



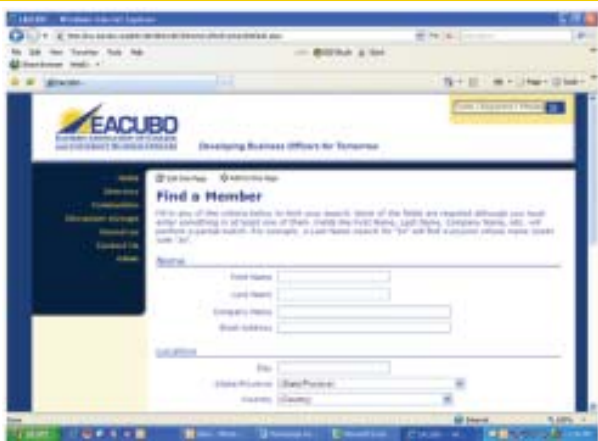
Get Started:

- Go to www.eacubo.org
- Click Member Community on left side navigation menu
- Click Login
- Enter email address and Password; you will login on NACUBO web site
- Click Go



Create Your Profile:

- Click on the Profile link under your name on the right side of the page or put your cursor over Directory on the left side navigation menu and click on My Profile
- Your Profile will be pre-populated with basic demographic information
- Click in edit contact info link under your contact information
- Enter your Bio, Interests, Certifications, Education in the text boxes and click Save



Find Your Colleagues

- Move Your Cursor over Directory on the left navigation bar
- Click on Find a Member
- Enter the First and Last Name of the Member
- Click Find contacts
- Click Add Contact to add that person as a contact
- The Contact will receive an email inviting them to accept you as a Contact



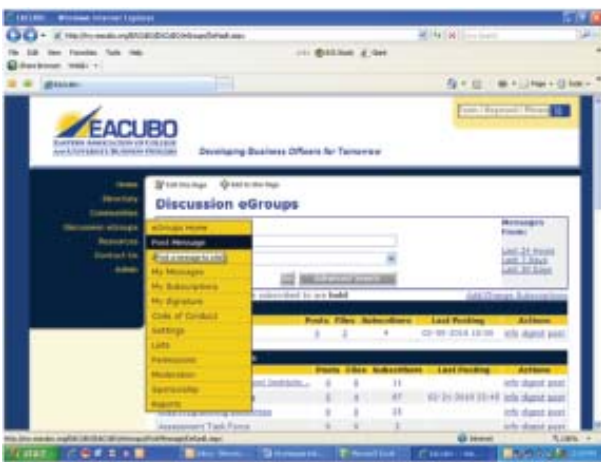
Build Your Network

- Go to the left column of your Profile page
- Links to Contacts who have common interests are provided
- Click on links and then Add Contact
- The Contact will receive an email inviting them to accept you as a Contact



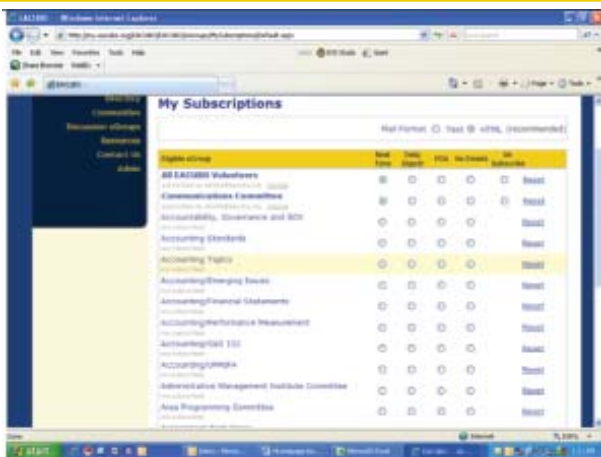
Access Your Communities:

- From the Home page, click on Communities
- My Communities page lists all communities to which you are subscribed.
- Click View the eGroup to read, search or reply to community postings
- Click View the Library to access policies, procedures and other documents posted by community members



Discuss current issues with your colleagues in eGroups:

- Click Discussion/eGroups link in left navigation menu
- You will see a page with two categories of groups: Board and Committees and Member Created Groups
- Groups highlighted in bold are ones to which you are subscribed
- To Post a Message, put your cursor on Discussion/eGroups and move it to the Post Message tab; click on the Post Message Tab
- Select a Group from the drop down menu; you can also cross post to other groups to which you belong
- Enter a subject line, enter the text of your message and then Click Attach to attach documents and follow the steps
- Click Send when you are finished



Set Delivery Options:

- Click Discussion/eGroups on the left navigation bar
- Click My Subscriptions and then choose from several delivery options:
- Real time- receive emails as new messages are posted
- Daily digest- receive one mail combining all of the previous day's posts
- PDA- receive emails in a special format compatible with handheld devices
- No email- read and reply to posts via the online discussion board



Gain Instant Access to Resources Posted by Your Peers/Post Resources

- From the EACUBO Community home page, click Resources
- Click on the Resource Library you wish to access; Libraries are organized by topic or committee.
- Put your cursor on Resources and drag it and click Add Document to post a document to a Resource Library; Enter a title and description of your document; Select a Library from the drop down menus, Click Save; Browse your server until you select your document; Click Browse. Click upload; Click Continue.
- Click Search Library to search for documents by key words, date or file type
- Click My Favorites to view documents you have designated as Favorites
- Click My Documents to view documents you have posted.