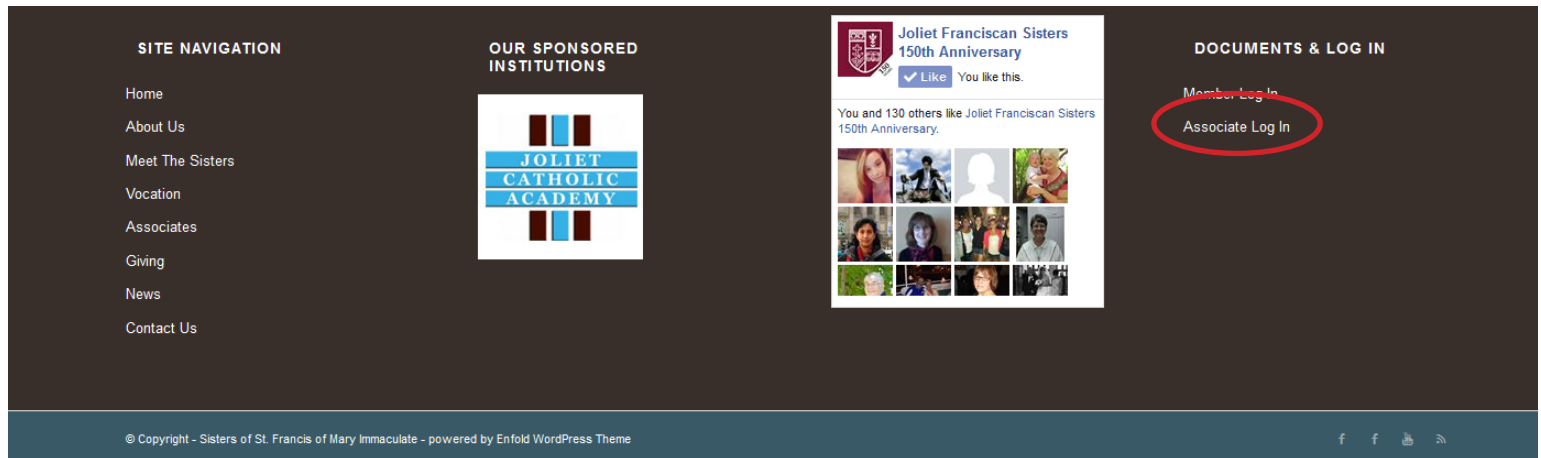


How to Use BuddyPress - Profile, Group Forum, Messaging

1. Go to www.jolietfranciscans.org.
2. Scroll down to the bottom of the page and locate “Documents & Log In” located on the right hand side.



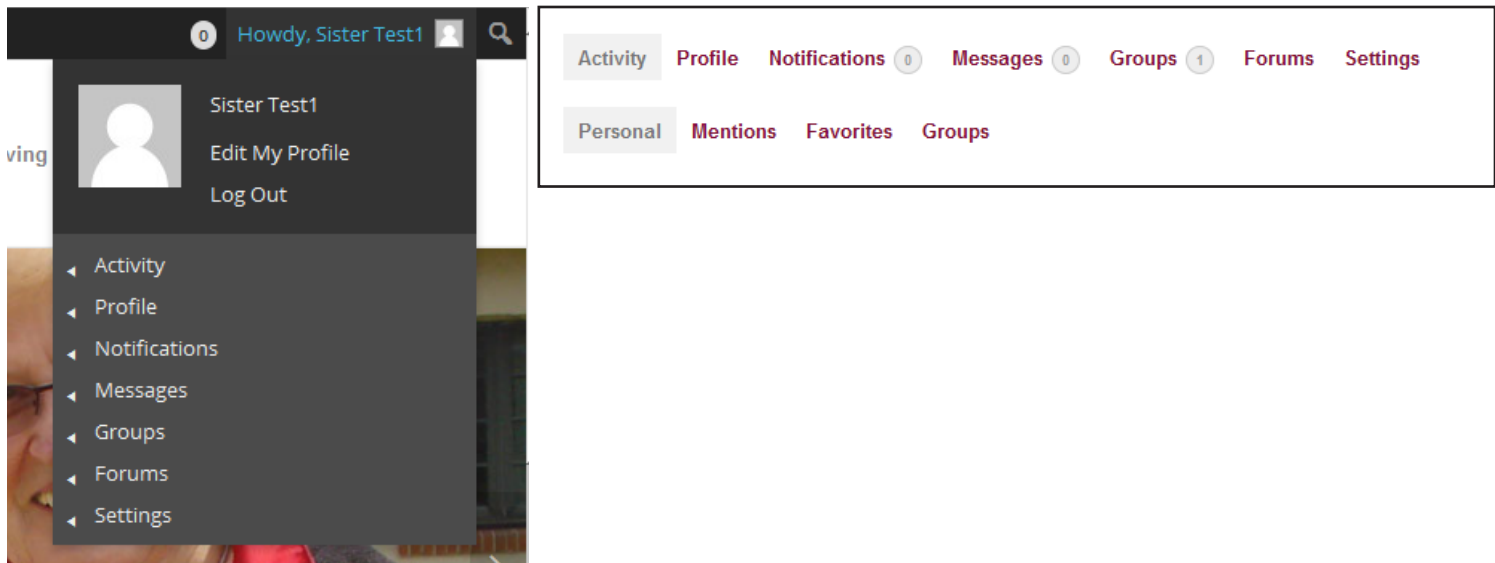
3. Click “Associate Log In”
4. Enter your Username and Password credentials and hit “Log In.”

