

GENERAL USE INSTRUCTIONS

1. **Login** at vbaconnect.vtbar.org using your VBA username (email) and password. (The password is separate from your VBA login. If you can't remember your password, please call (802)223-2020 or email the office at info@vtbar.org.)
2. Complete your **profile**. Your colleagues want to know a little bit about you. Share something and upload a photo if you'd like. If you have a LinkedIn account, you can upload your profile directly from LinkedIn. Your profile can be found a few ways, the easiest being the grey down-facing arrow in the upper right corner next to the "Mr./Mrs. Nobody" un-picture. Remember, this is a member only service, so your contact information will not go outside the VBA membership.
3. Add **contacts** if you'd like. You can use the Membership Directory to search for members and send a "contact request." You can practice by searching for me and sending me a contact request. The membership directory is always available, but adding contacts for those people you frequently message makes communicating more simple.
4. **Join** a community. Go to the Communities tab. You will be automatically subscribed to this VBA General Discussion Group as well as the groups that match your substantive VBA Section memberships. You can see all of yours under My Communities. You can click "join community" at the top of the page of any listed community page. You can also change your subscription frequency to each community using the settings button right next to the community title. To change how you receive email notifications from more than one community at once, go into your profile, click My Account and then click Community Notifications. There is a drop-down to set the frequency for each community.
5. **Post!** Got a question, document or experience to share? Go to Discussion, then Post a Message to send a message to colleagues in your community. (Tip: some companies have very strict firewalls that may interfere with message receipt so please ask your IT Department to white list vbaconnect.vtbar.org.)
6. **Reply**. When you receive a message via email, you can either "reply to discussion" or "reply to sender" by clicking a button. Remember to use this rather than your reply button embedded in your email platform.