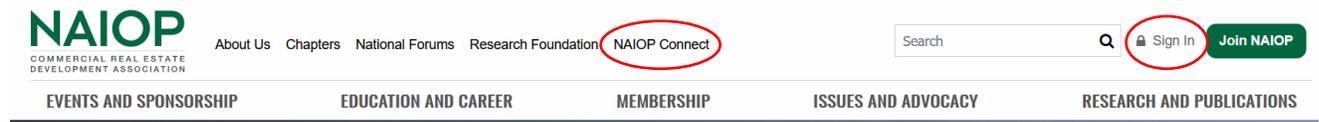


NAIOP Connect – Getting Started Guide

Contents:

- How to Access NAIOP Connect
- Updating Your Profile
- Accessing Your Communities
- Setting Account Preferences
- How to use Discussion
- How to use Library

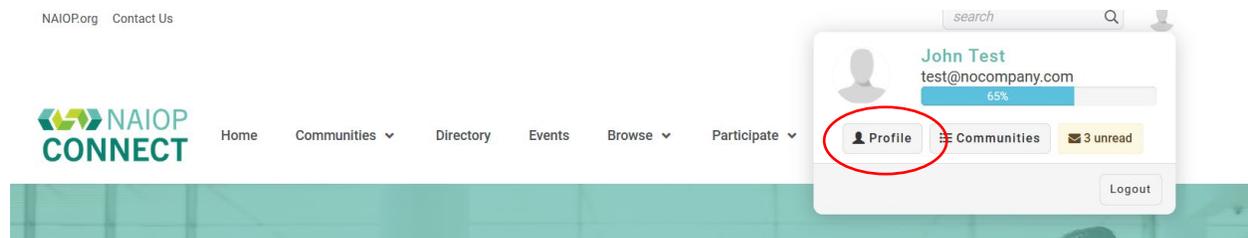
How to Access NAIOP Connect



Log in to the NAIOP website using your NAIOP Username and Password. (Contact membership@naiop.org or 703-904-7100 if assistance is needed or your password needs to be reset) and then click on NAIOP Connect. You will then be taken to the Landing Page.



Updating Your Profile – upper right-hand corner of the page – click on profile icon.



Click on the Profile tab.

NAIOP Connect – Getting Started Guide

Profile

John Test

President, No Company

3 new messages

My Profile My Connections My Contributions My Account My Inbox

Bio

This is a test account to launch NAIOP Connect.

Education

Share where and when you received your education

Add

Job History

Provide an overview of employment experience

Add

Professional Associations

Update your professional memberships here

Honors and Awards

List past accolades and recognition

Contact Details

No Company
Herndon, VA
Work: 123-123-1234
test@nocompany.com

Social Links

Link to other social media accounts

Add

Actions

If your contact details have changed, please contact membership@naiop.org with your updated contact information.

Please add additional biographical information.

Accessing Your Communities – click on **My Connections** tab and scroll down to Communities – this will provide with a list of committees and communities that you belong to within NAIOP Connect.

John Test

President, No Company

3 new messages

My Profile My Connections My Contributions My Account My Inbox

Contacts
Networks
Communities
Following

Bio

This is a test... h NAIOP Connect.

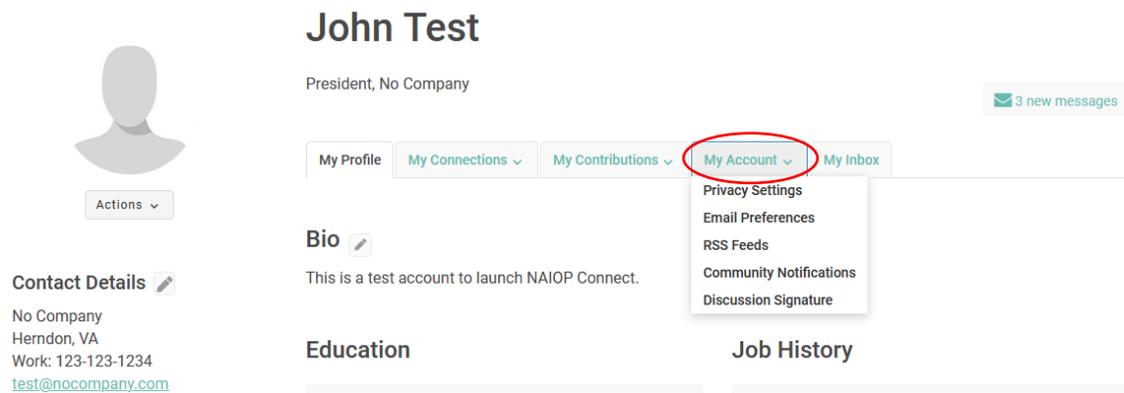
Contact Details

No Company

Actions

NAIOP Connect – Getting Started Guide

Setting Account Preferences – click on **My Account** tab:

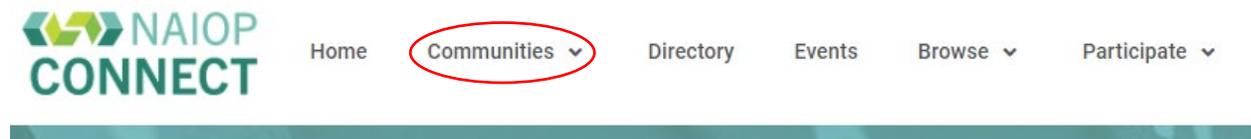


Privacy Setting will allow you to set what others will be able to see in your Profile

Email Preferences will allow you to set the types of emails you will receive. Note: If you opt out of the Community Emails you will not receive the daily notifications of discussions taking place in your community. A daily email from NAIOP Connect will arrive in your email inbox only if there something has been posted on your community's page.

Discussion Signature will allow you to set up your signature. The signature will appear with each item that you post on the community's page.

To go to the **Communities** that you currently belong to within NAIOP, you may click on Communities tab on the upper menu bar,



NAIOP Connect – Getting Started Guide



Home Communities ▾ Directory Events Browse ▾ Participate ▾

My Communities

[Communities](#) / My Communities

All Community Types ▾ Communities to which I belong ▾ Alphabetical ▾ 20 per page ▾

NAIOP Members At-Large

member

NAIOP Members At-Large without a chapter affiliation.

last person joined 10 months ago

Discussions 0

Members 124

Or, you may click on the My Connections tab in your profile to go directly to one of your Communities.

Profile



Actions ▾

John Test

President, No Company

3 new messages

My Profile

My Connections ▾

My Contributions ▾

My Account ▾

My Inbox

Communities

Explore All Communities

Contact Details

No Company
Herndon, VA
Work: 123-123-1234
test@nocompany.com

Social Links

[Link to other social media accounts](#)

NAIOP Members At-Large

member

NAIOP Members At-Large without a chapter affiliation.

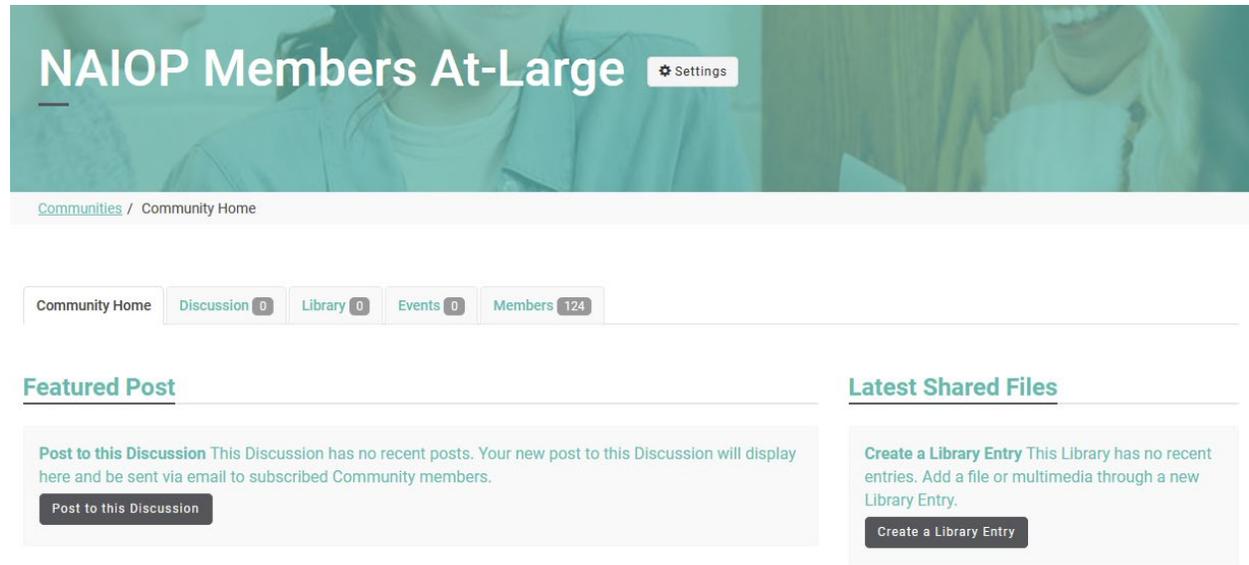
last person joined 10 months ago

Discussions 0

Members 124

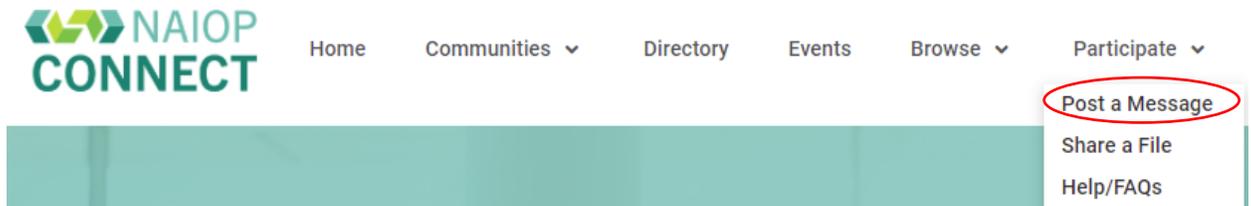
Clicking on a Community's link will take you to that Community's page where you can view the discussions, library, events and see who else is a part of the Community.

NAIOP Connect – Getting Started Guide

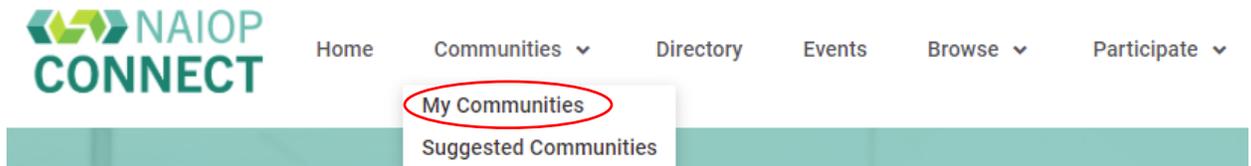


How to use Discussion – The Discussion function allows you to ask or answer questions with your NAIOP peers and is organized on your community homepage by topic “threads”.

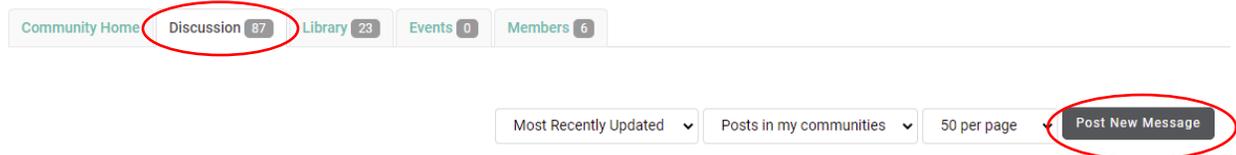
- **Creating a Discussion Post**
From the NAIOP Connect homepage, click on the down arrow next to **Participate** on the top navigation bar and choose Post a Message.



You can also post a message by clicking on **Communities** on the top navigation bar and choosing **My Communities**.



Choose your desired community and from there, click on the **Discussion** tab and the button that says **Post New Message**.



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Choose the community or communities you wish to post the message to, enter your subject, type your message, attach any necessary documents, and click Post.

- **Replying to a Discussion Post**

There are three ways to reply to a discussion post:

- **Reply to Discussion** – to reply to everyone in the group.

From your community homepage, choose the **Discussion** tab then the discussion you wish to respond to. To the right of message click on the **Reply** button, enter your response in the text box, and click **Post**.



1. New Test Messages

0 Recommend

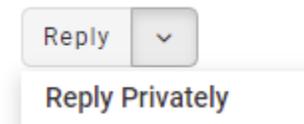


Posted 7 days ago

Reply

- **Reply to Sender** – to reply privately to the original sender.

From your community homepage, choose the Discussion tab then the discussion you wish to respond to. To the right of message 1 click on the down arrow next to Reply and choose **Reply Privately**. Enter your response in the text box and click Post.



- **Your email account** – reply directly from the email digest you receive without having to log in to the community website.

To respond to a discussion, choose one of the reply links in the column on the right of the message (Reply to Group or Reply to Sender).

1. [New Test Messages](#)

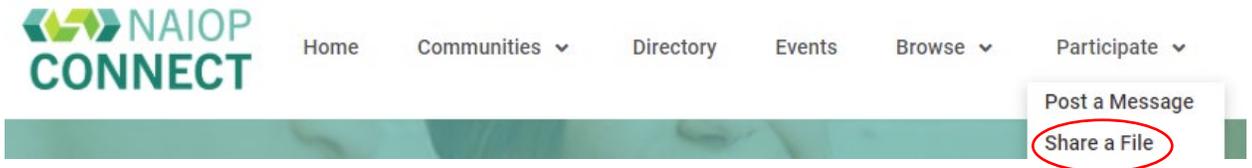
[Reply to Group](#)

[Reply to Sender](#)

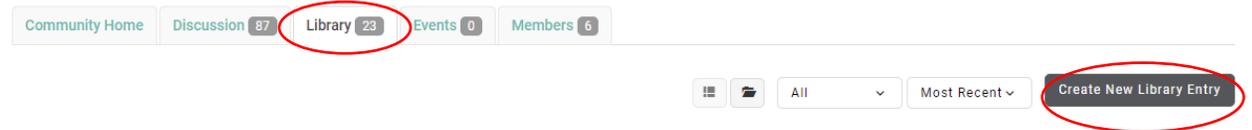
How to use Library – The Library allows users to share documents, hyperlinks, and videos with other community members who can then download, comment on, and recommend.

- To upload a document to one of your communities, click on the down arrow next to **Participate** on the top navigation bar and choose **Share a File**.

NAIOP Connect – Getting Started Guide



- You can also share a document by clicking on **Communities** on the top navigation bar and choosing **My Communities**. Choose your desired community and from there, click on the **Library** tab and click on the button at the right that says **Create New Library Entry**.



Enter a title for your library document, select the community you wish to enter the document in, write a brief description of the document, choose the document type and click **Next**.

- You can also upload a document to go with the discussion post you are writing. You will see an **Add Attachment** link at the bottom of the page. Click on that link and insert your document. That document will then be linked to your specific discussion post.