

Quick Start Guide

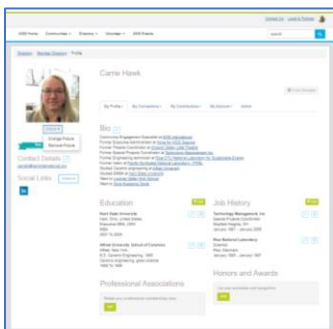
ASM CONNECT - Member Community

ASM CONNECT, a member community lets you connect with colleagues like never before. Here are some tips to get you started and help you maximize this powerful resource.

- **Get started**

The ASM CONNECT member community is accessible through <https://connect.asminternational.org/home> Log in using your ASM member ID and password. Accept the terms and conditions.

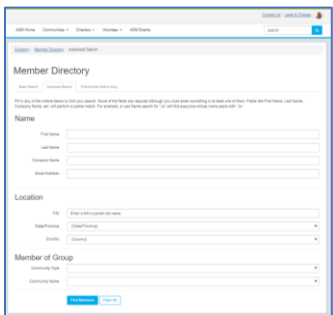
- **Enhance your profile**



Click on the blank profile picture in the top navigation. We've prepopulated your contact information, but we encourage you to enhance it with your interested, education and more.

Take a moment to upload a photo. These help your colleagues get to know you better and get a glimpse of your personality.

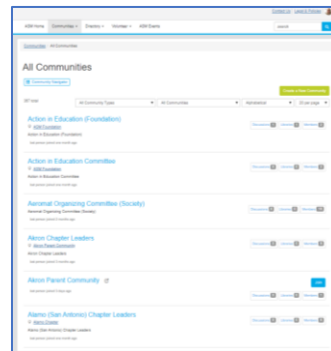
- **Find your colleagues**



Click on "Directory" in the top navigation bar to search for peers. You can search name, location, email address, community type and more.

From the search results page you can view profiles, send an invitation to add someone to your contacts, or send a private message.

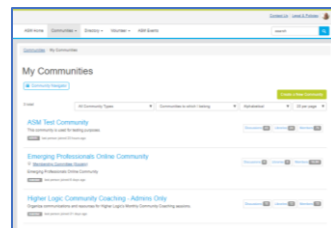
- **Check out all the communities**



"All Communities" provides a list of every community available for you to join, organized by community type.

You can view the content of any of the discussion groups before deciding to join by clicking on the community name. You can also see how many posts have been made, how many files are in the resource library and how many subscribers it has.

- **Access your communities**

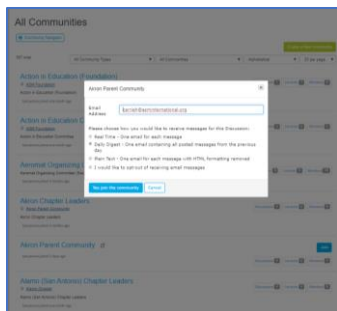


"My Communities" is a personalized list of groups to which you belong.

Under each community name, you'll see a link to

- "Start a Discussion" – the online forum where you can read, search and reply to others' posts
- "Share a Resource" - where you can access sample forms, procedures, research and other documents your peers have shared
- "Network with Peers" – takes you to the Member Directory and also shows a list of "Upcoming Events".

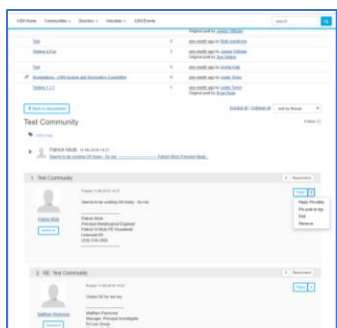
• Join communities and set delivery options



Choose from dozens of communities and join as many as you'd like. From the "All Communities" page, click "Join" and specify your Community and Discussion notification delivery options.

- Real Time: receive emails as messages are posted
 - Daily Digest: receive one email consolidating all the previous day's posts
 - No-email: receive and reply to posts only through the discussion boards
- After you make your selections, hit "Join the Community"

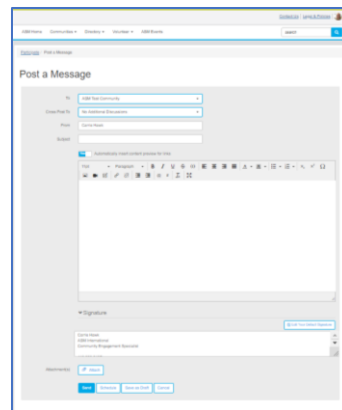
• Participate in discussions



The Discussion Groups feature integrated online discussion boards and private emailing options. Use the links to:

- Post a New Message – start a new conversation.
- Reply to a Discussion – send your comment/reply to the entire forum
- Reply Privately – send a private reply to the author of the post.
- View thread – see all of the posts in that discussion in chronological order.
- Search – use the quick keyword search to look for posts on specific topics
- Update Settings – subscribe or unsubscribe to groups or change your delivery options.

• Start a discussion



To start a new discussion click the "Start a Discussion" or "Post New Message" links.

- Select the community
- Cross post to additional communities
- Add a subject
- Add an attachment – upload the attachment
- Save a draft/retrieve a draft (drafts can be retrieved through your user profile – my contributions/list of contributions)
- Send: Share the post with your colleagues

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