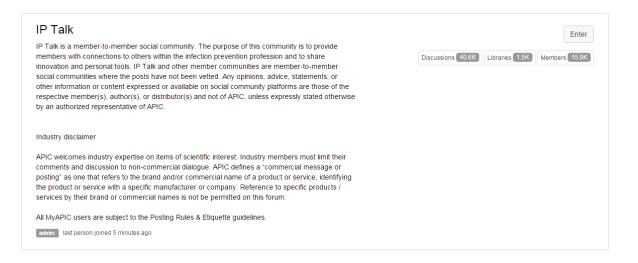
Start by accessing the 'My Communities' tab. Any communities that you are currently a member of will appear in this list. If you have not yet been added to any communities, you can view the All Communities tab to see a list of all communities available to you on MyAPIC.



From the 'My Communities' page, you can locate a community you wish to view. You will see the community names, descriptions, discussion and library document counts, etc. Click the enter button or the community name to open the community.



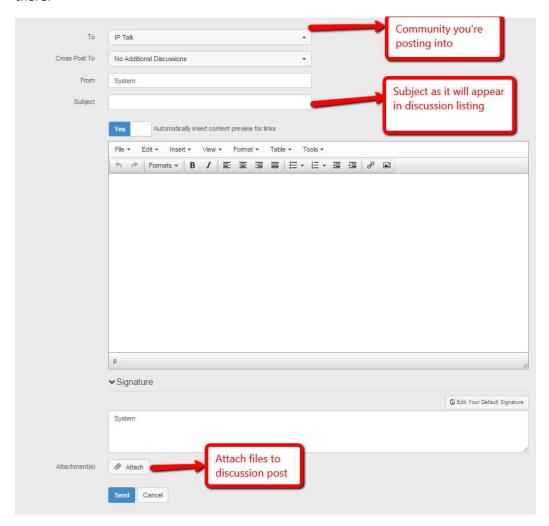
Once you are in the community, you will see some tabs across the top of the page. These function as follows:



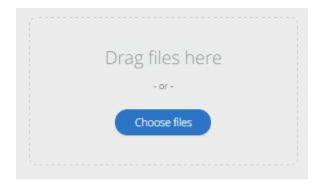
Also on the community landing page, you will see a Latest Discussions area. This will outline the most recent posts that have been added to that particular community. You can add a new post by clicking the Green add button.



That will bring you to a page that looks like this. Verify that the 'To' block is showing the correct community. Give the post a subject. Add in the body of the discussion post. At the bottom of the document, you will see a file attachment button. If your post has an accompanying document, add it there.



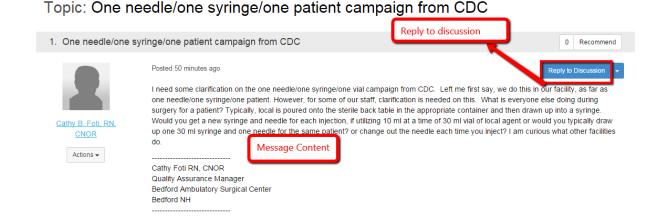
Clicking the attach button will create a window that has a Choose Files button. Click that and you can browse to the documents you wish to upload to the site.



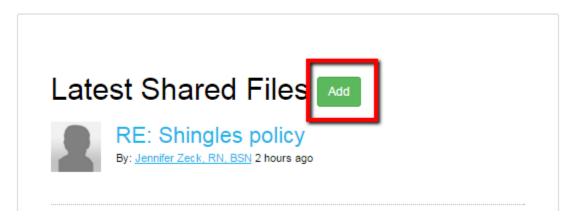
Once you create your post, you can find it in the list of discussions from the Discussion tab. Aspects of this page are outlined below:



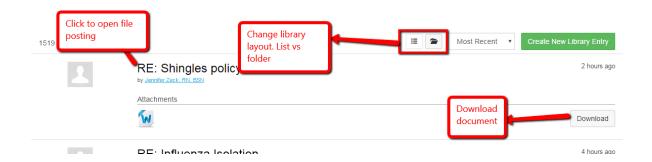
Clicking the thread name will open up the post. You will see the original post and any replies that have been made to it.



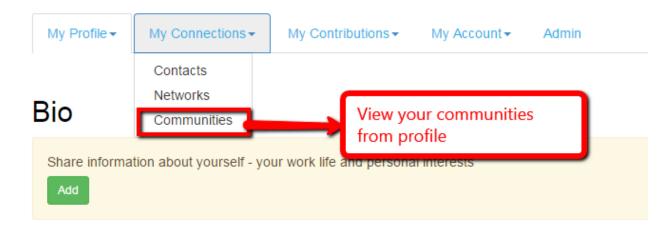
Going back to the community landing page, you will notice a Latest Shared Files area. This will display the latest documents that have been uploaded for the community you are viewing. This will include both Discussion post attachments as well as Library uploads. You can click Add to upload a new document. This will be the same workflow as uploading a Discussion Post Attachment.



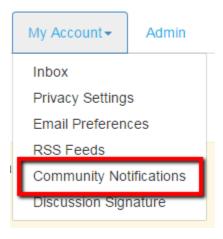
If you click the Library tab, you can view a list of all library entries for that community.



When on your profile, you can click the My Connections tab and 'Communities' to view your list of communities. This is will open the same window as the 'My Communities' we discussed earlier.



If you would like to change your subscriptions, you can click 'My Account' and view the Community Notification tab.



You can locate the community you wish to change subscription for. You can choose Real Time(Immediate), Daily Digest(Once per day), or No Email.



Going back to the Navigation tabs, you can browse the Member Directory to find users with like ideas, experience, etc. You can click their name in the results to access their profile.



Members can be added as contacts, messages can be sent, and vCard files can be downloaded right from member profiles!

