



## ATIXA's Online Communities Platform Guide

Welcome to ATIXA's Online Communities platform. See Table of Contents for more information on utilizing the online platform.

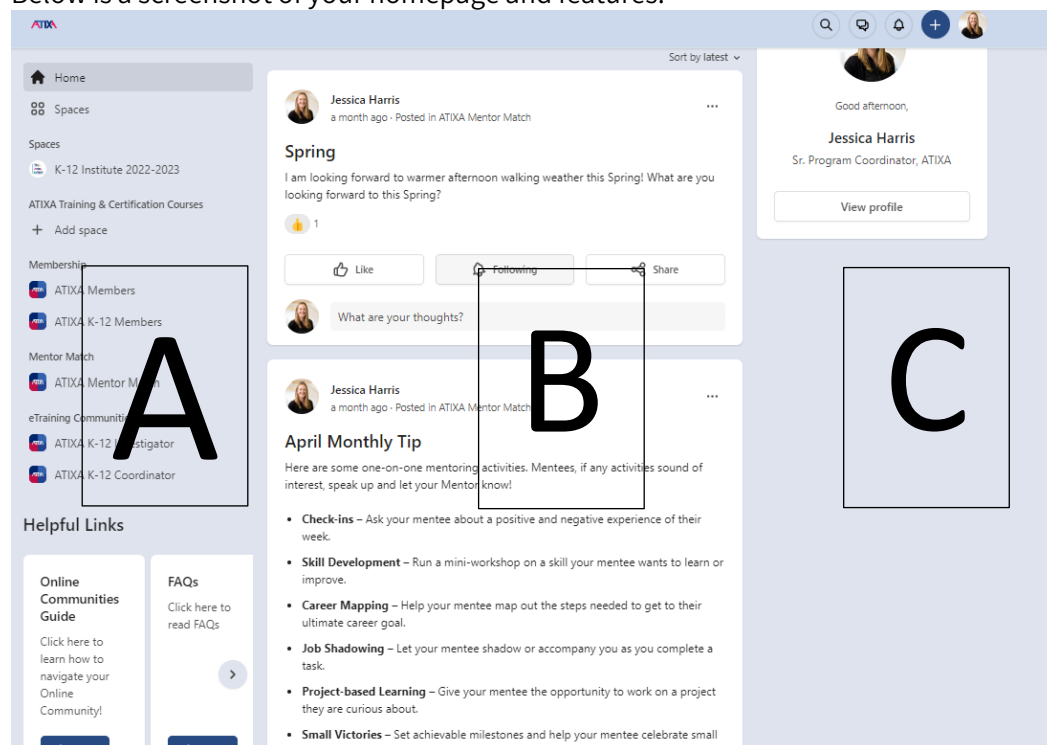
**Please note that the word Member\* used throughout this guide and on the platform means Member of the Online Community and is NOT associated with ATIXA Membership.**

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### Online Community Overview

Below is a screenshot of your homepage and features:

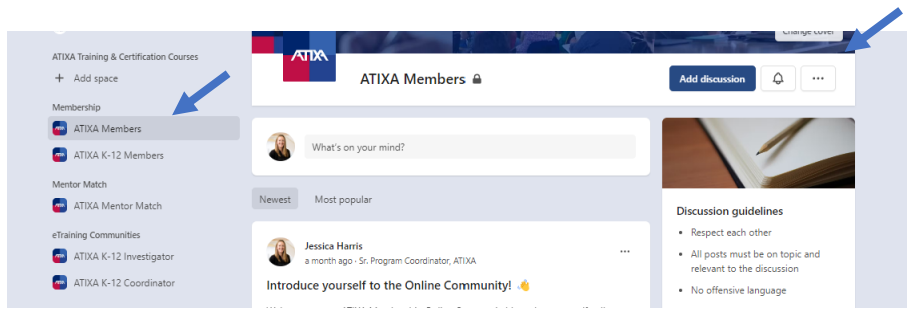


Below is a brief overview of each space labeled above:

- 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

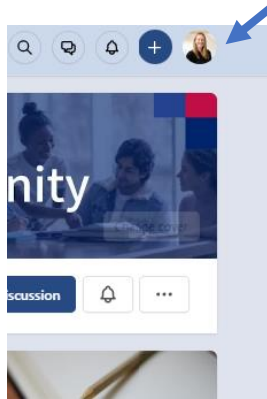
### Leave an Online Community

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



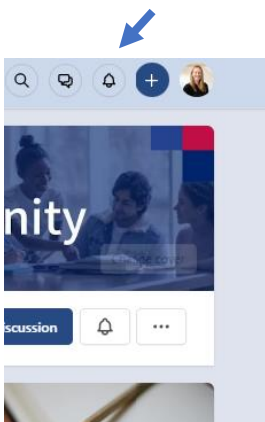
### Update your Profile

- 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



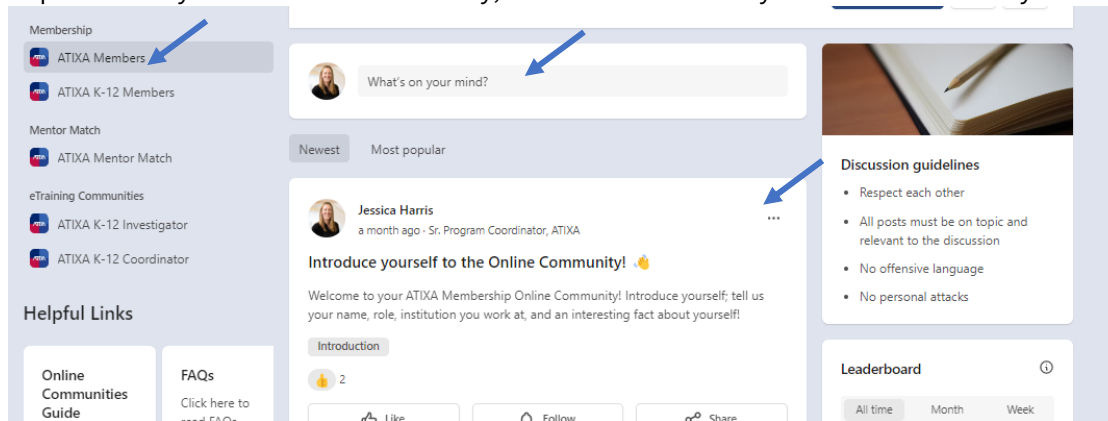
### Manage Notifications

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 of your Homepage:



- Add a message to the Online Community by typing into the What's on your mind? space
  - 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\*:

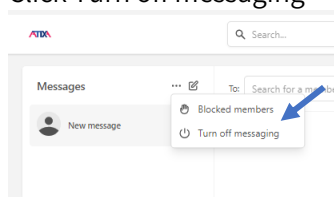
## Private Chat Management

### Private Chat Settings

- Click the chat icon at the top right to see all of your messages and compose messages



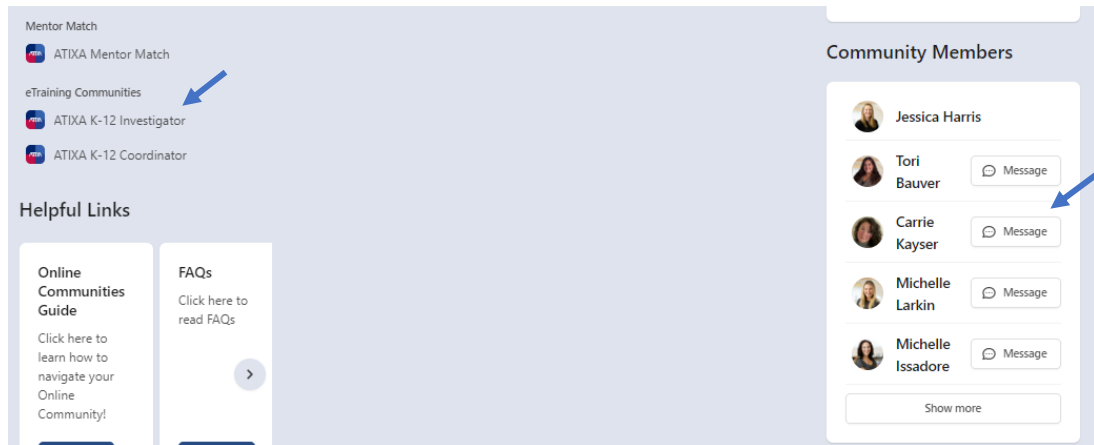
- To turn off messaging, click the chat icon then click see all messages
- Click Turn off messaging



- 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\*: