

Getting Started

ASID Connex allows members to connect with one another and share information. The community is exclusively for ASID members and is password protected. You don't have to worry about people outside of the Society seeing your profile, message board posts or blog entries. ASID respects your privacy. Your information will not be sold or used for purposes other than occasional contact by ASID.

Now that you've logged in, you'll want to begin exploring all that Connex has to offer. Your first stop: **Click the Profile tab at the top of the page to review and update your personal information and profile.** This information is vital to your Connex experience. It's your way of letting others know about your interests, professional activities and favorite projects so they can connect with you.

Follow these few, easy steps to get you started.

STEP 1. Create your profile.

1. Go to the Member Info column on the Profile page (the second box on the left side).
2. Click "Edit" to add information about yourself and what you're working on. **You do not have to fill in each field, only as much information as you'd like to share.**
3. When you're finished, click "Save." You're all done. Follow the same steps at any time to update or add to your Profile information.

STEP 2. Add a picture.

1. Select "Update Picture" from your profile page.
2. Click on the "Browse" button to locate and select a picture from your computer files that you'd like to use as your profile photo.
3. Select "Save." **The maximum photo size is 800k.** (You can check the size of the photo by going to the file on your computer, then right click on the photo and select "Properties" from the pop-up menu.)

STEP 3. Add people to your network.

Creating a personal network is a great way to easily keep in touch with colleagues and friends. From your profile, you'll be able to see right away whether someone is online and available to chat.

1. Scroll down to the Colleagues Network box below your personal information and click on "Add Colleagues to My Network."
2. Search for the person you'd like to add to your network.
3. Select "Add Me to Your Personal Network." They will now appear on your profile in the Colleagues Network area.

STEP 4. Select interests.

Identifying what design specialties and topics you are interested in will help people with similar interests find you.

1. Scroll down the Profile page until you see the "Choose/Add Interests" box (in the right hand column).
2. Select "Choose/Add Interests." You'll see a list of interests that are currently in use.
3. You can select one of these, then click the left arrow next to the box to move it into your current interest area.
4. Don't see anything on the list that interests you? Type in your own interest topic in the "Other" field and click "Add Interest."

STEP 5. Join a group.

Joining a group is an easy way to share information and interact with people who share a common interest.

1. Select the Groups tab at the top of the page.
2. To see if a group already exists on the topic you're interested in, enter a keyword in the box at the top of the page and click "Search." **The Search results will appear just below.**
3. Click on the name of the group you wish to join.
4. In the Group Subscription box, select "Click here to join." **You know that you were successful when that link switches to "Click here to unsubscribe."**

STEP 6. Create a new group.

Don't see a group that meets your interests? Set up a new one.

1. From either the Groups page or the My Groups section of your profile, select Add Group.
2. Fill out the form, click "Save," and you're all set.

You now have a new group and a group homepage to update. Be sure to give your group a name that's easily searchable so other members can find it and join. If you decide to upload a picture, the maximum size is 800k.

STEP 7. Join a current discussion or begin a new one.

Sometimes the best ideas are sparked by a brief conversation with another designer. When you join a discussion, you have the opportunity to interact with other members from throughout the country and across all areas of practice.

1. Click on the "Discussions" tab at the top of the page. A current set of topics are listed there.
2. To join a conversation, click on the category name. A list of current discussion threads will appear.
3. Click on the name of a Thread to see what others have been saying.
4. To start a new discussion thread, select "Post New Thread."
5. To search through all the threads by keyword, use the "Search Threads" box to the right of "Post New Thread."
6. If you'd like to create a new category, select "Add Category" and fill in the information requested, enter the validation code provided and click "Save." Then click on the category name in the discussion list and begin a new thread.

Once you've gotten your feet wet, you might want to try your hand at these useful communication tools: Connex e-mail and instant messaging.

Instant Messaging

Without having to download any software or sign up for a service, ASID Connex lets you send an instant message to any member who's online.

1. From either the People Search section on the homepage or the People Search tab, type the person's name you are looking for and click "Search." **You do not have to type the complete name to get results, but the more letters you include the more focused the search.** If the person is in your personal network, scroll to the Colleagues Network box on your profile.
2. The search results are displayed. If the person is currently logged on, the message "I'm Online – Chat With Me" will be listed under their name.
3. Click "I'm Online" and an instant messaging box appears in the upper left corner.
4. Type your message and hit enter. You'll see it displayed in the dialogue box above.
5. When the person answers your note, you'll see their response in the dialogue box. The conversation will continue in this manner for as long as you both are free.

Connex E-mail

There may be some individuals who choose not to make their e-mail public in the community. Others may wonder how they're going to organize their work, personal and network e-mails. ASID Connex allows people to send you a message from within the network, retaining your privacy and helping to keep your electronic communications organized.

1. From either the People Search section on the homepage or the People Search tab, type the person's name you are looking for and click "Search." **If you are in the Messages area, you can also select "New Message/Find Community Member" to get to the search page.**
2. The search results are displayed. Select "Send Me A Message" under their name.

3. The "To" line is already filled in. Fill in the "Subject" field.
4. If you want to attach a file, click "Add Attachment" then the "Browse" button to locate and select a file from your computer files.
5. Type your message in the large text box. You'll notice the text area looks very similar to Word or Outlook. There are many familiar formatting options available. You can insert a picture, create hyperlinks, use tables, even insert a flash file if you like.
6. The "Send" button is above the text box. (You can also save it as a draft or cancel the message entirely.)
7. When you receive a community message, a notice will be sent to the e-mail listed in your record. There will also be a notice in the My Mail section of the home page. Click on the name of the sender or the subject to open the message.

If you have any questions about the community, please leave a comment in the Helpdesk Forum or send an e-mail to connex@asid.org. Enjoy exploring ASID Connex!