












## Making the most out of your IPEM Community:

To help you make the most of this we have summarised some key information:

	<p><b>What does it do?</b> The Communities platform combines the benefits of a mailbase, a networking platform and a resource library enabling professional collaboration, discussion and sharing documents.</p>
	<p><b>What happens next?</b> If someone in your community creates a post you receive this via email. If you see a thread that is of interest or you have a question please don't hesitate to join in. It is trusted space for all professional to participate in.</p>
	<p><b>How do I reply to a post via the email notification?</b> Look at the email you received from the community and find the <b>Reply to group</b> box and click – this reaches the whole community.</p>
	<p><b>Can I just reply to the sender?</b> Yes, just click the <b>Reply to Sender</b> instead – this will send a direct email to the person who posted the message.</p>
	<p><b>How do I create a new post / thread?</b> Every email notification you receive has an option at the top (underneath the title) to <b>Post a new message to the group via email</b>. Every community has its own email address and you can just type that into your email server, add a message like a normal email and send it. <a href="#">See the list of communities and emails here</a></p>
	<p><b>How do I add a document to the library?</b> For security reason this action does require you to log in. Find your community and to go the library tab. Click on “Create a new library entry”. The community will be notified.</p>
	<p><b>So what other communities can I join?</b> We have automatically added you to those communities that correspond with the interests you indicated on your membership form but you can join most communities from the list you see.</p>
	<p><b>What sort of communities are there?</b> Our key communities are linked to our professional networks and Special Interest groups and we would recommend joining them. Others include Early careers and interests like environmental sustainability, diversity &amp; inclusion.</p>
	<p><b>What are my log in details?</b> It is the same as the IPEM website. Once you are on the COI site click on the <b>Sign In</b> button on the top and if you are already logged in on the IPEM website you can enter the platform straight away.</p>
	<p><b>Do I have a profile on the platform?</b> You already have a basic profile on the platform which links to our member database but you can update it, e.g. by adding a picture. When you are logged in just go to the account icon at the top and click <b>Profile</b></p>
	<p><b>Still not sure?</b> No problem. Read the FAQs on the platform or get in touch with us and we can talk you through it. Contact <a href="mailto:office@ipem.ac.uk">office@ipem.ac.uk</a></p>