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1 Introduction

The IMarEST Nexus is an online social networking and collaboration tool, which IMarEST aim to utilise for supporting the work of Committees, Branches and Special Interest Groups and providing an interactive, virtual environment for members to share knowledge and best practice.

This document is a Beginners Guide for all users, explaining how to set up a personal profile, create groups, events, discussions and share status updates, photos, videos and documents.

The Nexus is a 3rd Party Social Networking Application, created by JomSocial, which IMarEST have purchased, renamed and integrated as an extension to the IMarEST website.
2 Finding the Nexus

To access the Nexus you will need to be an active member of the IMarEST and have an IMarEST website account. If you don’t have an IMarEST website account, please contact the Membership Department – membership@imarest.org Tel: +44 (0)20 7382 2694. The Nexus can be found on the main menu ribbon under the ‘Communities’ heading. Mouse over ‘Communities’ and the drop down menu will appear. Click on ‘Nexus Online Network’.

If you are not already logged in to the IMarEST website, you will be prompted to do so. If you are unable to remember your login details, you can request a username/password reset by clicking the appropriate option. You will be requested to enter your email address, which must match the email address on your membership record.
3 Wall
Once you have logged in you will be redirected to your personal Nexus ‘Wall’.

Here you will see all the recent activity of your ‘Friends’ in a timeline including their status updates, links they have shared and events they have posted.

From your wall you can share a status update, photo, video etc. which will be visible on the walls of your Nexus ‘Friends’.

You can also see which users are currently online, see a snap shot of current events from across the Nexus, all recently active Groups, all recently uploaded photos and recently uploaded videos.

The Wall effectively acts as a ‘dashboard’ from which you can see an overview of current Nexus activity.
4 Profile

Each user of the Nexus has their own Nexus Profile. This automatically populates the firstname and surname as taken from your IMarEST website account but leaves all other personal information for you as the user to add as you see fit.

To edit your Profile, mouse over ‘Profile’ on the grey menu ribbon and click ‘Edit Profile’. You can also edit your ‘Privacy’ setting and ‘Preferences’, upload a profile photo and a cover photo.
5 Friends

Once you have updated your Profile, you will want to start connecting with other users in the Nexus. You can search for your contacts using the ‘Search’ option on the ‘My Friends’ menu ribbon. Enter the names of other IMarEST members you know and, if they have a Nexus profile, request to connect with them as a ‘Friend’. Remember to set your ‘Preferences’ to ensure you only share the content you wish to share with Friends across the Nexus.
6 Groups

In order to facilitate collaboration with other Nexus users, the Nexus provides the option to create Groups. These Groups can be focused around a specific subject, committee, branch, special interest or other focused topic.

To see the Groups that you are a member of click ‘Groups’ on the grey menu ribbon. Clicking on ‘All Groups’ on the ‘My Groups’ menu ribbon will display a list of all the existing groups on the Nexus, whether you are a member of them or not.

6.1 Joining a Group

Should you find an existing Group that you wish to join, click on the Group Name and once on the Group page click the blue ‘Join Group’ button located on the right side of the cover photo. This will send a request to the Group Administrator who will permit you access to the Group.

It is to the discretion of the Group Administrator who they permit to access the group and they can refuse access should they so wish.

6.2 Creating a Group

If you wish to create your own Group you can do so by clicking on ‘Create’ on the right hand side of the grey ‘My Groups’ menu ribbon.

Here you’ll be able to give the Group its name and description, thumbnail image and cover image as well as configuring how access to the Group is managed. A Group can either be ‘Public’, which means any Nexus user will be able to access and contribute to the Group, or ‘Private’, which means access to the Group is only permitted through users requesting to join and being accepted by the Group Administrator (usually the user who had created the Group).

You can also configure whether or not you wish to allow users on your Group to share photos, videos and files. All these settings can be edited again after creation of the Group.

6.3 Inviting users to join your Group

From the Group page, click the blue ‘Invite Friends’ button on the right hand side of the Group cover image. You can select existing Nexus ‘Friends’ to join the group or, for those not on the Nexus, you can invite contacts by entering their email address. Do be aware that these contacts will need to be active members of IMarEST with an IMarEST website account to access the Nexus, even if they have received an email invite.

6.4 Non IMarEST Member Access to Groups
Although access to the Nexus is restricted to IMarEST members only, it is possible to request guest access for non-member users where it is deemed for the benefit of the wider IMarEST membership - for example on a specialist working group of experts studying a particular topic on behalf of an IMarEST Special Interest Group.

6.5 Discussions
Groups start to become interesting when the users on the group create ‘Discussion’ threads. These can take the form of a specific question related to the subject of the Group or possibly a statement from which to generate debate and attract comment.

Other members of the Group will be notified of the new discussion and be able to comment on that discussion much as with any other comment section on a news website under published articles for example.

‘Discussions’ can be created from the Group page by clicking on ‘Discussions’ in the grey Group Menu ribbon, which will take you to a list of previous discussion titles, and then clicking ‘Create Discussion’ at the bottom of that list. The same link can be found by clicking ‘Options’ just under the Group cover photo.

6.6 Announcements
These would usually but not exclusively be created by the Group Administrator (usually the person who created the Group) and would take the form of a notice, informing the group members of an event or important piece of news, not so much to generate discussion but to flag up information which is relevant to the group.
‘Announcements’ can be created from the Group page by clicking on ‘Announcements’ in the grey Group Menu ribbon, which will take you to a list of previous discussion titles, and then clicking ‘Post Announcement’ at the bottom of that list. The same link can be found by clicking ‘Options’ just under the Group cover photo.

6.7 File Sharing

File sharing is possible by uploading files to ‘Discussions’ or ‘Announcements’, enabling all members of the Group to access the file and download should they so wish.

To upload a file to either a ‘Discussion’ or ‘Announcement’ go to the list of either, click on the relevant item from the list of discussions/announcements and click the grey ‘Upload File’ button. You will then be able to select a file(s) from your computer and upload them to the ‘Discussion’ or ‘Announcement’.

When uploaded, you will see the file listed under ‘Available Files’.

Permitted file types include: .doc .docx .xls .xlsx .ppt .pptx .pdf .jpg .mp3 .wav
7 Photos
To add Photos to your Nexus profile you can do so by clicking ‘Photos’ in the grey Menu ribbon. Here you will find all the albums of photos you have previously added. To create a new album click ‘Create Photo Album’ on the grey ‘My Photos’ menu ribbon. To add individual photos click ‘Upload Photos’. View all the publicly available photos added by Nexus users by clicking on ‘All Photos’.
8 Videos

As with adding Photos, you can also add Videos to your Nexus Profile. Click on ‘Videos’ on the grey Menu ribbon to find a list of all the videos you have previously added.

To add a new video click ‘Add’ on the right of the ‘Videos’ Menu ribbon. Here you will have the option to ‘Link to a Video’ already hosted elsewhere on the internet (e.g. YouTube) or ‘Upload a Video’ if you have a video file of your own you wish to add. Either paste in the appropriate link or select the appropriate file from your computer to add your video.

You can view all the publicly available videos added by Nexus users by clicking on ‘All Videos’.

![Video Screen Shot](image)
9 Events
To add an Event to the Nexus click on ‘Events’ in the grey Menu ribbon and then ‘Create Event’ on the right hand side of the lower grey menu ribbon.

Fill in the details and set the event to ‘Private’ if you only wish to invite particular Nexus users to your event.

You can also set a limit on the number of attendees if you have limited places available for the event.

You can also import an ‘ical’ file from your desktop or from an external URL if you so wish.

Once you have created your event you can invite people in the same way as you would invite people to join a Group.
10. Further Information

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