American Academy of
Ambulatory Care Nursing

Many settings. Multiple roles. One unifying specialty.

AAACN CONNECTED COMMUNITY QUICK TIPS

Enter this address in your browser window:

http://community.aaacn.org/home

Click on: Communities/My Community to get to your communities

What do you want to do?	Where to Click
Start a new discussion	●Click on **Participate** tab in top blue bar, then click on Post a Message in the drop down menu
See existing discussions	●Click on Latest Discussion Posts from the main Community home page OR ●Click on the Discussion tab in 2nd blue bar, then click on Post to this Discussion OR ●Click on the Browse tab in top blue bar, then click Discussion Posts from the drop down menu
Search for a topic in the discussions	●Enter your topic in the Search box in the upper right corner of any page
Search for a document	●Click on the Library tab in the 2nd bar within a community OR ●Click on the Browse tab in top blue bar, then click Library Entries from the drop down menu OR ● Enter your topic in the Search box in the upper right corner of the page
Set up DIGEST to receive community emails once a day or to not receive emails but still see community activity online. **NOTE: This can be set up differently for each community you are in. When communities are launched, all members will be in Daily Digest mode.**	Go to the specific community Home Page, next to the heading for that community, click on the "settings" link that will bring up a menu box. Under Email Notifications, click on the arrow to bring up the drop down. Select: • Real time • Daily Digest • No email. NOTE: If you choose "No email" and decide you want to send an email to members of the community, you will need to change this setting.

Send a message to <u>one</u> member of a community NOTE: You do not have the option of sending a message to a **few** members of the community	Click on the **Communities** tab, then **My Communities** in the drop down ●Click on the name of the community where you know the individual is a member ●Scroll to the bottom and click on that person's image/name ●Click **Send a Message**

How to unsubscribe from a community and not receive emails from the community - **but** have access to the community to view discussions, files in the Library, and search discussion topics.	• Click on the box with an arrow in the upper right corner of the Community Home Page (next to <u>Contact Us</u> – <u>Code of Conduct</u>) • Click Profile • Click My Account • Click Email Preferences in the Drop Down menu • Click the "Configure your subscriptions" box under Community Emails • Under Notifications, click "No Email" from the drop down choices.

NOTE: Instead of doing the above, you can pick and choose how you are involved from the Email Preferences page. Below are descriptions of each option should you choose to select what you do and do not want to receive:

Definition of "General Emails"
Emails sent by the Community by the Community Administrator (such as a SIG or Task Force Chair) or the National Office).
Tick "Do not send" if you do not wish to receive this type of email.

Definition of "Community Emails:
Emails sent my members of the community both those sent initially, and all emails sent in response to the original email.

Definition of "Contact Requests"
Members of the community may wish to make you a "contact" where they can email you <u>individually</u> from the Community platform.
Click "do not send" under Contact Requests if you do not want any member of the community adding you to their "Contacts"

Definition of "Notification Emails"
Notification emails are sent to you to notify you that someone posted to your blog.

How to unsubscribe from a community COMPLETELY	• Click on this link: https://www.aaacn.org/aaacn-connected-community-opt-out-request

Feel free to email or call me for assistance in using the Community platform. These instructions may seem intimidating, but I have tried to include every detail on using the platform.

Feel free to e-mail me at pat@ajj.com or call AAACN at 800-262-6877
Press 53 as soon as you hear the recording for assistance.

Pat Reichart, Director of Association Services