



# Welcome to the International Women of Excellence Online Community

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## Getting Started - a Step-by-Step approach

Follow these Step-by-Step Guidelines to help get you started and using the IWE Quickplace effectively - and making it work for you!

Each step to take is broken down with visual guides to help.

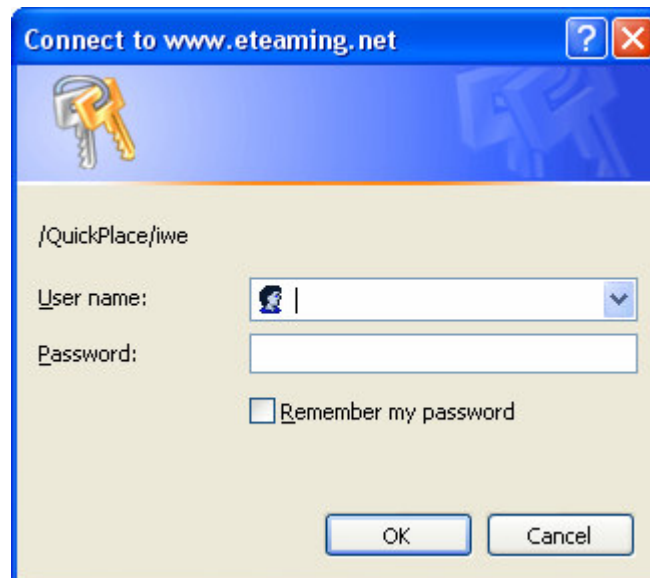
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# 1. User Name and password

You will need an invitation containing your User Name and Password to get access to the Online Community.

## Registration Process:

- To request an invitation email [support@eteaming.net](mailto:support@eteaming.net)
- **Please register with your first and last name as this will appear on all contributions you make to the Community and will be your User Name**
- You will be set up with a password and Author access to the Online Community. Once this is complete, you will receive an automated email, welcoming you to the Community and confirming registration
- As you gain access to the Community, you will be required to enter your User Name and Password:



Connect to www.eteaming.net

/QuickPlace/iwe

User name: [dropdown menu]

Password: [text box]

Remember my password

OK Cancel

- You will enter the IWE Online Community and can proceed with the following activities:
  - ☑ Change your password (details below)
  - ☑ Set up your Member Profile (details below)
  - ☑ Join in Discussions (details below)
  - ☑ Check out Events, News, 1 to 10 with.....etc
  - ☑ Find out about other Members and build your own Network!

## 2. Important notes about Getting Started on QuickPlace

When you first start to use the IWE Online Community, you will be required to download a QuickPlace Plugin. A prompt box such as below will ask you if you want to install and run 'QuickPlace'. It is perfectly safe to do this, so please select 'Yes'. If you do not install the plug in, you will be unable to add your Member Profile or contribute to any of the discussions.



- **NOTE to QuickPlace users:** Internet Explorer 5.5/6.0) is the only supported browser for this service on Microsoft Windows. Mozilla 1.4 is the only supported browser on Linux platforms. The usage of other browsers (ie Firefox, etc) may make the views look odd.

On occasions, when making contributions to the QuickPlace and publishing the page, the following warning box appears. Click 'OK' and the process will continue as normal. It is not clear why this happens but it does not seem to have any effect on getting content published!



### 3. Changing your password

- Select Members' Directory from the left menu bar - this will reveal a list of names already registered
- If you only wish to change your password at this point, click on 'Change Password' - you will be asked to enter the existing password and enter the new one twice - you will only be offered your named entry
- If you wish to adjust other elements then find your name and click on that entry
- Click on your name and some basic details will be displayed
- Selecting 'EDIT' from the menu bar above will enable you to adjust your details including changing your password
- Make the various alterations and click 'Done' on completion (if you have made a mistake simply re-edit the page).

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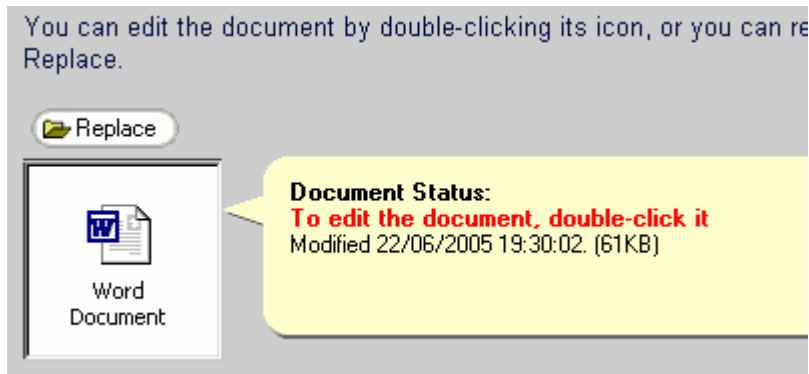
### 4. Set up your Member Profile!

