

# NAIW WEB SITE WEBINAR REVIEW

The following are a list of topics that were covered in Part II of the NAIW Web site Webinar.

This is part 2 in a 2 part series, which will teach members how to use the Social Networking features on the new NAIW website. In part 2, we will focus on “Communicating With Social Networking”. In this session we will cover the following topics:

## 1. Managing the “My Groups: section of your profile

You are automatically a member of your Region, Council and Local Association. If you qualify to be an NAIW Young Professional (under 40) please contact John McColloch to be added to this group.

To start viewing information about people in your groups, you will first need to log into the NAIW web site \*\* and click on the **My Profile** link. Under the **My Profile** header on the bottom right side of the screen you will see a **My Groups** link. In this section you will be able to view all of the groups of which you are a member. From here you can click on any of the groups (region, council, local, etc.) and view all of the other NAIW members who are also a member of that group by selecting the **Directory** option at the top of the page. From there you can view the individual profiles of each member, add member as connection, message them, chat, e-mail, etc.

\*\* If you do not know you log-in for the web site, please contact John McColloch at [membership@naiw.org](mailto:membership@naiw.org) OR at 1-800-766-6249 ext. 26 to obtain this information.

## 2. Utilizing the Community Search feature of the website to find people, networks, etc.

You can search the web site to find other NAIW members and/or specific networks or information on the web site you are looking for (i.e.: Region III, Insurance Professionals of New York Local Association, NAIW Week information, etc.).

To begin your search, type your search words into the **Community Search** box found at the top right side of your screen. The more specific your search criteria, the more relevant your results will be. If you only know someone’s first name, you can still just enter it into the search box and it will pull up all of the members with that first name.

## 3. Make and Add Connections with other members on the NAIW Website

**Adding Connections:** If you want to add a connection with someone who **is not** in your local, council or region, then go to the Community Search and type in the person you

wish to find. Once they are found, click on their name to pull up their profile. Once their profile is pulled up, there will be an **Add Connection** button at the top of the page.

If you want to make a connection with someone who **is** in your local, council or regions, go to **My Groups** (in the **My Profile** area on the right side of the screen). Then select the group you wish to add from. Once the group is pulled up, go to the top of the page and click on the **Directory** tab. (This will pull up a list of everyone on that specific group.) Once the members are pulled up you will see an **Add Connection** button to the right of the name.

**Approving Connections (that have been sent to you from others):**

You will need to log into the NAIW web site and click on the **My Profile** link. Under the **My Profile** header on the bottom right side of the screen you will see a **My Connections** link; click on this. Once in this section, at the top of the page you will see a **Received** link. Next to it will be a ( ); if you have any new connections that need to be approved you will see a number in the ( ) area. After you click on **Received** link you will see the name of the person requesting a connection with you. From here you can select the **Accept Connection** option or **Decline Connection** option.

#### **4. How to send and receive Messages with other Members through the NAIW website**

Messages sent between members on the NAIW website will be accessible only on the NAIW website. The messages are private and are only between you and the person you are communicating with.

**To send a message to someone else:** You will need to log into the NAIW web site and click on the **My Profile** link. Under the **My Profile** header on the bottom right side of the screen you will see a **My Messages** link; click on this. Once in this section, under **Message Options** you can click on the **Message Member** link to search for a specific member to message. Once the person's information has been pulled up, select the **Message Member** option to compose and send your message.

**OR** you can click on the **Message a Connection** link to message someone is already a Connection of yours. After selecting this option a list of all of your connections will pull up. From here you can select the **Send Private Message** link next to the photo of the person you wish to message.

**OR** you can select to **Message ALL # Connections** which will allow you to compose one message that will be sent out to all of the people who you are "connected with".

**To check your messages from someone else:** You will need to log into the NAIW web site and click on the **My Profile** link. Under the **My Profile** header on the bottom right side of the screen you will see a **My Messages** link; click on this. Once in this section,

under **Message Center** you can see all new messages received by clicking on the **Your Inbox** link and messages you have sent to others by clicking on the **Sent Messages** link.

## **5. How to use Blogs to Communicate with others on the NAIW website**

**Creating Your Own Blog:** You can create your own blog to share information with other members of NAIW. To get started you will first need to log into the NAIW web site and click on the **My Profile** link. Under the **My Profile** header on the bottom right side of the screen you will see a **My Blogs** link; click on this. Once in this section you will be able to see any existing blogs you have or add a new blog.