A screenshot of the WordPress login form. The form is white with a grey border. At the top is the WordPress logo. Below it are two input fields: "Username" and "Password". The "Username" field is outlined in red. The "Password" field is outlined in red. Below the "Password" field is a checkbox labeled "Remember Me". To the right of the "Remember Me" checkbox is a blue "Log In" button, which is circled in red.

5. You will return to the Joliet Franciscan Sisters' homepage.

6. Move your cursor up to the black user bar at the top of your screen. On the right hand side, hover over, "Howdy, [NAME]." The panel that drops down from this holds everything you need for participating in discussion topics, messaging other associates, following group activity etc.

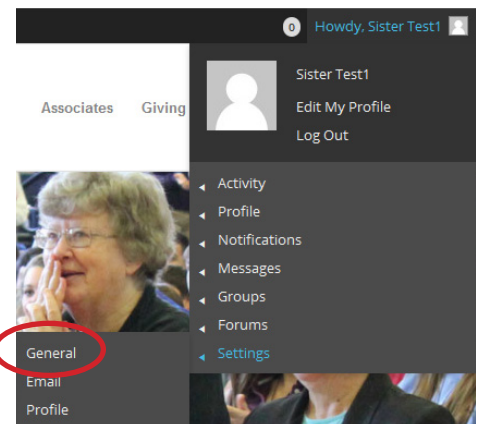
Note: Once you begin navigating through the various areas, you will notice the same menu also appears in your current window for easy navigating.



CHANGING YOUR PASSWORD OR EMAIL (Optional)

1. While in your user panel, go to "Settings" and click "General."
2. Type in your current password.
3. Update your account email if needed. Note: Unless you will be using another email address, this will not be needed. Skip.
4. Type in your new password, repeat typing the new password and hit "Save Changes."

Your password has now been updated.

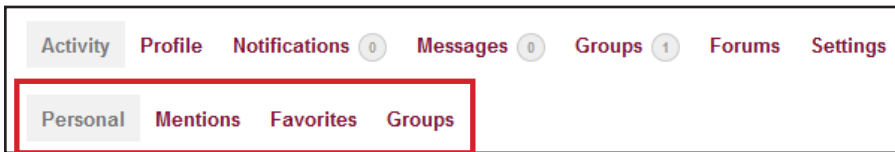
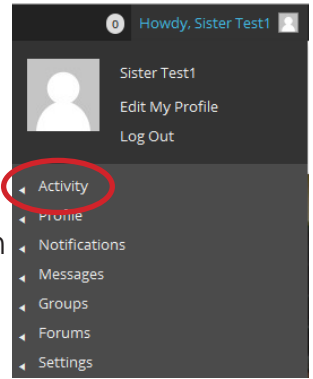


EDITING YOUR PROFILE

1. Click "Edit My Profile" in your user panel.
2. You can change your name that is displayed to the public as well as upload a profile picture that will be used when you comment in discussion feeds.
3. To change your profile picture select, "Change Profile Photo." Browse for the photo you would like to use, upload it and hit "Save Changes" when you are done.

