How to Use CSAE Online Communities

Updated 04/12/2017

Click on My CSAE or My Groups under the Communities drop down at the top of the CSAE Web Site. Then login.

If you do not have a CSAE password, you will need to create one to login. By default, your user name is your email address you use with CSAE. To create a password, click on Reset Password. If you need assistance in creating your password, see “How do I set or change my password?” in the website help section.

Click on Groups on the Member Center Home Page.

Select a group and click on View Group if you are a member of the group or click on Join Group if you want to join the group.
Group Welcome Screen

Download the *User Guidelines for CSAE Online Communities* and *How to Use CSAE Online Communities*. The blue home icon returns you to the main CSAE website. The hamburger icon in the upper right has navigation options within the Member Center. The red Group Menu text below the hamburger icon has navigations options within the Group section of the Member Center.

Joining A Group

Click on *Join Group*. When approved, you will receive an email message and you will then be able to participate. After joining a group, click on Manage My Options in the Group Navigation Menu to set up how frequently you want to receive notifications from the group and whether you want your name to appear in the list of group members. You can set different options for each group you are a member of.
Participating in a Group

Click on View Group.

Discussions

To participate in a discussion or start a new discussion click on Group Discussions in the Group Navigation Menu. To read a discussion, click on the Discussion title from the list. If there was an attachment included in any of the discussions, it will be listed at the bottom of the screen. You can then click on the attachment to view it.

Replying to Existing Discussions

Click on the discussion title, then click Reply to This. You can reply to the main discussion or to an individual existing reply.
Type in your reply. If you want to include attachment, click on Browse and select the attachment form your computer. When you’re all finished, click on Add Reply.

**Start a New Discussion**

To start a new discussion, click on Start A New Discussion.

Enter a title for the discussion at the top, then type in your reply. If you want to include an attachment, click on Browse and select the attachment from your computer. When you’re all finished, click on Add A New Discussion
Viewing Group Members

Click on Group Members in the Group Navigation Menu. You can view more information about a member by clicking on the member's name.
Member Options

Click *Manage My Options* in the Group Navigation Menu and set your options.

![Manage My Options](image)

Leave the Group

Click *Withdraw from Group* in the Group Navigation Menu and click on your choice.

![Withdraw from Group](image)

Questions?

Email: support@csae.org