HPOG Community:
Social Media Tools User Guide
Version 1 – September 24, 2012

Contents

Follow each step to support your path to success with Social Media Tools!

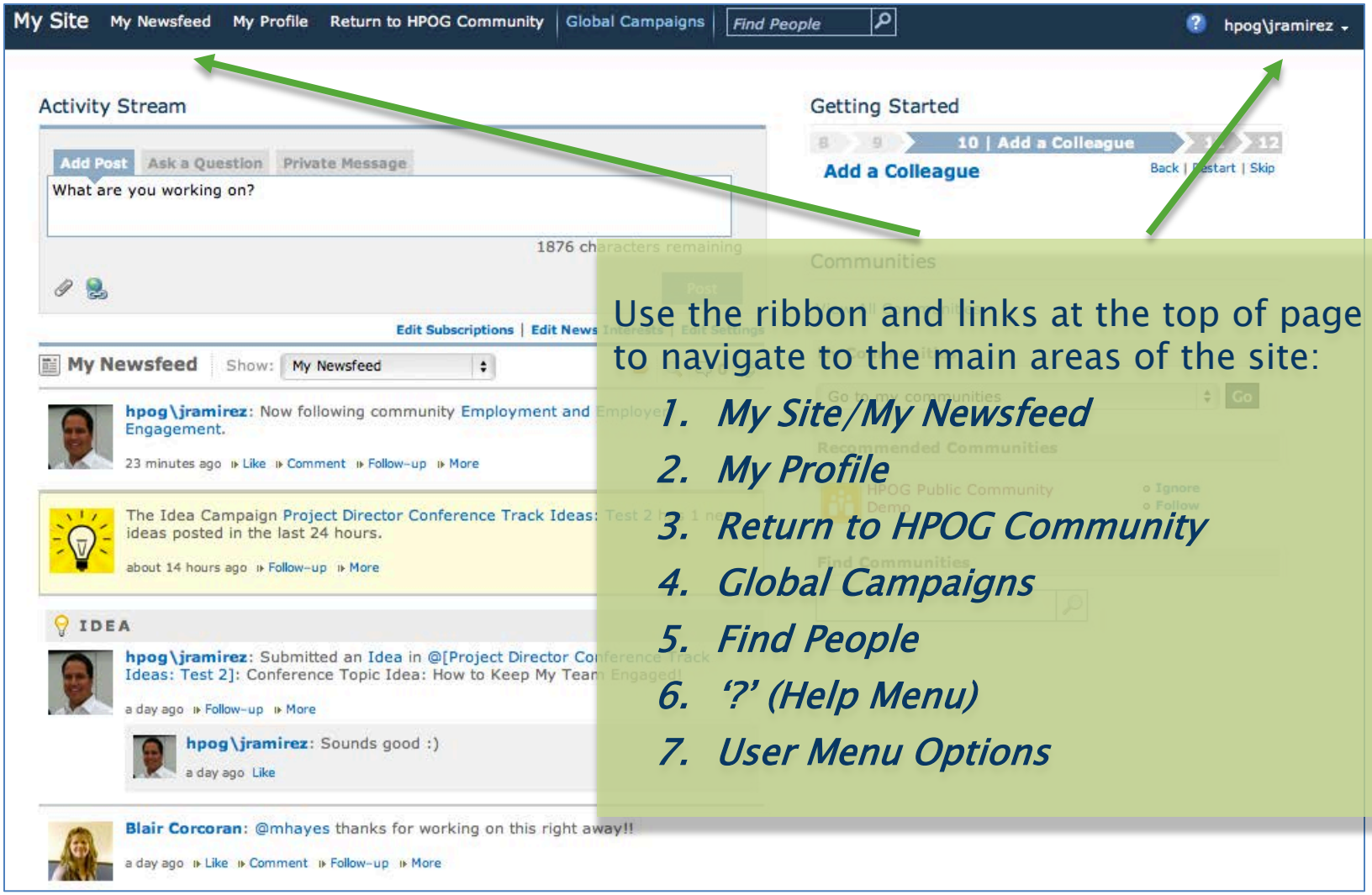
1. Logging into the Social Media Tools site
2. Navigating the site
3. Getting started
4. Managing & editing your user profile
5. Connecting with colleagues
6. Sharing information
7. Submitting ideas
8. Joining & participating in communities
9. User support

① Logging In

Follow these steps to login to the Social Media Tools site:

1. If you have not done so already, go the HPOG Community Website's homepage and click on the arrow entitled "Register for Social Media" to submit your request to register. Soon thereafter, you will receive you Username and Password.
2. Go to the Social Media Tools site by either going to the HPOG Community Website's homepage and clicking on the arrow entitled "Login to Social Media," or go up to the upper right-hand side of the homepage and click on the "Login" button.
3. Enter your Username and Password.
4. Contact HPOGsupport@pep8a.com if you require any further assistance with logging in.

