



Getting Started

Access the site at: <http://c3.sspnet.org>

Log in with your sspnet.org user name and password. If you don't know your user name password use the "forgot username/password" tool to reset it. If you don't immediately receive a reset email, check your spam/junk mail folder.

Once you're logged in, you will be prompted to accept the Terms of Use.

Feel free to look around and familiarize yourself with the site. Check out the Help/FAQ section.

Communities

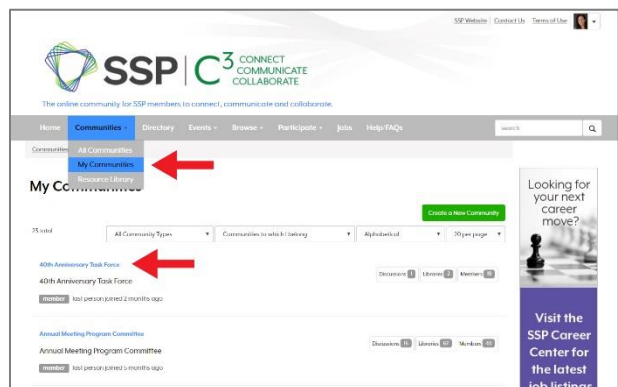
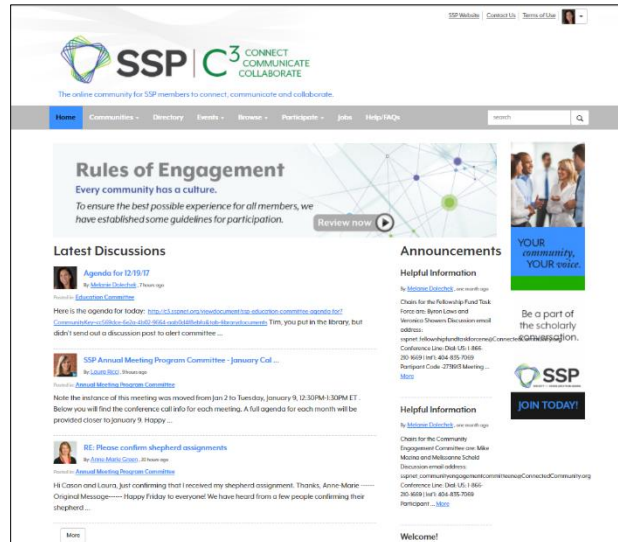
On the home page, you should see a section named "Latest Discussions." This is a list of the most recent discussions that have taken place in the communities that you have access to. This includes the Industry Announcements and Events (formerly SSP-L), and any committees and/or task forces that you are a member of. You can click directly into a discussion to read more.

To see the discussion for a particular community, find the Communities tab in the main navigation bar. Select My Communities.

You should now see a list of all communities to which you have access.

Select your community name and you'll be taken to the dashboard for that group. You should see four things: Latest Discussion Posts, Announcements, Shared Files (Library) and Current Members.

You can use the tabs or the More buttons to drill down into each of these areas.



Members

In the Members section, you can see everyone who is a member of the community. You can also search for someone or click on their name and view their profile. From their profile, you can send them a private message or add them as a contact (similar to LinkedIn).

Discussions

In the Discussion section, you can view the latest discussion threads (click on the subject), post a new message (using the button), or reply to a previous discussion thread (click on a thread subject, use the reply button).

Library

Moving over to the Library tab, you'll see a list of the folders and files for the community. To open an item, click on the item name and then click the View button. Any time someone attaches something to an email or a discussion post, it will deposit in the main folder of the library for your community and the library item name will match the subject of the post. If you want an attachment to be placed in a specific folder where it's easy to find or to be named something other than the subject of your post, you'll need to go into the library item and edit its name/location, or if you start your discussion post from within the platform, you can name the file whatever you want and specify which folder it will be posted in immediately after uploading the attachment.

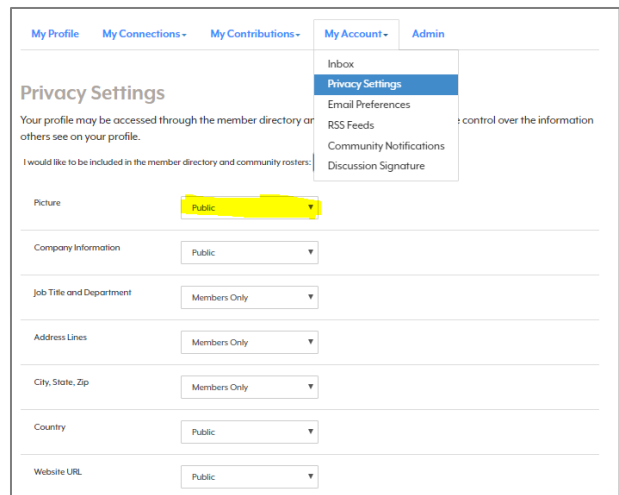
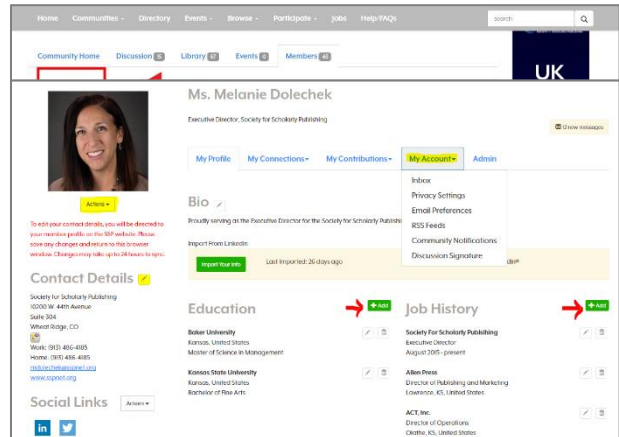
Editing your Profile

One of the first things you are going to want to do is edit your profile. Because C³ is integrated with our membership database, most of your basic contact details should already be in the system. If they are not correct, go ahead and fix them now. You can also add a bit more about yourself, including a photo, which we highly recommend. It's always good to put a face with a name. For basic contact details, you'll be redirected to the SSP site and changes will be reflected within a few hours. Everything else should reflect immediately.

You can determine how much info you want to share on C³. Click on My Account and select Privacy Settings.

A few definitions:

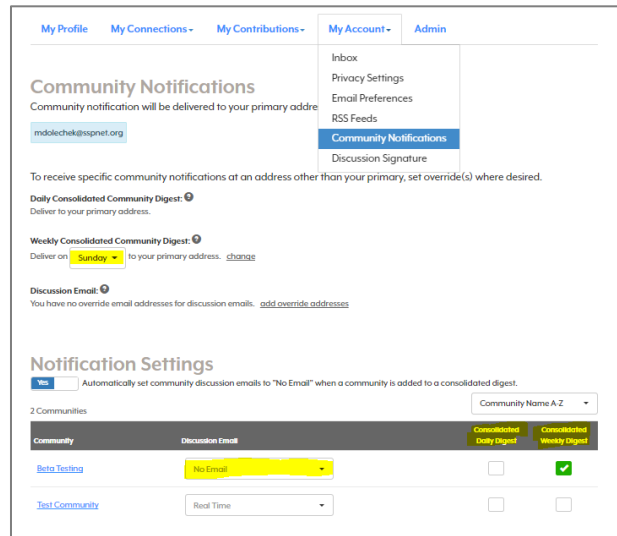
- *Public* means anyone that accesses C³ can see your information.
- *Members* means any SSP member (similar to the Member Directory).
- *Contact* means anyone who you have added as contact within C³ (similar to LinkedIn).
- *Only Me* means only you can see the information.



You can set your email preferences by clicking on My Account and selecting Email Preferences. If you want to edit your Discussion signature, the identifying info that shows up at the end of each of your posts, you can do that by clicking on My Account and selecting Discussion Signature. You can set it up to use the variable fields from your contact details or type in whatever you want to display.

Managing Notifications

By default, every day, you'll get a daily digest of all new discussion posts and responses within the Community. However, in C³, you have several options for how you receive notifications resulting from new discussion posts/emails. You can select what works best for you.



A few definitions:

- *Real Time* means you'll get an email every time someone posts to the discussion group.
- *Daily Digest* means you'll get one email every weekday morning reporting any activity happening the previous day in that community.
- *No Email* means you will not get any notifications of activity in the discussion group. You'll have to log in to the site to view discussions.
- *Daily Consolidated Community Digest* means you'll get one email every morning reporting any activity happening the previous day in all of the communities that you are a member of.
- *Weekly Consolidated Community Digest* means you'll get one email once a week on a day you specify reporting any activity happening the previous week in all of the communities that you are a member of.

If you use RSS feeds, you can subscribe to discussions that way too. Click on My Account and select RSS feeds.

