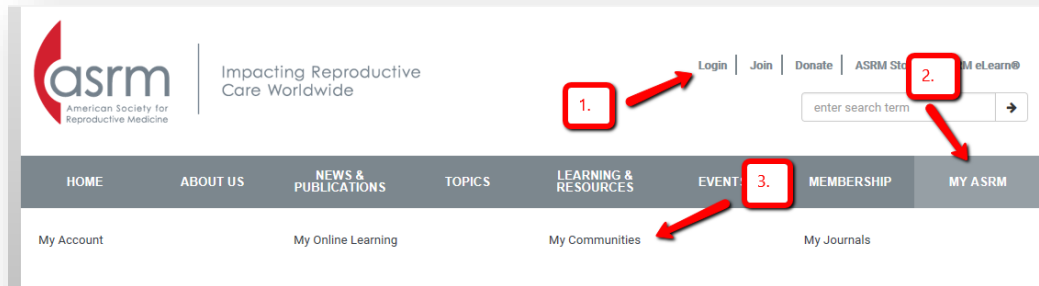


ASRM Connect How-To's

How to Get to Your Communities

From the ASRM website:

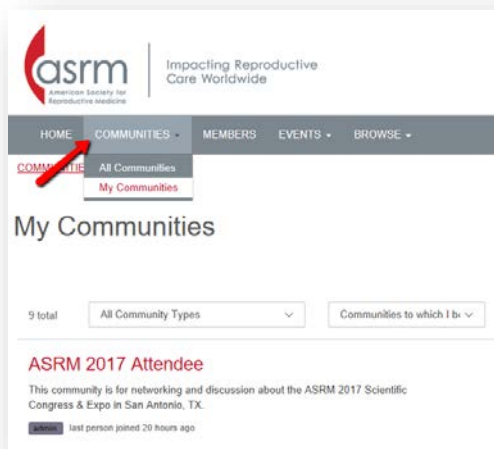
1. Go to the [ASRM Home Page](#) and click **Log In** at the top of the screen.
2. On the gray menu bar, click on **My ASRM** and then **My Communities** from the dropdown menu.



3. On the next screen, select the community you would like to access.

From a blank browser window:

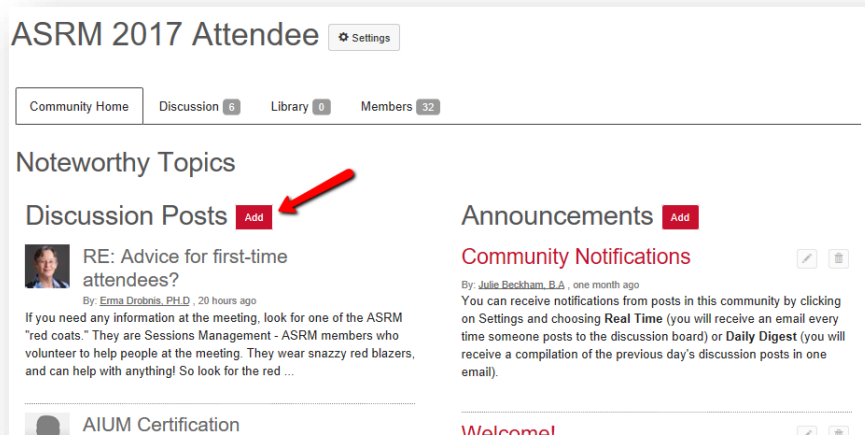
1. Go to <http://connect.asrm.org/home> and click the **Sign In** button at the top of the screen. Use your ASRM login credentials.
2. On the gray menu bar, click on **Communities**, then **My Communities** to see the communities to which you belong. You may also click on **All Communities** to see other communities that are available to join.
3. Select the community you would like to access.



How to Post a New Discussion Topic

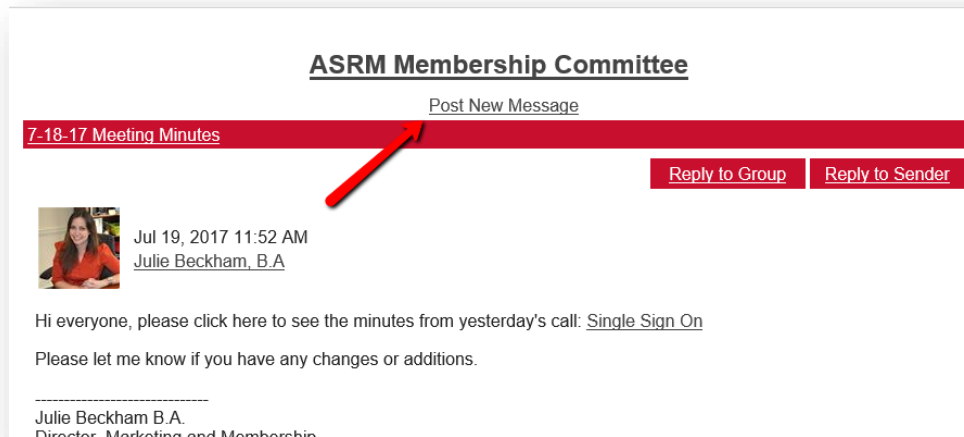
From the ASRM Connect site:

1. On the home page of the selected community, you may click the red **Add** button next to **Discussion Posts** to start a new topic. (This button may have different wording for affiliated society and professional group websites.)



From your email:

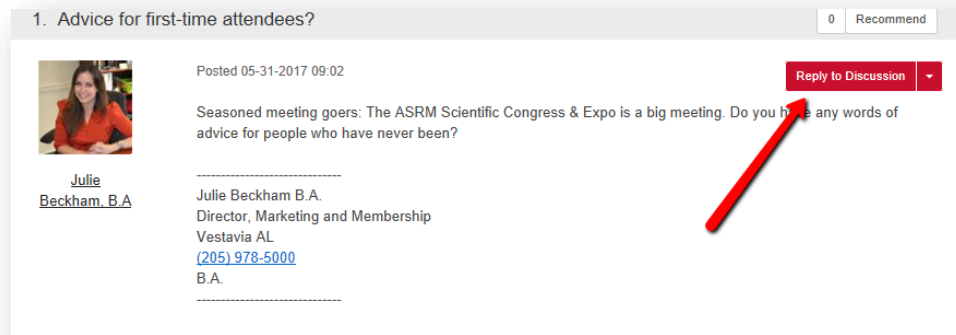
1. When looking at an email from the community, you may click on the **Post New Message** link under the name of the committee. This will open up a blank email. To post, create a subject, put the post in the body of the email and click **Send**. When you hover over the Post New Message link, you may see a pop-up window with a community email address, e.g. asrm-samplecommunity@connectedcommunity.org. You may start new discussion posts by creating an email to this address.



How to Reply to a Discussion Topic

From the ASRM Connect site:

1. On the home page of the selected community, under **Discussion Posts**, click on the name of the discussion to which you are replying. (For older posts, you may have to click on the **Discussion** tab to see the full list.)
2. Click on the red **Reply to Discussion** button to post your reply.



From your email:

1. When looking at an email from the community, click on **Reply to Group**. This will open up a blank email. Post your reply in the body of the email and click Send. You may also click **Reply to Sender** to message the sender privately.