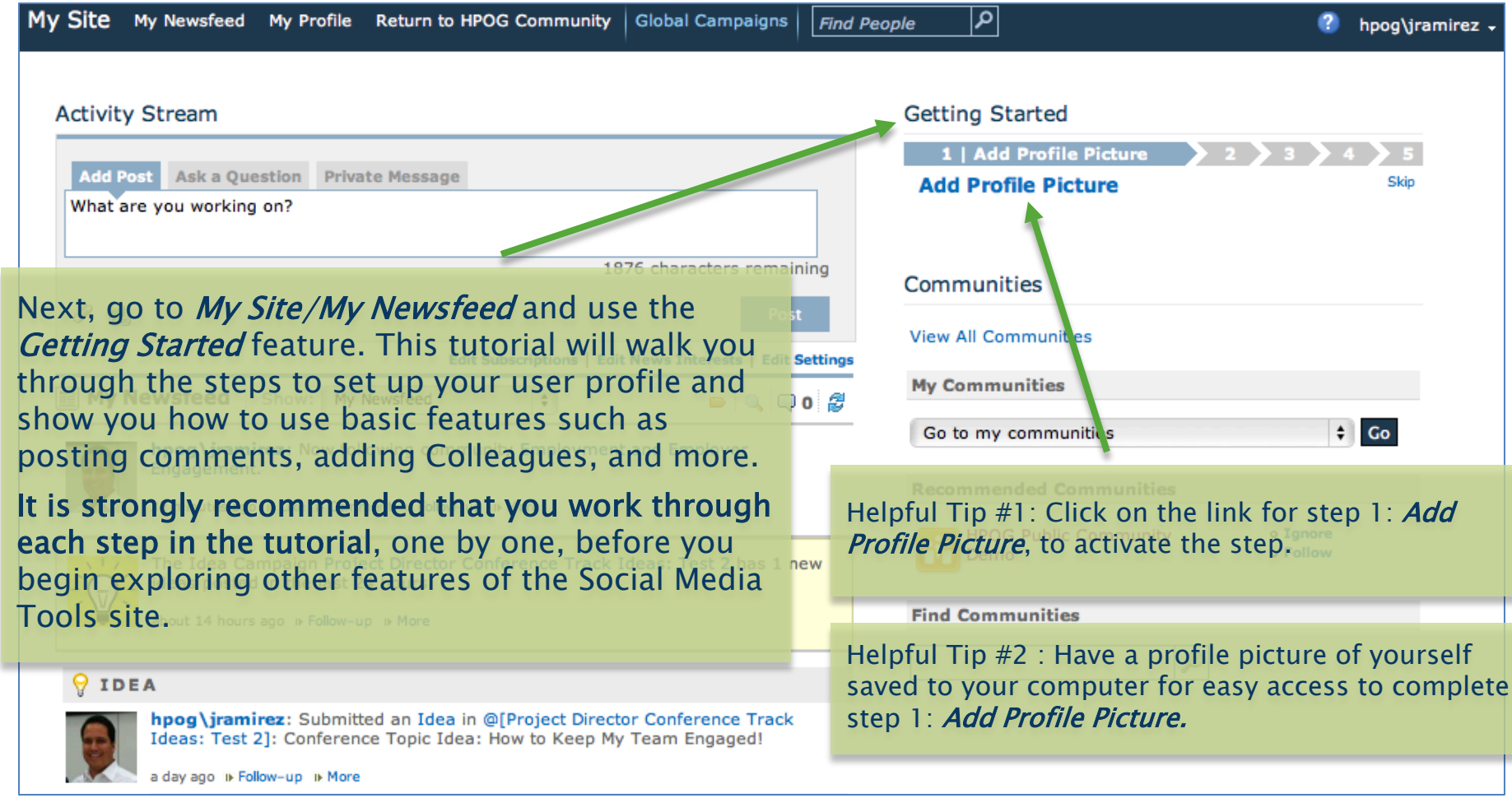
② Navigation



Use the ribbon and links at the top of page to navigate to the main areas of the site:

1. *My Site/My Newsfeed*
2. *My Profile*
3. *Return to HPOG Community*
4. *Global Campaigns*
5. *Find People*
6. *'?' (Help Menu)*
7. *User Menu Options*

③ Getting Started



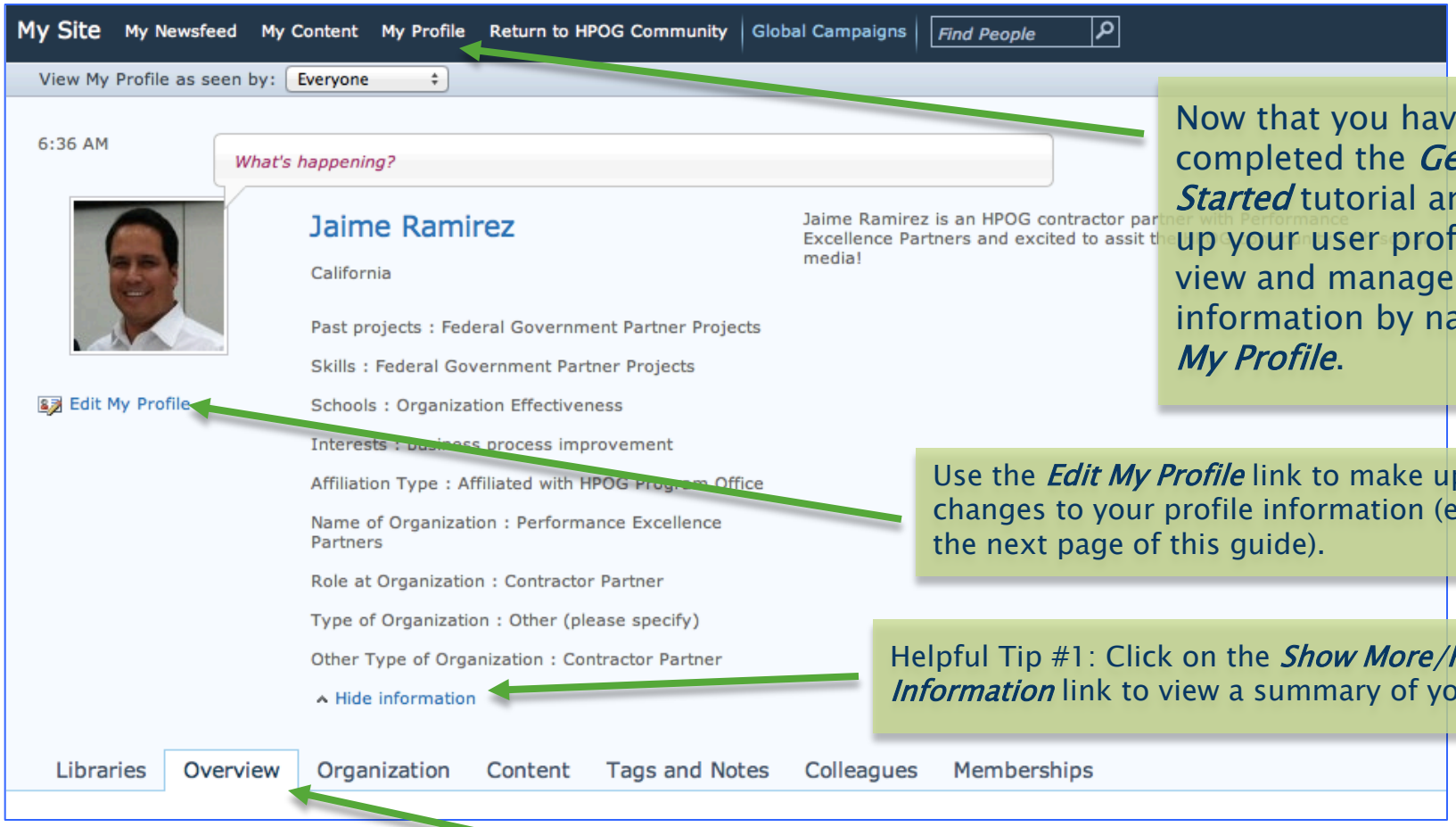
Next, go to ***My Site/My Newsfeed*** and use the ***Getting Started*** feature. This tutorial will walk you through the steps to set up your user profile and show you how to use basic features such as posting comments, adding Colleagues, and more.

