

Quick-Start Guide

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Accessing the member directory

1. To access the HBA Community go to www.hbanet.org and log in.
 2. Once logged in, click one of these two links labeled the “**HBA Community**”
 3. Once in the HBA Community, click “**Directory**”. This will route you to the directory, where you can choose between “**basic search**” and “**advanced search**”.
- Advanced search gives you different options to search members such as by company type, role title, etc.

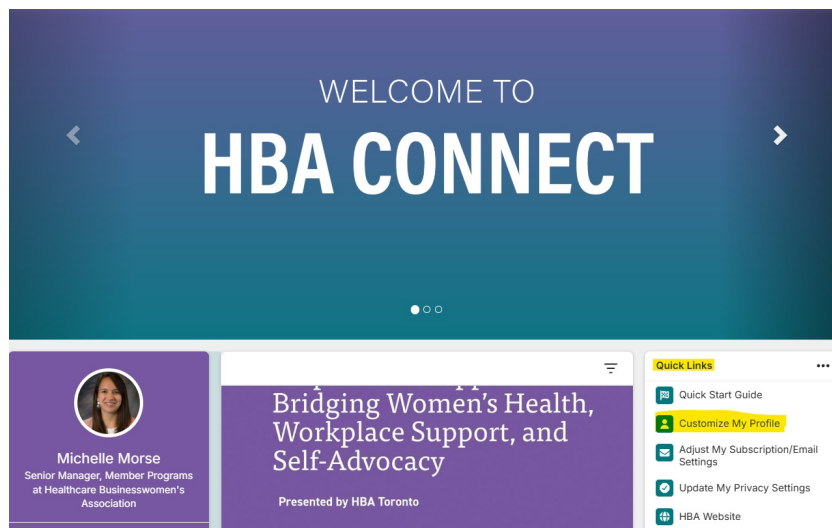
Login to the HBA Community

1. To access the HBA Community, click the HBA Community graphic on the HBA homepage. You can also navigate directly by visiting community.hbanet.org.
2. In the top right corner, click the button that reads “**login to see members only content.**”
 - Also in the top right corner of the screen, you can quickly access your profile, list of communities and message inbox.

Edit your HBA Community profile

In [the HBA Community](#), you can edit your profile to include information about your education and work experience.

1. Navigate to your profile by clicking the quick link on the right hand side of the page entitled "Customize My Profile".



2. Once you are in your profile, you can add contact information, education, professional experience, etc.

Another quick link in the menu is "Update My Privacy Settings". Here you can decide who you'd like to share this information with, within the community platform.

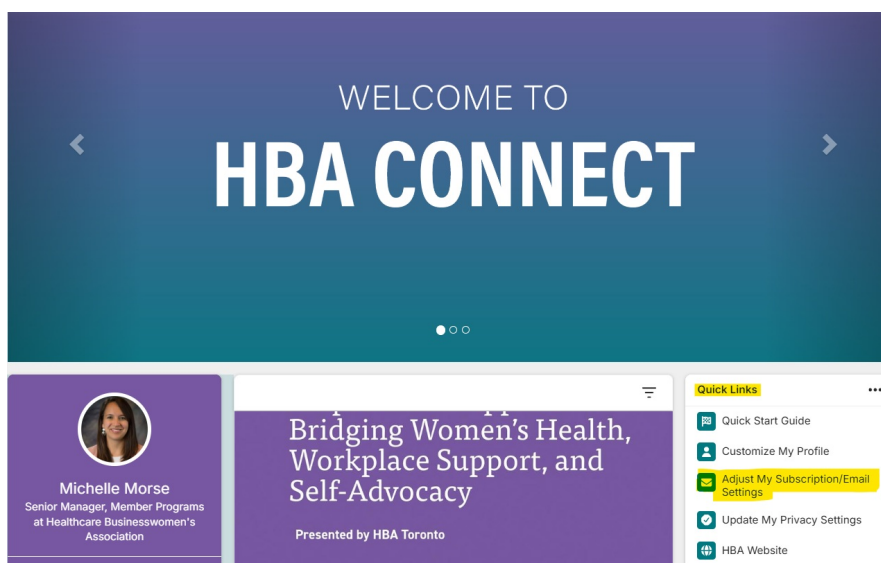
Posting discussions to the HBA Community

To participate in discussions in the HBA Community:

1. If you are posting in the **"Member Forum"** click the link on the community navigation bar. If you are posting in another community click **"Communities"** then choose **"My Communities"** and selecting the community to you are planning to post the content in.
 - From here, you can browse discussions, shared files and the membership list.
2. To add a discussion, click the green **"Post New Message"** button in the discussion section.
 - In accordance with the HBA Community etiquette policy, please keep topics relevant to the HBA mission and refrain from posting commercial messages. Job opportunities should be posted in the [HBA career center](#) instead of the Community.
3. You can read an existing discussion by clicking the topic title.
 - For each post, you can choose to respond publicly to the discussion or reply directly to the sender through a message, by clicking on **"Reply to Discussion"** or by clicking the arrow icon and selecting **"Reply to Sender."**

Changing the frequency of emails sent from the HBA Community

1. Go to “**Quick Links**” and click on “**Adjust My Subscription/Email Settings**”.



2. Scroll down to “**Notification Settings**” on this page, you'll see an option in the dropdown for Real Time, Daily Digest, Plain Text, or No Email (see below for descriptions of these choices). You will also see a checkbox for Consolidate Weekly Digest. Select your preferences and they will automatically save.

– If you would just like Weekly Digests, you can choose No Email and check Consolidated Weekly Digests

For each discussion, you have the following delivery options:

- Real time: sends an email every time a new message is posted
- Daily digest: sends one email to you each day, consolidating all of the posts from the previous day
- Plain text: sends real-time text versions of the posts, which are compatible with Blackberries and most other handheld devices. This option also allows you to reply without logging into a web browser, but it does NOT allow you to include attachments with your post.
- No Email: allows you to be part of the group without having emails sent to you. You can still post and read others’ messages by logging into the community site.

Notification Settings

Yes

Automatically set community discussion emails to "No Email" when a community is added to a consolidated digest.

43 Communities

Community Name A-Z

Community	Discussion Email	Consolidated Daily Digest	Consolidated Weekly Digest
Asia-Pacific Community	No Email	☐	☐
Career Transformations Member Network - (formerly Women in Transition)	Daily Digest	☐	☒
Central and Eastern Europe Region Members	Daily Digest	☐	☐
Central New Jersey Members	No Email	☐	☐