- Select 'Members' Profiles' from the left navigation bar
- Locate your Company 'Folder' from the left navigation bar and enter
- Select your name from the list and you will be presented with a blank form which we would like you to complete as comprehensively as you wish - no fields are obligatory but the more information you provide the more interesting and useful the community becomes

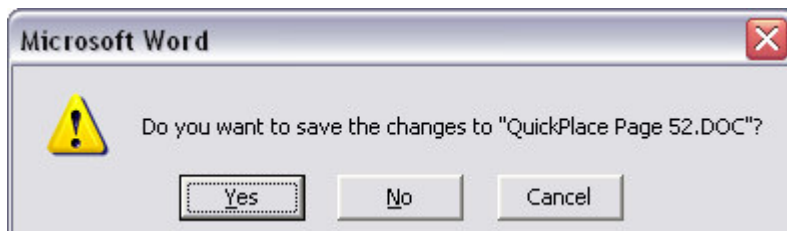
#### Entering your details -

- At the top of the page you will see an 'Edit' button; below which is a blank form containing your name

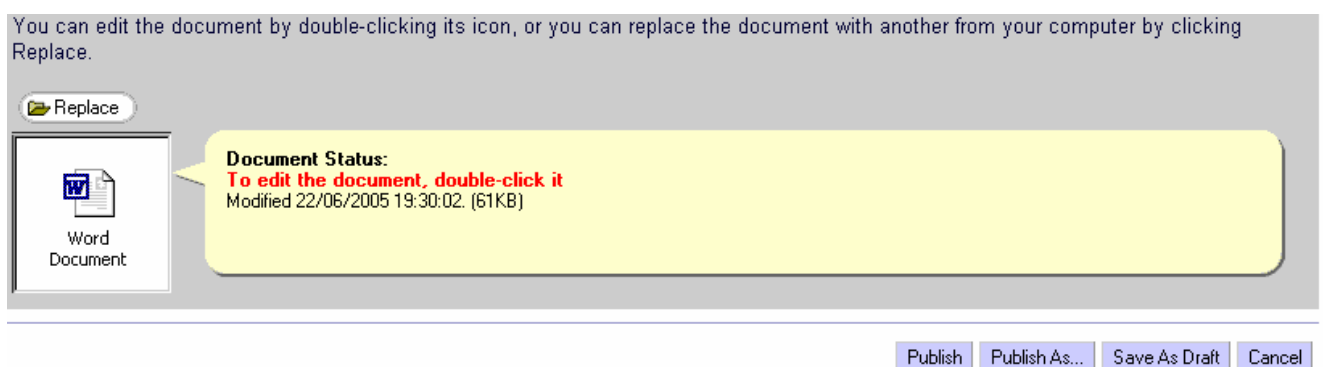
- Click on Edit and you will see this



- To edit the document, double click the Word icon - Microsoft Word will open the document and you may start to fill in the various boxes.
- If you have a picture of yourself and are confident at being able to insert it into the personal profile, then please go ahead; if not, send the picture to [support@eteaming.net](mailto:support@eteaming.net) and we will insert your picture into your profile.
- When you are happy with the contents, close down MSWord, when asked 'Do you wish to save the changes...' similar to the box below, say **Yes**.



- once the Word icon has resumed its full colour, you may **'publish'** your profile



- You will be returned to your Company 'Folder' where you will see yours and other names.
- To make sure that you are happy with the contents, just click on your name and your completed profile will be displayed.

## 5. Joining and Responding to an existing Discussion

- Select the appropriate Forum from the Left Navigation bar. For example:

**HOT TOPICS - Careers**

- Click on the responses you want to read. For example:

Re: Your career and how to get ahead

Vicky Reeves

Training is one good way to help learn about management, but at the end of the day, you can't beat experience and learning on the job.

- Click  to respond directly to the comment

- Make your comments in the editable text space provided, then select

- Your comments will appear on the Discussion board as follows:

Re: Your career and how to get ahead

Vicky Reeves

Training is one good way to help learn about management, but at the end of the day, you can't beat experience and learning on the job.

Re: Your career and how to get ahead

Laura Storey

Excellent point Vicky - thanks for your comment!

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## 6. Creating a new Discussion Topic

- Select the Open Discussions from the Left Navigation bar:
- Select the appropriate 'Folder' for your topic
- Create a new page by selecting the  button to start a new discussion thread
- Ensure 'Page' is checked as below:


What would you like to create?

**Page.** Create a new page that can include formatted text, images, and file attachments.

- then select
- Give a title to your Thread and ensure the following is checked:

Show the title, author and date on page?

- Enter your comments in the text space provided.

- When complete, select 
  - You will revert to your chosen 'Folder' and see your entry appear at the top of the list.
  - Await responses!
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## 7. Getting Help!

- There is a 'Help' icon in the top right hand corner of every page that has a wide selection of Help topics that should offer you assistance.
  - If you need further support, please contact [support@eteaming.net](mailto:support@eteaming.net) and we will be able to help you out!
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## 8. Signing Out

- There is a 'Sign Out' link in the bottom left corner of each page. Simply click the link and you will be logged out of the site until next time!
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IWE Networking Community QuickPlace provided by