It is strongly recommended that you work through each step in the tutorial, one by one, before you begin exploring other features of the Social Media Tools site.

Helpful Tip #1: Click on the link for step 1: ***Add Profile Picture***, to activate the step.

Helpful Tip #2 : Have a profile picture of yourself saved to your computer for easy access to complete step 1: ***Add Profile Picture.***

④ Manage My Profile



Now that you have completed the *Getting Started* tutorial and have set up your user profile, you can view and manage your profile information by navigating to *My Profile*.

Use the *Edit My Profile* link to make updates and changes to your profile information (explained on the next page of this guide).

Helpful Tip #1: Click on the *Show More/Hide Information* link to view a summary of your profile.

Use these tabs to view and manage different information associated with your profile.

④ Edit My Profile

My Site | My Newsfeed | My Profile | Return to HPOG Community | Global Campaigns | Find People | hpog\jramirez

Browse

Save and Close | Cancel and Go Back

* Indicates a required field

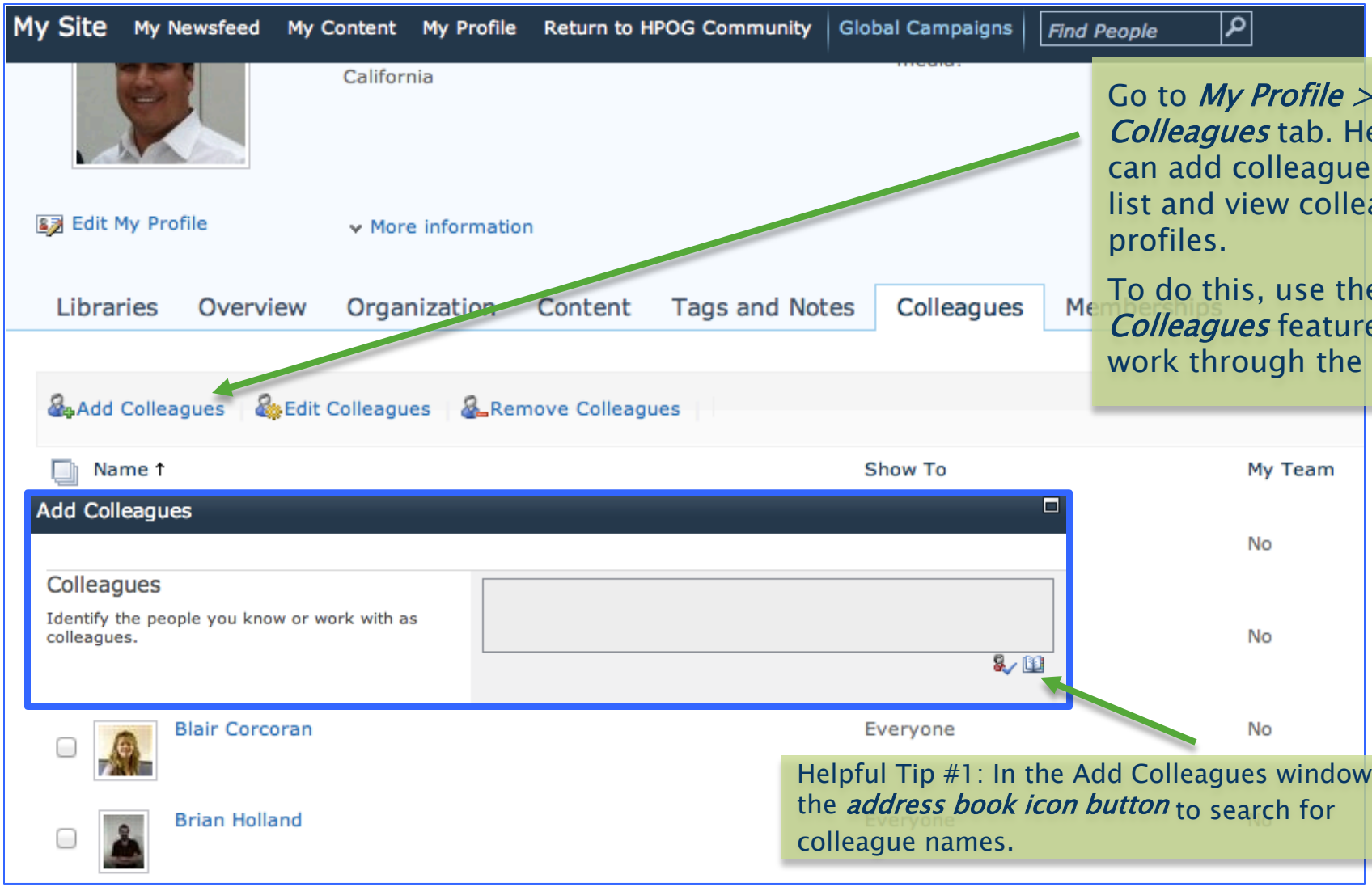
Indicates a field that is updated automatically from the corporate directory. Changes to these properties may be lost.