**To add a new blog:** click on the **Create a New Blog** link at the top of the page. From here you will be able to name your blog (ie: 2009-2010 IPSG Local President Blog) and select your blog preferences.

**To add a new entry to an existing blog:** Click on the name of the existing blog you wish to edit . Once in this section, select the **Add New Post** link at the top of the page. From here you will be able to enter the title and body of your new post.

**Subscribing to other people's Blogs:** You can subscribe the blogs of other members so you will be notified with they add a new entry to their blog. To get started you will first need to log into the NAIW web site and click on the **My Profile** link. Under the **My Profile** header on the bottom right side of the screen you will see a **My Subscriptions** link; click on this. Once in this section you will be able to see any existing subscriptions you have and add new ones or unsubscribe to existing ones. Once you locate a blog you would like to follow, simple select the **Subscribe** link at the top of the blog page.

**To search for blogs to subscribe to:** Simply enter the word “blog” into the **Community Search** area of the website to see who has an active blog on the network. From here you will just select the **Subscribe** link at the top of the blog page.

## **6. Using the Chat Feature of the NAIW Website to Communicate in Real Time**

You can communicate with another NAIW member who is online when you are by using the Chat feature of the NAIW website. To get started you will first need to be logged into the NAIW web site. Next you will need to find out who is online and available to chat with. To do this, go to the **Community Search** area of the website and click on the **Search** tab (you don't need to enter any information into the box). From there click on the **Who's Online Now** link(which will bring up all members who are currently on the website). If you see someone online who you would like to chat with, hover your mouse over their name until a profile box comes up. In this box next to the *Online Now* icon you will see a **Click to Chat** link. Once you do this a new window will open where you can type a message to this person and then click the **Send** button (**Please note:** After clicking send, leave the chat window open to allow the other person to respond to the chat). From

here a notice will be sent to this person letting them know you would like to chat; if they choose to chat back you will receive a message back from them in the original chat window (which you left open after sending your original message).

## **7. Use the Bulk E-mail Feature to Send E-mails to Members in Your Groups**

To send an e-mail blast to all the members in one of your groups (Local, Council, Region, etc.) please follow these steps:

1. Log in to [www.naiw.org](http://www.naiw.org)
2. Under the **My Profile** section on the right of the screen, click on **My Groups**
3. Click on the group name of the group you wish to e-mail.
4. Then in the new window that opens, under your group name you will see a tool bar with several options. One of them is **Group Options**; select this option.
5. Under **Group Options** is an **E-mail all Group Members** option. Select this option.
6. Then compose your message.

**Please note:** All bulk e-mails will have to be approved prior to being sent out, which could take up to 24 hours. If your e-mail is urgent please call Melissa Cobbs during normal business hours (8 a.m.- 4:30 p.m. CST) at 1-800-766-6249 ext. 20 to put a rush on the process.

**A Note about Attachments:** At this time you cannot add any attachments from the front-end of the website. If you have an attachment you would like included, please e-mail it to Melissa Cobbs at [editor@naiw.org](mailto:editor@naiw.org) and it will be attached when the e-mail is approved prior to being sent out.

**Important Note about Content:** Per Policy 1.B.16 in Chapter 9 of the NAIW Comprehensive Manual:

### **Policy I.B.16      Electronic Mail Addresses (4/2002)**

By action of the NAIW Board of Directors, it is official policy that Electronic mail (e-mail) addresses will only be used to communicate NAIW specific association information to members. Electronic mail (e-mail) addresses shall not be used by any affiliate (local, council, regional or national) association for the purpose of selling or providing the addresses for marketing of any products or services without written permission of the individual member to comply with federal privacy laws.

**Only bulk e-mails that adhere to the aforementioned policy will be approved to be sent out.**

## **8. Uploading Files and Favorite Web site Links to Your Profile**

You can keep a list of favorite web sites and files on your profile, so no matter where you are (home, work, traveling) you can access those important files and web sites.

To do this, you will need to log into the NAIW web site and click on the **My Profile** link. Under the **My Profile** header on the bottom right side of the screen you will see a **My Files and Links** link; click on this. Once in this section, click on the **Manage My Files and Links** link at the top of the page. Here you will be given the option to **Add a New Item**. From here you can select to **File** and/or **URL** (web site) to your profile for easy reference.