

Members Help

Created 4/20/09

What is the Members Section?

- The Members section is where the user management for a workspace takes place.
- This section is automatically included in every workspace and is accessible to all workspace members.
- The members section is where all members can see who else is a member of the workspace.

Access the Members Section

To access the members section:

- Select a workspace you want
- From the Team Home section, select one of the following:
 - Small arrow next to the section title, or
 - Member tab.

Small arrow

Member tab

The screenshot shows the 'Participant Workspace' interface. The top navigation bar includes 'Team Home', 'Workspaces Help', 'Task List', 'Shared Files', 'Projects', 'News', 'Members', 'Links', 'Discussion Group', 'Discussion Forum', 'Calendar', and 'What's New'. The 'Members' tab is highlighted. Below the navigation bar, there are sections for 'Links', 'News', and 'Projects'. A large arrow points from the 'Members' tab to the 'Members' section at the bottom of the page.

Type	Title	Modified	Owner
News Document - ECLKC		02/10/2009 11:51:56 AM	Marlene
News folder		02/03/2009 10:53:14 AM	madamex
Test news		02/02/2009 10:35:48 AM	madamex

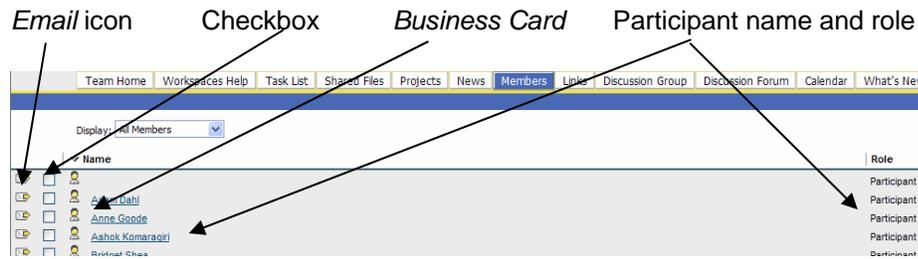
Type	Title	Modified	Owner
Test Project IAB		03/00/2009 03:11:12 PM	Marlene

Name	Role
Administrator, ECLKC	Administrator
Bodeker, Marlene	Participant

Layout of the Members Section

- Each member of the workspace is listed with his or her name and role.
- There are icons for email so that members can easily contact each other. If the member does not have an email address, the *Email* icon  does not appear.
- If a member's first and last names are not available, then the user name is displayed instead.
- The checkbox next to each member allows you to select one or more members and then apply certain actions. For example, you can select several members and then send an email to them.
- The *Business Card* icon between the checkbox and the member's name indicates

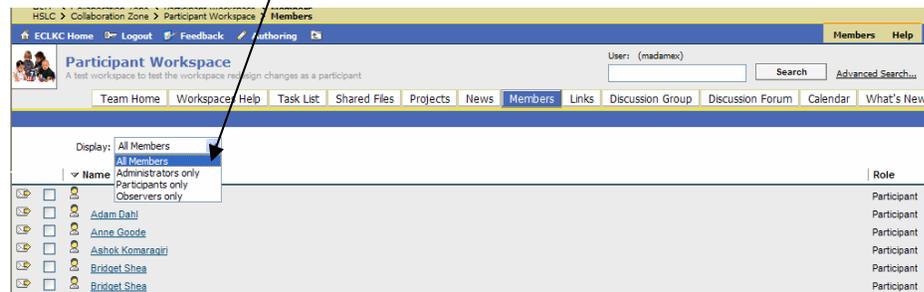
whether the member has a business card.



Sort the Member List

- The list of members is sorted by name and shows all members but you can sort the list by name or role. This may be useful when there are many members on the list.
- To sort the list of members, select either the Name or Role column title.
- To sort the list in the opposite order, select the column title again. For example, if you select the Name column title, the list of members will display in alphabetical order. If you select the Name column title again, it will display in reverse alphabetical order. The arrow shows the direction in which the list is sorted.
- To define the members you want to sort, use the *Display* drop-down list on the left.

Display drop-down list



Display a Member's Business Card

- A business card displays a member's name and email information. A member with an icon next to his or her name has a business card.
- To display a business card, select the icon  next to the member's name.
- You can send an email to the owner of the business card by selecting the *Email* icon  in the business card.

Send Email to One Member

All workspace members can use the members section to send emails to other workspace members. The email feature uses the email program installed on your computer.

To send an email to one workspace member:

- Select the *Email* icon  next to the member to whom you wish to send an email.
- The *New Message* window from the email program on your computer displays with the selected member's email address already entered.
- Continue sending the email using your email program.

NOTE: If you use email other than Outlook, such as hotmail or other web mail, then you may have difficulty sending email from within the workspaces.

**Send Email to
More Than
One Member**

Step	Do this...
1	<p>NOTE: If you use email other than Outlook, such as hotmail or other web mail, then you may have difficulty sending email from within the workspaces.</p> <p>To send an email to everyone:</p> <ul style="list-style-type: none">• From the Options Toolbar, select <i>Members</i> → <i>Mark All</i>;• Continue with Step 3.
2	<p>To send an email to two or more members:</p> <ul style="list-style-type: none">• In the Members section, check the box next to each member to whom you wish to send a message;• Continue with Step 3.
3	<p>On the Options Toolbar, select <i>Members</i> and then select <i>Send E-Mail</i>.</p> <p>The New Message window from the email program on your computer displays with the selected members' email addresses already entered.</p>
4	<p>Continue sending the email using your email program.</p>

NOTE: When you are finished, the check marks remain. You can remove them by selecting the box (the check mark is a toggle) or by selecting *Members* → *Unmark All* from the Options Toolbar.
