

AALL My Communities Quick Start Users' Guide

Guide Contents

- About AALL My Communities 1
- Accessing My Communities 1
- My Communities Profile 2
- Privacy Settings 3
- Communities 4
- eGroups 6
- Notification Settings 8
- Resource Libraries 10

About AALL My Communities

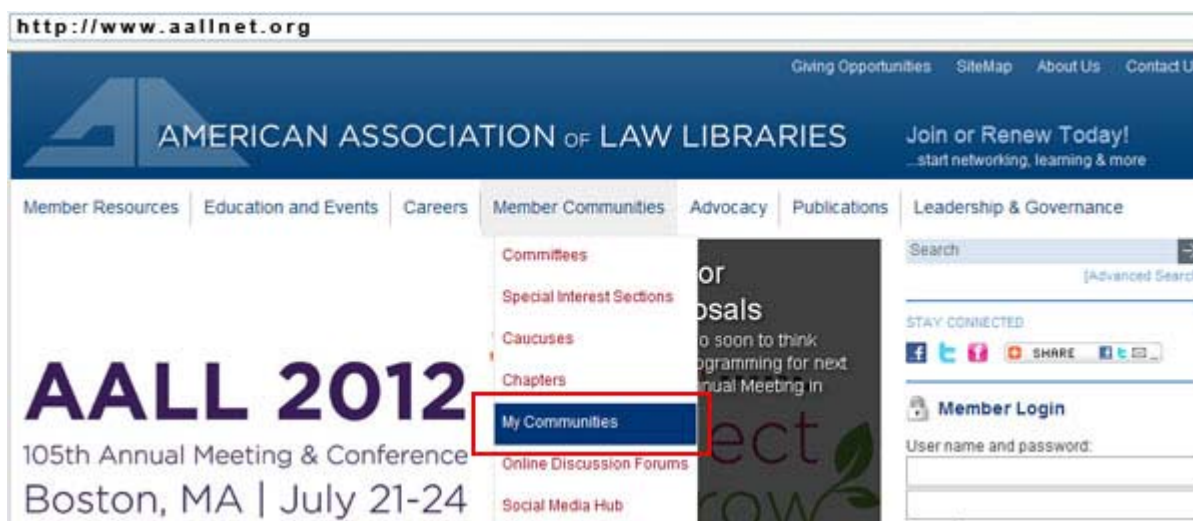
My Communities is the new social networking component of the AALL website (AALLNET) for special interest sections, caucuses, committees, and informal groups of members. AALL members have the ability to create groups and other communities. Member groups can communicate via their eGroups, share documents through their resource libraries, post events, and create blogs.

Accessing My Communities

AALL has implemented single sign-on (SSO) for both websites, so you can log into My Communities using the same login information used for AALLNET. If you successfully log into AALLNET or My Communities, you will automatically be signed into both websites.

1. Open a web browser and go to <http://community.aallnet.org>.

NOTE: If you are coming from AALLNET, hover over “Member Communities” on the top navigation bar and then click on “My Communities”.



2. If you are not already logged in, click on the “Login” link located on the top right, and log into My Communities using the same login information used for AALLNET.



3. If you are accessing My Communities for the first time, you will need to read and respond to the AALL Social Media Notice.
4. Once you are logged in, the My Communities homepage will offer quick links to information from the communities to which you belong.

My Communities Profile

In the new My Communities section, you have the opportunity to create an additional “social networking” profile separate from your AALL profile on AALLNET. Your address information here is synced with the AALL membership database and is automatically populated. In addition you have the opportunity to provide more demographics to your profile, such as your interests, honors, and awards. The more information you provide, the more networks the community site can automatically relate to you. This will allow you to easily connect with other members based on areas of interests, location, etc.

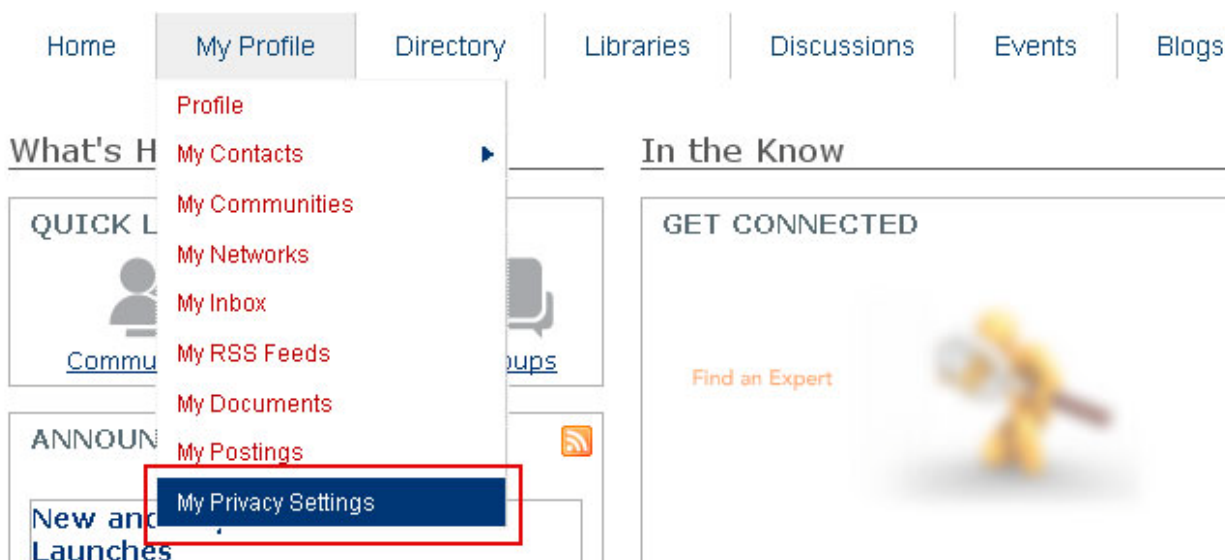
1. To access your My Communities profile, click on “My Profile” on the top navigation bar.



Privacy Settings

You can control who can see what on your My Communities profile, such as your photo, address, and phone number. You can choose between the following privacy options: My Contacts, Members Only, Public, and Nobody. Please note that by default your address, phone numbers, and email address are hidden from your My Communities profile, and you may opt to display this information on your My Communities profile at your own discretion.

1. To access your privacy settings, hover over "My Profile" on the top navigation bar, and then click on "My Privacy Settings."



2. Select the privacy option for each component of your profile.

Phone1	<input type="radio"/> My Contacts	<input type="radio"/> Members Only	<input type="radio"/> Public	<input checked="" type="radio"/> Nobody
Phone2	<input type="radio"/> My Contacts	<input type="radio"/> Members Only	<input type="radio"/> Public	<input checked="" type="radio"/> Nobody
Phone3	<input type="radio"/> My Contacts	<input type="radio"/> Members Only	<input type="radio"/> Public	<input checked="" type="radio"/> Nobody
Phone4	<input type="radio"/> My Contacts	<input type="radio"/> Members Only	<input type="radio"/> Public	<input checked="" type="radio"/> Nobody
Email Address	<input type="radio"/> My Contacts	<input type="radio"/> Members Only	<input type="radio"/> Public	<input checked="" type="radio"/> Nobody

3. Click on the "Save" button to save your changes.

Communities

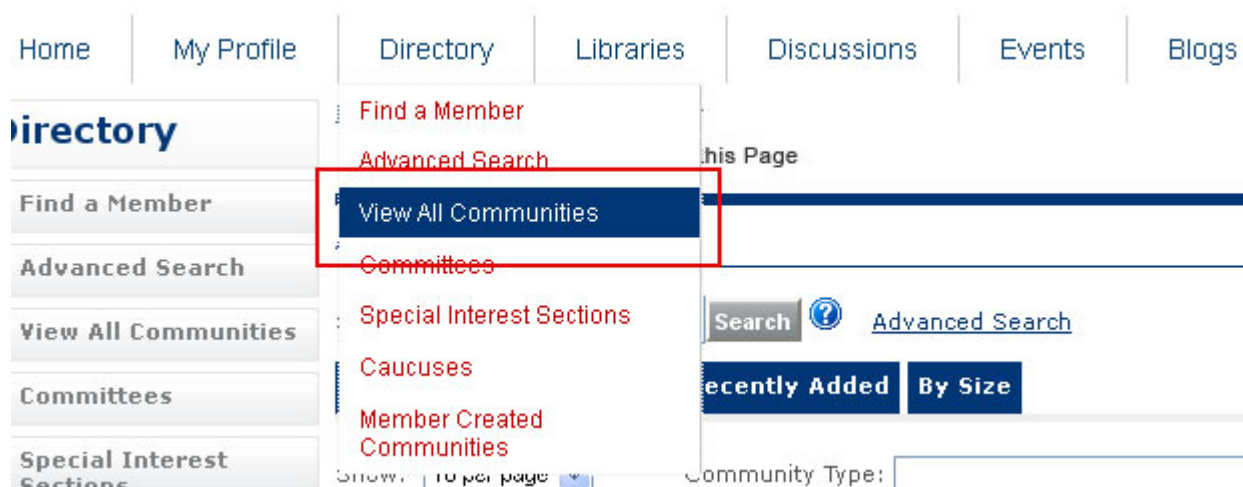
Join a community and begin connecting with other members that share your interests.

Committee Communities: All of the committee communities are synced with the committee rosters in AALL's membership database. If you are currently on a committee roster, then you will automatically be added to your committee community.

SIS Communities: All of the main SIS communities (13 total) are synced with the SIS rosters stored in AALL's membership database. If you are a current AALL member that is up-to-date with your SIS membership, then you will automatically be added to your SIS community.

All Other Communities: As long as the community is open to all AALL members (e.g. caucus communities), then you are free to join that community.

1. To view all the communities, hover over "Directory" on the top navigation bar, and then click on "View All Communities."



2. Then you can sort through the different community types by using the “Community Type” drop-down list.

The screenshot shows the 'All Communities' page. At the top, there is a search bar with the text 'Term / Keyword / Phrase' and a 'Search' button. Below the search bar are navigation tabs: 'Mine', 'My Contacts', 'All', 'Recently Added', and 'By Size'. A 'Show: 10 per page' dropdown is visible. A red box highlights the 'Community Type' dropdown menu, which is open and shows the following options: 'Caucuses', 'Committee', 'Member Created Communities', and 'Special Interest Sections'. Below the dropdown, the text 'Caucuses' is visible, followed by the title 'Animal Law Caucus'.

3. Click on the name of the community you wish to join.
4. Click on the “Join Community” link to join.

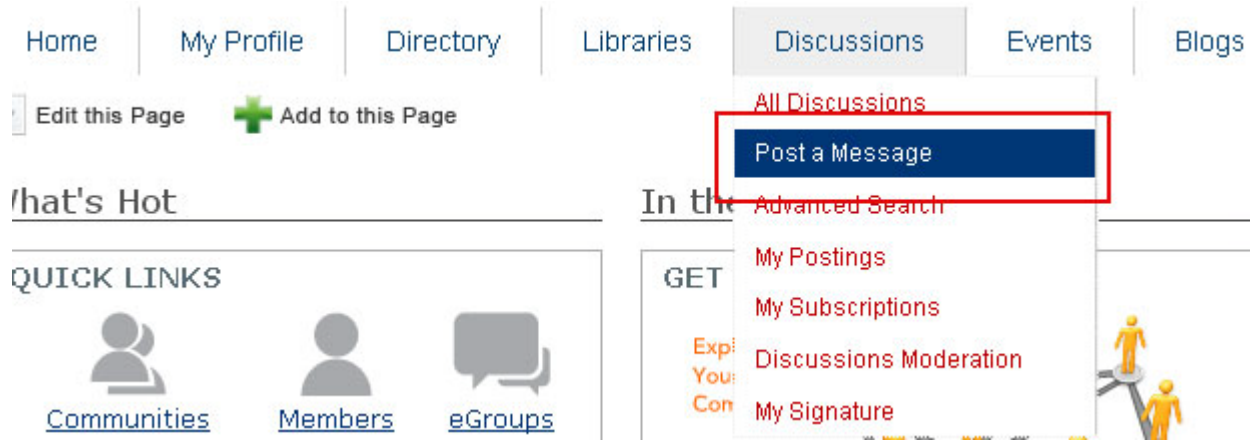
The screenshot shows the 'Animal Law Caucus' community page. At the top, there is a search bar with the text 'Term / Keyword / Phrase' and a 'Search' button. Below the search bar are navigation tabs: 'Home' and 'Members'. The text 'This community is open to Members Only' is displayed. A red box highlights the 'Join Community' link.

eGroups

Each community has an eGroup, which you can use to send messages to everyone in that community.

Posting a message:

1. To post a message, hover over “Discussions” on the top navigation bar, and then click on “Post a Message.”



2. Select the eGroup you want to send a message to, type your message, and then click on the “Send” button to send your message.

Post a Message

From: Joe Member

To:

Cross Post To:

Subject:


Message:

Font Name: Size:

Send

A dropdown menu is open from the 'To' field, listing the following eGroups: Select eGroup, A.ALLNET Committee, Animal Law Caucus, Black Caucus of the American Association of Law Libraries, Document Delivery Caucus, Empirical Research Caucus, Federal Law Librarians Caucus, Gen X Gen Y Caucus, Latino Caucus, Native Peoples Law Caucus, Price Index for Legal Publications Committee, and Publishing Initiatives Caucus.

Replying to a message: The notification email you receive from your eGroup will contain options such as replying to the entire eGroup, replying to only the sender, and forwarding the message.


 **AMERICAN ASSOCIATION OF LAW LIBRARIES**

[AALL](#) | [Discussions](#) [FEEDBACK](#) | [QUESTIONS](#)

This is a test message

From: Test Member
To: Test Community
Posted:
Subject: This is a test message
Message:
This is a test message. Please ignore

Joe Member
123 Main Street
Chicago, IL 60603
312.555.1212


[View Profile](#)
[Add Contact](#)
[Blog This](#)

- [eGroup Home](#)
- [Reply to eGroup](#)
- [Reply to Sender](#)
- [Post Message](#)
- [Forward Message](#)
- [Print Message](#)
- [View Thread](#)
- [Author's Messages](#)
- [Search](#)
- [My Subscriptions](#)

You are subscribed to Test Community. To change your subscription options (or unsubscribe), go to [My Subscriptions](#) and update your preferences.

Notification Settings

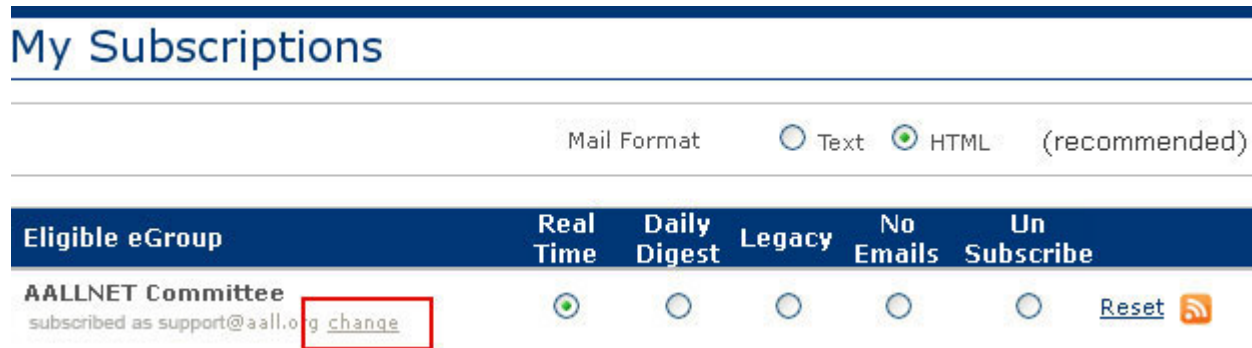
You can receive an email whenever a message is posted to your community's eGroup.

Changing your Email Address: By default, emails will be sent to your email address that is synced from the AALL membership database. However, you can change the email address that emails are sent to. NOTE: Changing your email address here will not change the email address associated with your AALL profile.

1. To change your email address, hover over "Discussions" on the top navigation bar, and then click on "My Subscriptions."

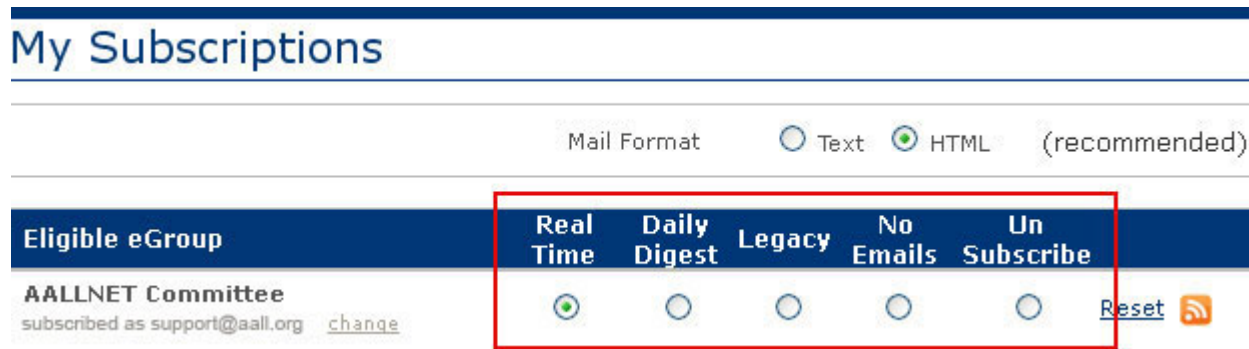


2. Then click on the "change" link under the eGroup you wish to update.



Changing the Frequency of Emails: You can change how often you receive emails.

1. To change how often you receive emails, hover over “Discussions” on the top navigation bar, and then click on “My Subscriptions”.
2. Then choose one of the following options for each of your eGroups.



- a. **Real Time:** You will receive emails one at a time as soon as they are sent.
 - b. **Daily Digest:** You will receive one email per day summarizing all of the messages sent that day. For all committee and SIS lists synced with the AALL membership database, this is the default setting.
 - c. **Legacy:** It's a plain text format that is formatted for personal digital assistants (PDAs) and smartphones.
 - d. **No Emails:** You will receive no emails from your eGroups, and you will need to check online for any new messages. This is only an optimal choice if you are temporarily out of the office, otherwise important messages could be missed.
 - e. **Unsubscribe:** Select this option if you belong to an eGroup and wish to be completely removed from the community.
3. Click on the “Save” button to save your changes.

Firewalls, Spam Filters, Junk Filters: With increased security everywhere, we suggest you whitelist or add to your safe senders the following email addresses to make sure emails arrive in your inbox.

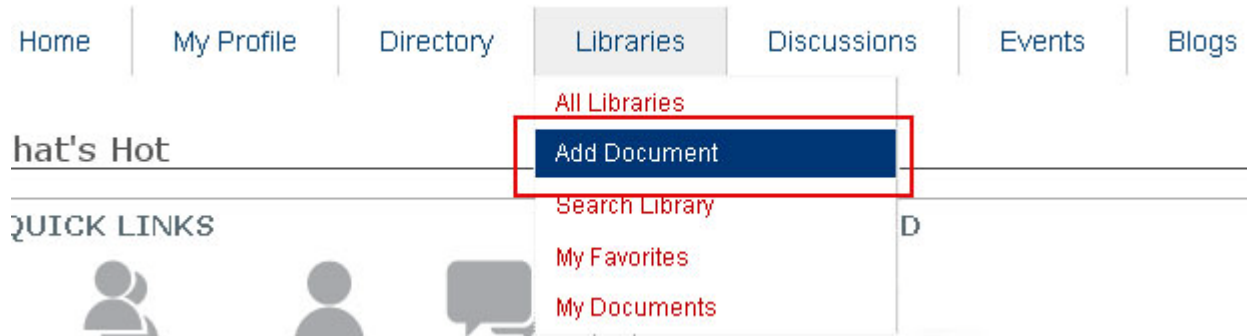
- a. noreply@egroups.aallnet.org
- b. noreply@notifications.aallnet.org

Resource Libraries

Each community has a resource library, in which you can post documents to share with the community or to view what others have shared.

Posting documents:

1. Hover over “Libraries” on the top navigation bar, and then click on “Add Document.”



2. Then fill out the necessary information and hit the “Save” button.

Add Document

Step 1: Describe Your Document

Title: Enter a title for your document or group of documents

Description: Enter a brief description of your document

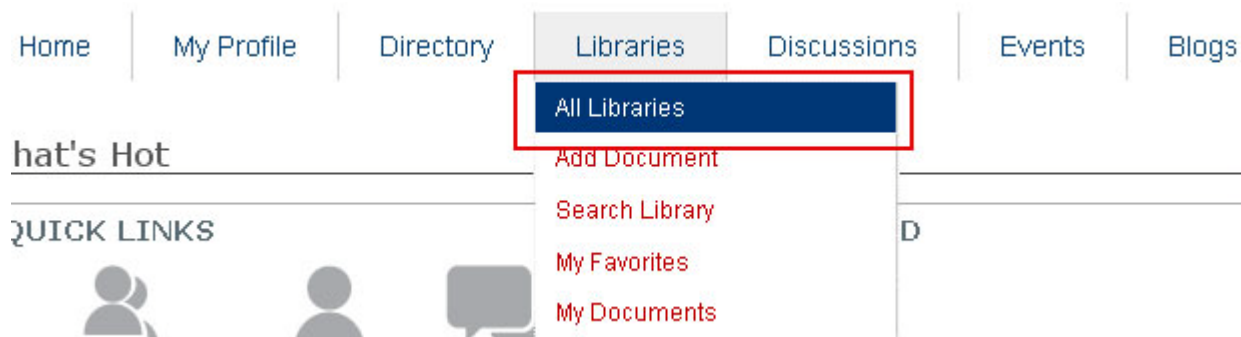
Add brief description so people will know what the document is when browsing through the Resource Library

Library: Enter the library in which the document should be listed

Save

View documents others have shared:

1. Hover over “Libraries” on the top navigation bar, and then click on “All Libraries.” Any community that you belong to that contains a document will be listed here.



2. Then click on the name of the community to view its library.

Browse Libraries

Show Community Library Show eGroup attachment Library Show Empty Library

Annual Meeting Program Ideas (1 entry)

This is the library for the Annual Meeting Program Ideas Member Created Communities

Black Caucus of the American Association of Law Libraries (1 entry)

This is the library for the Black Caucus of the American Association of Law Libraries Caucuses