

SfE Connect – Quick User Guide

Signing up

a) If you receive an email invite

1. Click on the link in your invite email
2. Enter your name and email address
3. Once 'approved' by a moderator, you will be asked to create an account – you only need to create a password and add your name, other fields are optional.
4. You will now be able to access and use the platform.

b) To request an invite

1. Go to this link <http://sfconnect.onsocialengine.com/>
2. Click 'Request invite'
3. Enter your name and email address
4. Once 'approved' by a moderator, you will be asked to create an account – you only need to create a password and add your name, other fields are optional.
5. You will now be able to access and use the platform.

Adding posts

1. Type your post in the box at the top labelled 'share something'
2. In the 'Choose a category' box, select the Endocrine Network(s) you want to see your post or tick the 'Announce to all' box for all to see.
3. Click on the paperclip icon to add an attachment

Send a private message

1. Click on 'Private Messages' in the drop down menu of the top banner
2. Click compose new message
3. In box 'Enter a recipient' start typing the name of who you want to contact and select correct recipient from the suggestions
4. Type your message in the box below and click 'Send Message'

Create your profile (optional)

1. Click on 'Settings' in the drop down menu of the top banner
2. Add any details you want to include on your visible profile – including a photo