VI. Using IPO Connect for Committee Business

IPO Standing IP Committee members can easily communicate with their entire committee using this area of the IPO Website.

How To Login to IPO Connect:

1. Open a web browser and go to http://connect.ipo.org

2. Click on "Login to view members only content"

3. Login using the same User and Password you would use for IPO.org

4. If you cannot remember your password, you can request a new one at http://www.ipo.org/password *(If you are still experiencing problems logging in, please email committees@ipo.org to get your password reset)*

What Can I Do on IPO Connect?

Check your Committee Roster

IPO Connect is regularly synced with the IPO database. It should be your first stop if you need to see who is currently on your committee.

To check your roster:

1. Sign in to IPO Connect

2. Click the "Committees" link in the top navigation area

3. Click on the committee name to view recent activity

4. To view the full roster, click on the "Members" tab

Send a Message to the Committee

Messages sent through IPO Connect are delivered in real time to the email address we have on file for each committee member.

To send a message:

1. Sign in to IPO Connect

2. Click the "Committees" navigation item

3. Click on your committee name

4. Click on the "Discussions" tab, and then "+Post New Message" on the right-hand side of the page

5. Give the message a subject

6. After writing your message using the text editor, click "Send" to send immediately or "Attach" if you would like to attach a document (a document can also be an Outlook calendar invitation)

7. <u>When uploading an attachment</u>, be sure to complete steps 1 and 2 on the form

8. When you have your document uploaded, click "Finish" at the bottom of the form to finalize the attachment

Share or Archive a Document

Occasionally, you might want to upload a document to share later with your committee or save it for archival purposes.

<u>To Upload a Document:</u>

1. Sign in to IPO Connect

2. Click the "Committees" navigation item

3. Click on your committee name

4. Click on "Add Document" under "Latest Shared Files" in the bottom left-hand corner of the page

5. Fill out a Title and Description for the document

6. Select your committee from the "Library" list

7. After you upload your document in step 2, be sure to click "Next" at the bottom of the form to add your document

Send an Outlook Invitation

To ensure high attendance at your monthly calls, we encourage you to send an Outlook iCalendar attachment to your call announcement messages.

<u>To Create the Invitation:</u>

1. Create an outlook calendar item for your committee's call as you normally would within Outlook, but instead of saving it to your calendar or inviting attendees, click on "Save As" and save it in iCalendar format to your computer desktop

To Send the Outlook Invitation:

2. Sign in to IPO Connect

3. Click the "Committees" navigation item

4. Click on your committee name

5. Click on the "Discussions" tab, and then "+Post New Message" on the right-hand side of the page

6. Give the message a subject

7. After writing your message using the text editor, click "Attach" to attach the iCalendar file just as you would any other type of file

8. <u>When uploading an attachment</u>, be sure to complete steps 1 and 2 on the form

9. When you have your document uploaded, click "Finish" at the bottom of the form to finalize the attachment

10. Click "Send"

11. When committee members open the attachment, it will save to their personal outlook calendar

Create a Sub-Committee

On occasion, it can be helpful to create a sub-committee to work on a specific project. Once created, a sub-committee will have all the functionalities of the parent committee.

To Create a Sub-Committee:

1. Send an email to your IPO staff liaison.

2. In the email, please include:

   a. The name of your committee

   b. The name of the sub-committee you are requesting

   c. Which members of your committee should be on the sub-committee.

3. The IPO staff will enter the data and respond when the sub-committee is in place.