ACTIVITY FEED

1. Click "Activity" in your user panel.
2. Activity (if you are familiar with Facebook) reflects Facebook's general user friends feed. For those who are not familiar, this means all recent activity will be listed - for example, recent comments from friends in the Associates Only forum, or mentions (if someone has mentioned you in their comment).
3. You can filter Activity by:
Personal - What you have been posting. Your own comments or updates.
Mentions - If someone has mentioned your name in their own topics or comments.
Favorites - If you 'favorited' a topic that you really enjoy and want to actively follow.
Groups - Your Associates Only group activity.

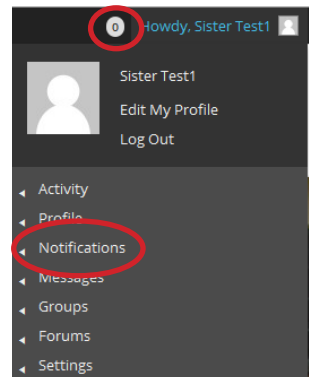


4. Do not use the Activity section for posting updates. All comments and topics will be made in your private groups. (See "Groups" for more details.)

NOTIFICATIONS

When you have notifications (a message, a comment from a friend, a comment in a topic that you've started) you will get a blue number next to Notifications. Click Notifications to read. The number will also appear next to "Howdy, [NAME]."

Notifications can be sorted by both Read and Unread.



MESSAGES

There may come a time when you want to directly message another Associate. Messages are private. Think of messages as emails.

1. The easiest way to send a message is to go to "Groups" and click your "Associates Only" group.
2. Click "Members."
3. Locate the Associate you would like to message and click their name.
4. Click "Private Message."

5. Type your Subject, Message and hit "Send."

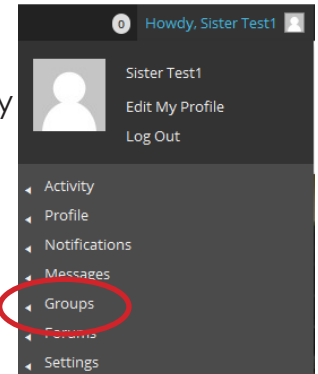
All messages received will be listed in your Inbox. All messages sent will be listed in Sent.

Once you get familiar with Usernames you can send messages by going to "Messages" - "Compose" in your user panel. All messages require username when using this route.

GROUPS

Groups will be your most active section. You belong to an Associates Only group which is private. Only those accepted into this group will be able to view all content. In this group, you can create topics of discussion and view all group members.

1. Click "Groups" in your user panel.
2. Select the group you would like to enter.
- "Associates Only."



3. By clicking "Associates Only," this brings you into the general group discussion. Comments posted here (under "What's new in Associates Only, [NAME]?") should simply be conversational. For example, an associate could write, "Good Morning Friends, have a great weekend!" ... and you could comment back if you'd like! You have forum topics for specific discussions.

4. Click "Forum." You will see all topics are listed. Click the topic that you would like to take part in OR you can stay on this page and start your own topic.

Creating a topic: Stay on Forum page and scroll down. List a topic title, your topic question/discussion and hit "Submit." If your topic is important and you'd like immediate updates, click, "Notify me of follow-up replies via email." **Take caution**, if you think this discussion will lead to a lot of conversation, DO NOT check. Your email will fill up quickly with response notifications.

Participating in discussion: When in Forum, click the topic you'd like to read more about. You can read other's comments and then reply. To reply, type your reply in the Reply To box at the bottom of this page and hit "Submit."

DISCUSSION TIP

To directly speak at a person ("mention" a person) use the @ symbol followed by username. For example: @janinehicks or @ritatravis

When finished, don't forget to Log Out if using a public computer! Go to user panel and select, "Log Out."