Basic Information

		Show To
Account name:	hpog\jramirez	Everyone
Name:	hpog\jramirez	Everyone
About me:	Jaime Ramirez is an HPOG contractor partner with Performance Excellence Partners and excited to assit the HPOG community with social media! Provide a personal description expressing what you would like others to know about you.	Everyone
Picture:	Choose Picture Remove Upload a picture to help others easily recognize you at meetings and events.	Everyone

Go to *My Profile* > *Edit My Profile*. View/edit each of the text fields and feature options to modify your profile accordingly.

⑤ Connecting With Colleagues



Go to *My Profile* > *Colleagues* tab. Here you can add colleagues to your list and view colleague profiles.

To do this, use the *Add Colleagues* feature and work through the steps.

Helpful Tip #1: In the Add Colleagues window, click the *address book icon button* to search for colleague names.

⑥ Sharing Information

Add a Post

Ask a Question

Private Message

There are multiple ways to share information with colleagues through ***My Newsfeed Activity Stream***, including *Add Post*, *Ask a Question*, *Private Message*, and more.

Helpful Tip #1: Use the ***newsfeed filter button*** to select different ways to view newsfeed information.

Helpful Tip #2: Click ***My Newsfeed*** to view your activity and your Colleagues' activity. Only the activity of Colleagues you have added to your list (in ***My Profile > Colleagues***) will show up here.

Helpful Tip #3: Click ***All Public Microblogs*** to view all activity on the site, even if people are not on your Colleagues list– this can also assist you in identifying Colleagues you may want to add to your list.

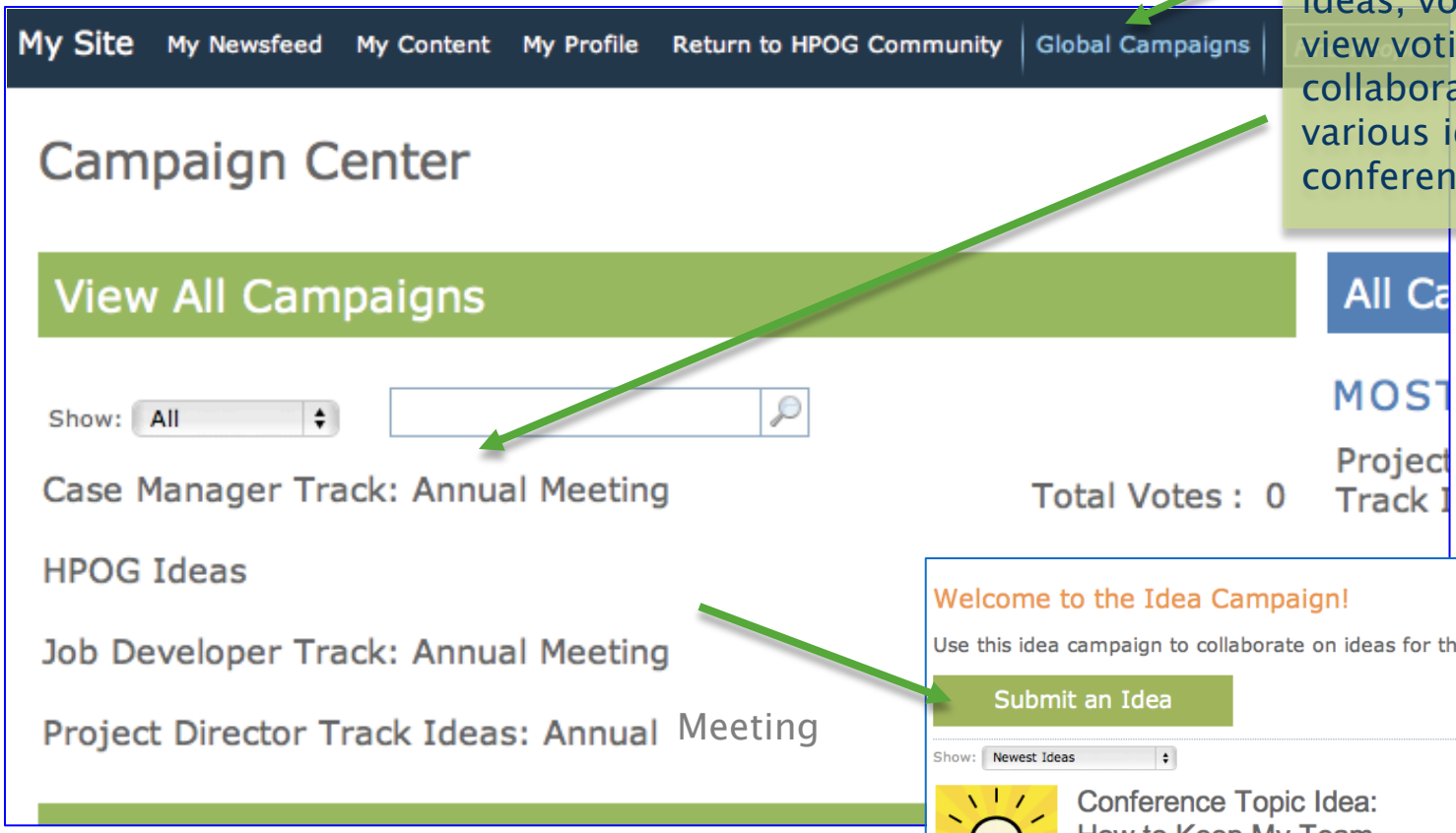
⑥ Sharing Information (cont)

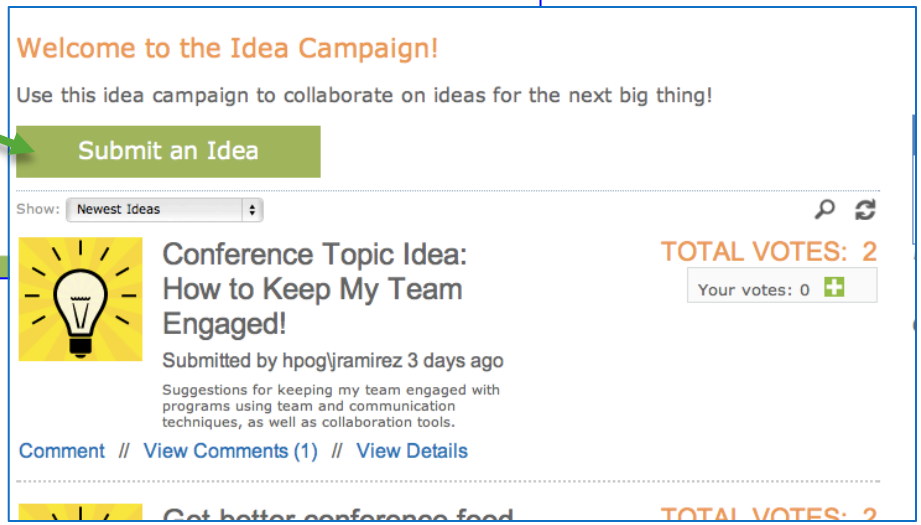
You are encouraged to submit relevant posts to the public newsfeed area to get conversations started, share ideas and best practices, and more! Participation in newsfeed dialogue helps the HPOG Community stay connected and supports information sharing.

To post, simply click in the text box, type in your message, and click the "Post" button.

⑦ Submitting Ideas

Go to *Global Campaigns*, select a campaign, enter ideas, vote on ideas, and view voting results to collaborate with others on various ideas, such as conference topics.





Helpful Tip #1: You will receive separate communications providing instructions and timelines for voting on Annual Meeting campaigns.

⑧ Joining Communities

Go to *My Site > Communities*. The easiest way to join Communities is to click *View All Communities*, then click *Follow* for each community you want to participate in.

View All Communities

Helpful Tip #1: It is recommended that you join all available Communities initially. By following the dialogue and content of each Community you will get a better understanding of which Communities you want to focus on.

Helpful Tip #2: Several of the Communities are designed to support Program Map component, such as *Support Services,* where you can learn how other grantees are delivering services, pose questions, and more.

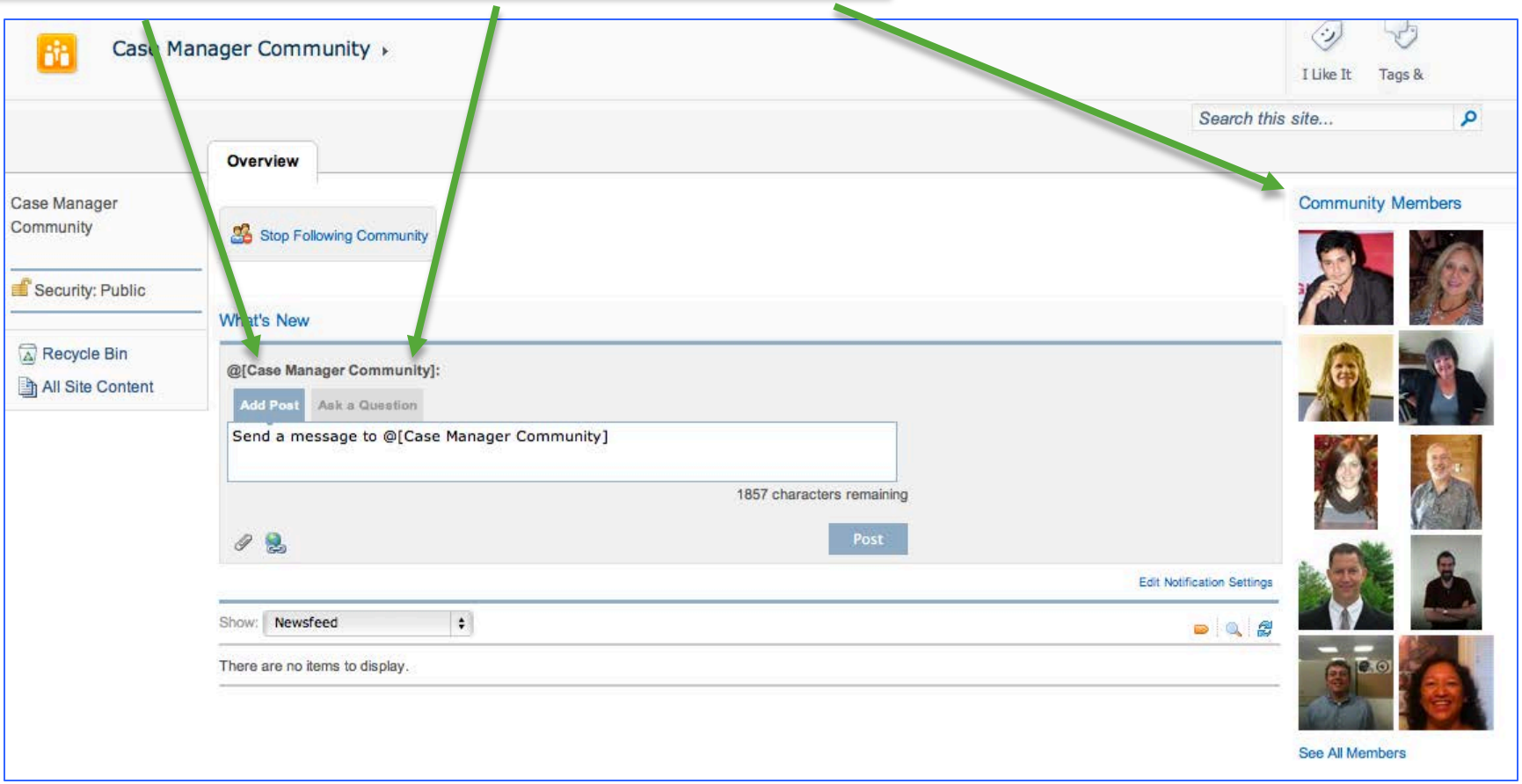
⑧ Joining Communities (cont)

Once you have joined Communities at *My Site> Communities> View All Communities*, then you can use the *Go to my communities* feature to access each one by selecting the community name, then click the *Go* button.

Go to My Communities

⑧ Participating in Communities

To participate in a community, view ***Community Members***, ***Add Posts*** and ***Ask Questions*** to share information relevant to members and the designated focus for the community.



⑨ User Support

If you require assistance with the Social Media Tools site, please contact HPOGsupport@pep8a.com for support.

Stay tuned for communications and updates to this user guide as additional social media features are made available.

Thank You!