Academy of Management Community User Guide

AOM's online community is a space exclusively designed for management scholars to connect, share and explore ideas. Below are steps to help you get started.

I. How to Login

1. Go to http://connect.aom.org/home and click on the 'Sign In' button in the right hand corner.
2. You will then be redirected to the member login page on the AOM website. Enter your AOM member login information. If you don't remember your login credentials, click Forgot your username or password? Not yet a member? Click 'Create an Account' on the left side of the page to get started.
3. When you first log into the community for the first time, you will be asked to review AOM's community code of conduct.

II. Edit your profile

Click the **orange dropdown** button on the top right of the page, and then click on 'profile'. Here you can add a profile picture, link to social networks, enter job history, and education and contact details.

To add a picture so that others can recognize you, click the edit icon on the right side of 'contact details'. This will take you to your AOM member profile where you can upload a photo, which will automatically transfer over to the AOM community.

You can link to your social networks by selecting the **green 'add button'** in your AOM community profile and selecting from the drop down.

Contact Details ✎

Academy of Management
PO Box 3020
Briarcliff Manor, NY

cstrycharz@aom.org
Refresh Profile Info!

Social Networks

Link to other social media accounts

Add ▾

To edit your education and work history, click on the 'edit' buttons within your AOM community profile.

My Profile	My Connections ▾	My Contributions ▾	My Account ▾	Admin

Education   Edit ▢   ## Job History   Edit ▢

University of Massachusetts
Amherst, Massachusetts
2005 To 2009

Academy of Management
Marketing Specialist
Briarcliff Manor, NY, United States
May 2015 - present
www.aom.org

Lincoln Center for the Performing Arts
Membership Marketing Manager
New York, NY, United States
March 2014 - May 2015
www.lincolncenter.org

This will take you to your AOM member profile. Tab over to 'Professional Profile' to complete your work and education history. This information you add into your AOM member profile will automatically transfer into your AOM community profile.
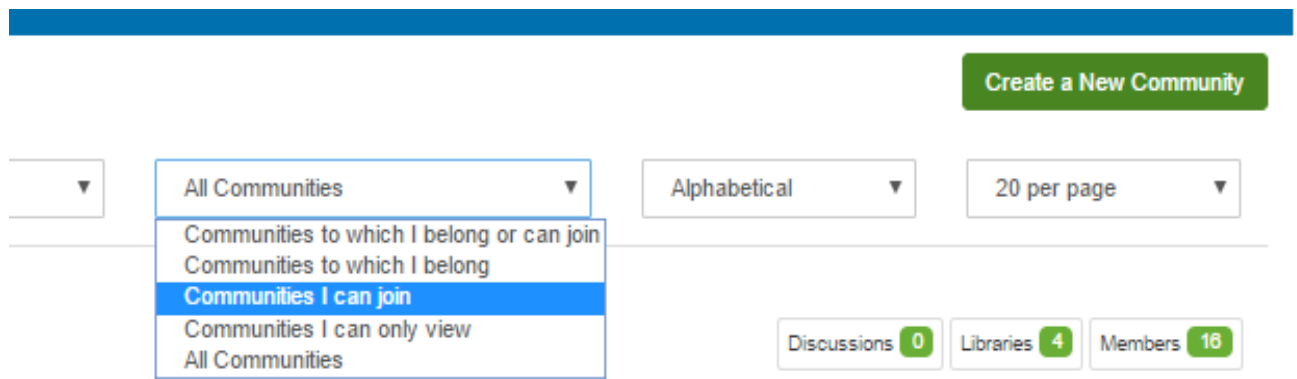
III. Join a Community

To join a new community, click 'Communities' and select 'All Communities'.

Once inside the Community list, from the second drop down, choose 'Communities I can join'. This will populate a list of all the Communities you are eligible to join.

IV. Start a Discussion

Navigate to the 'Latest Discussion Posts' section of a community you have joined, click the **green 'add' button** and click on 'Post a Message'. This will start a new discussion in the community you select.

V. Reply to a Discussion (in discussion thread)

There are two ways to reply to a discussion in a community.

- **Reply to Discussion** – Reply to the original post and is visible to everyone in the group. This option will send your reply to everyone who is subscribed to the community (except those who have selected the No Emails subscription option). In general, we recommend you select this option, unless you're providing sensitive information or a personal message.

- **Reply to Sender** – Reply privately to the original sender through a private message. This option will send your reply only to the person who posted the message to which you are replying. This option is appropriate when sending a simple "thank you" or similar message that is intended only for the sender.
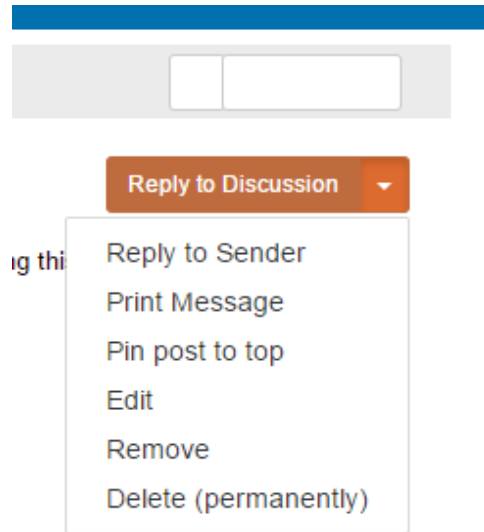
VI. Locate a past discussion

Navigate to the top tool bar and click on 'My Communities' under the 'Communities' tab.

Click on the community you wish to explore. Click on the 'Discussion' tab, and select the desired post you wish to reply.

To note: Listserv posts have been migrated into the discussion area, so they are searchable and active in the community.

- If you'd like to reply to a past listserv topic, click on the subject line and reply directly in that discussion.
- If you'd like to search the discussion for a specific past listerv post, use **Ctrl+s** to search by subject name or keyword.

## VII. Email Reply and Community Notification Email Settings

In your profile, under the 'My Account' options, you can manage your notification settings under the 'Community Notifications' option. This will give you control over how you'd like to receive emails that contain a summary of posts in your Communities. There are currently four subscription options:

- **Real Time**: You will receive the messages to your inbox as they are posted.

- **Daily Digest**: You will receive one email per day, combining all of the posts made to that specific community for that day.

- **No Email Notifications**: You will not receive discussion notifications via email. However, you can still read and reply to messages online.

- **Weekly Consolidated Digest:** You will receive one email per day, combining all of the posts made in all the communities you are a member of.

We strongly encourage you to opt for the 'daily digest' option so you do not miss anything that has happened on the community. **To change subscription settings**, click the dropdown arrow in the **orange dropdown button** in the top right corner and select 'Profile'.

Next, click 'My Account' and select 'Community Notifications'.
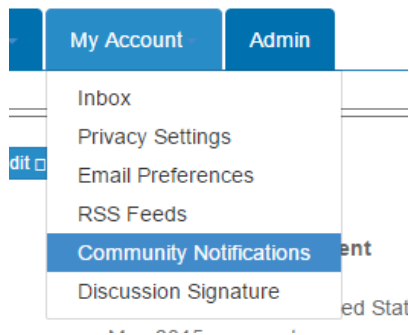
A list will show of all the communities you currently belong to, and your current email settings for each individual community.

How to Find Members (members only)

Members have access to a member directory. You can build your contact list using the directory. When you click on the Directory tab, you are taken to the search page. Search by first or last name, company name or email address. You can also do an advanced search if you have specific criteria you are looking for.

Adding Members as Contacts

Once you find the member(s) you are looking for, you can add them as a contact. Adding contacts creates an organized list in your profile where you can easily access who you are looking for. To add a member, click on the button at the right 'Add as Contact'. That member is now saved in your contact list. **Benefits of Adding Contacts:**

- From your profile, you have quick access to your contacts' profile information and the ability to send private messages faster.

- Other members can see who your contacts are, which helps you connect with more members.

Need Additional Help?

Please contact Catey Strycharz, cstrycharz@aom.org, for further assistance.