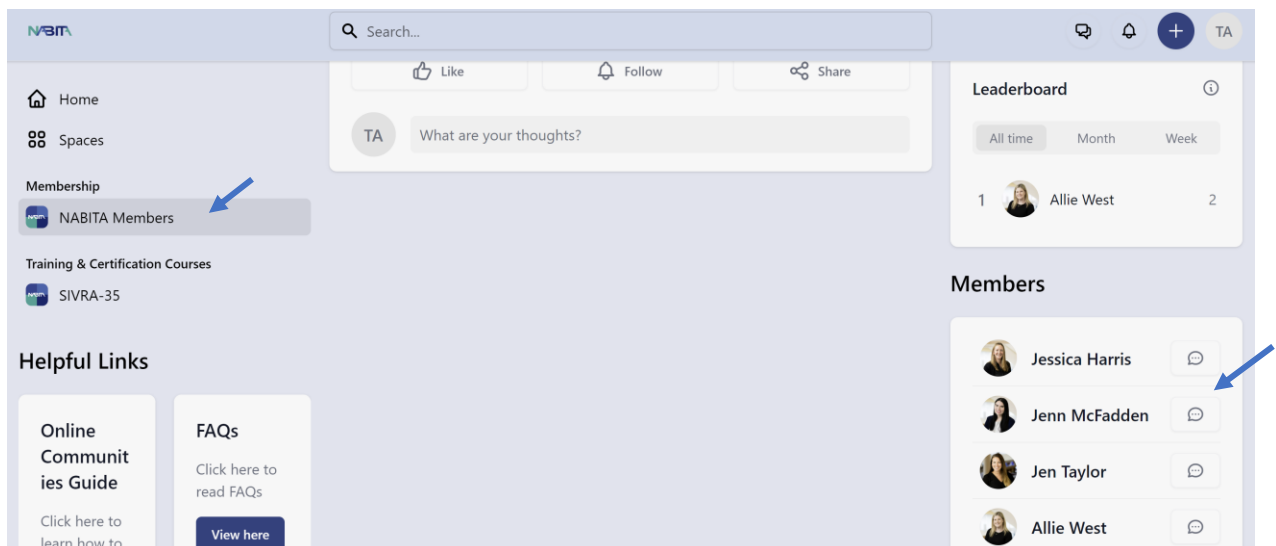
- Click a Member* with whom you want to chat
- Click **Message** to privately message the Member*: