

AAOE Collaborate Quick Start Guide

Quick Links

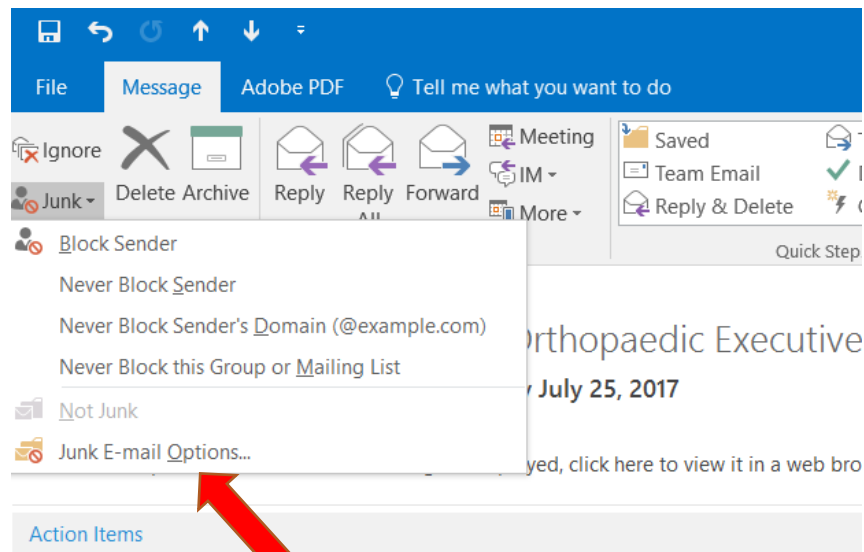
- [Receiving Collaborate emails](#)
- [Signing in to Collaborate](#)
- [Updating your profile](#)
- [Updating your email notification settings](#)
- [Join the conversation!](#)

Other questions? Contact AAOE member services at 800-247-9699 or info@aaoe.net

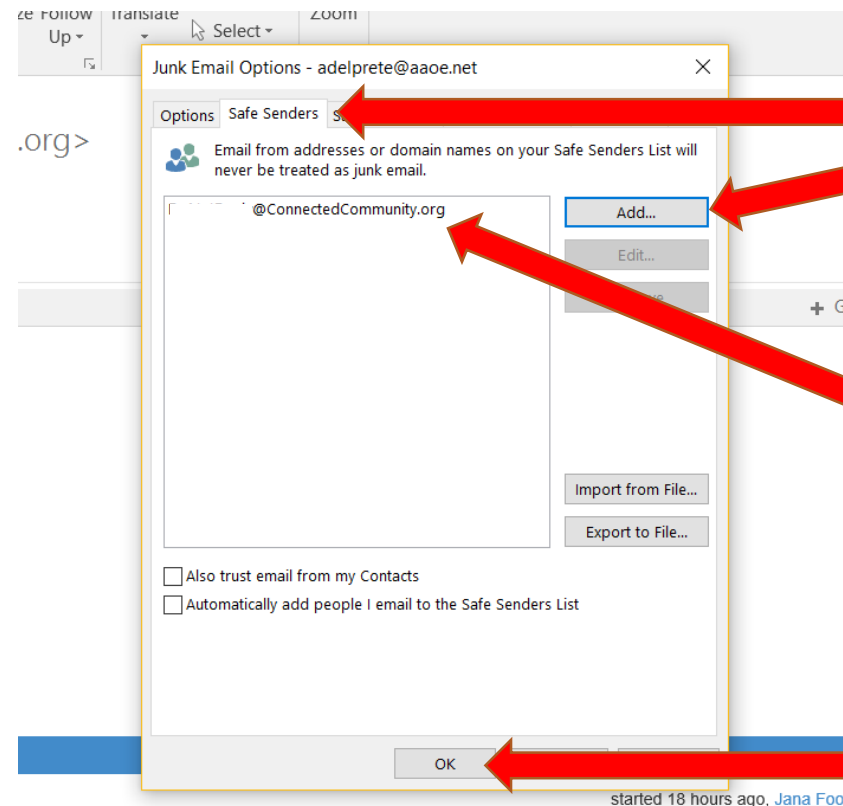
Whitelist Collaborate emails to ensure they go into your inbox

Collaborate emails not showing up in your inbox? Check your junk, spam, and clutter folders. If it's not in one of those folders, contact AAOE member services at 800-247-9699 or info@aaoe.net

To whitelist Collaborate emails to ensure they go into your inbox each time, follow the steps below.



1. Open up a Collaborate email. Under the Message tab, click Junk and select Junk E-mail Options from the dropdown.



2. Go to the Safe Senders Tab, then click Add.

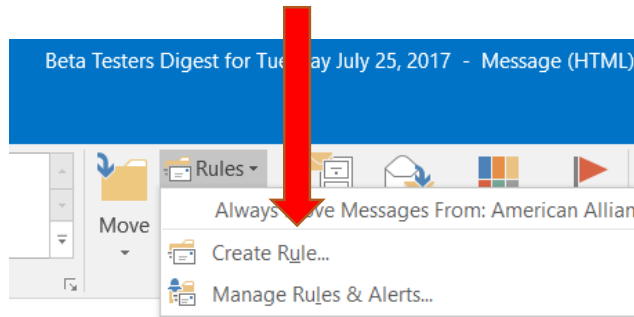
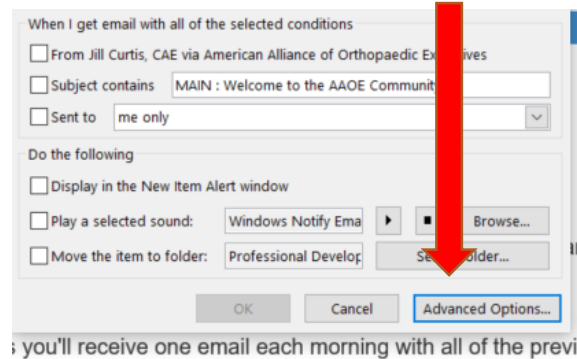
3. Type in the Collaborate email address extension: @ConnectedCommunity.org and click OK.

4. Click OK, and you're set!

Create a rule in Outlook to manage Collaborate emails

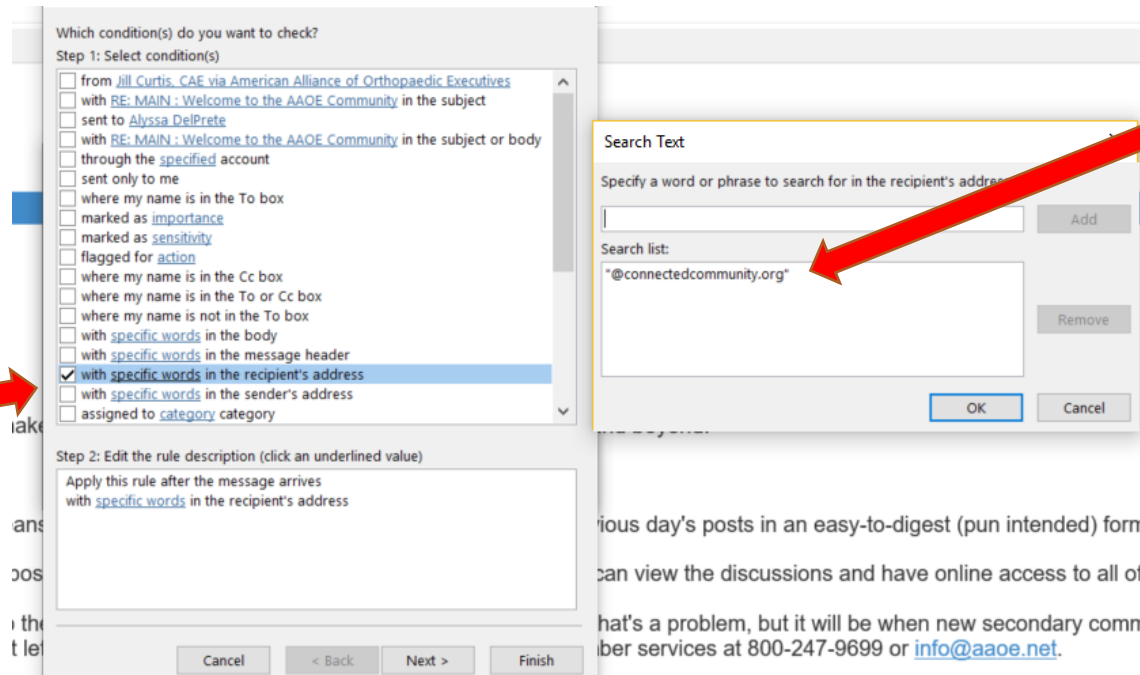
1. Open up a Collaborate email. Then in the Message tab, click Rules. Then click Create Rule.

2. Click Advanced Options



otReply@ConnectedCommunity.org>

3. Select "with specific words in the recipient's address". Then click on "specific words" and add "@connectedcommunity.org"



4. Click on "specific words" and add "@connectedcommunity.org"

5. Click OK. Then click Next.

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Create a rule in Outlook to manage Collaborate emails

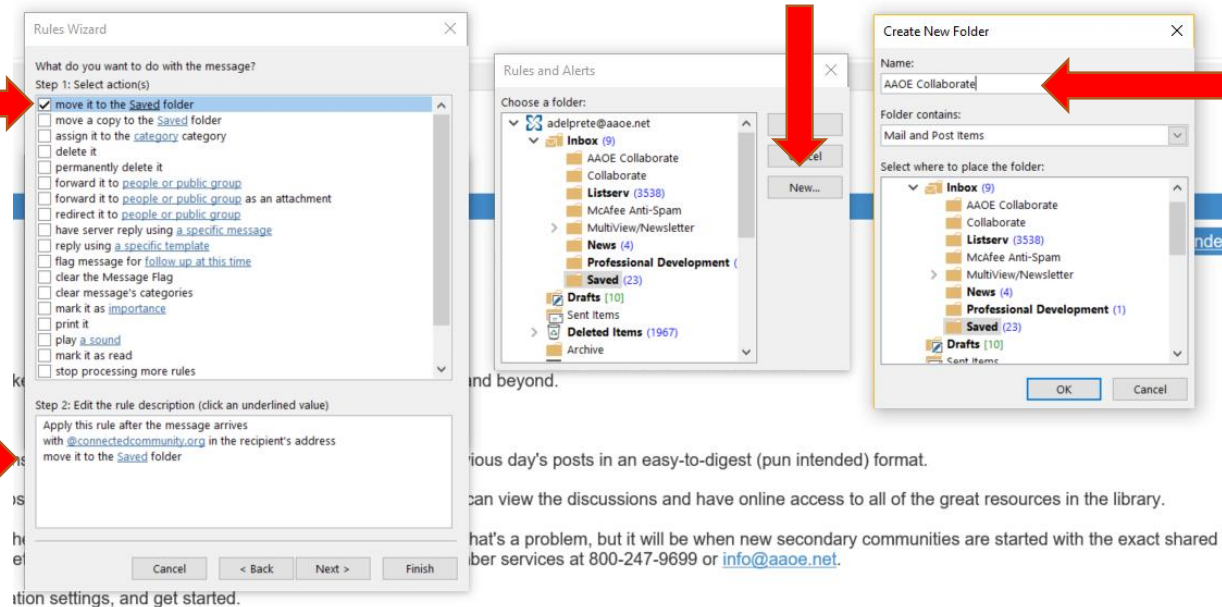
1. Select “move it to the ___ folder” (you might see the name of a different folder here)

2. Click the blue text of the name of the folder that appears.

3. Click New (unless there’s an existing folder you want to send Collaborate emails to.

4. Name your new folder.

5. Click OK. Then click Next.



Create a rule in Outlook to manage Collaborate emails

1. Click Next again until you see this screen.

2. Select both of these boxes if you'd like to turn on the rule and run it on messages already in your inbox.

Rules Wizard

Finish rule setup.

Step 1: Specify a name for this rule

@connectedcommunity.org (1)

Step 2: Setup rule options

Run this rule now on messages already in "Saved"

Turn on this rule

Create this rule on all accounts

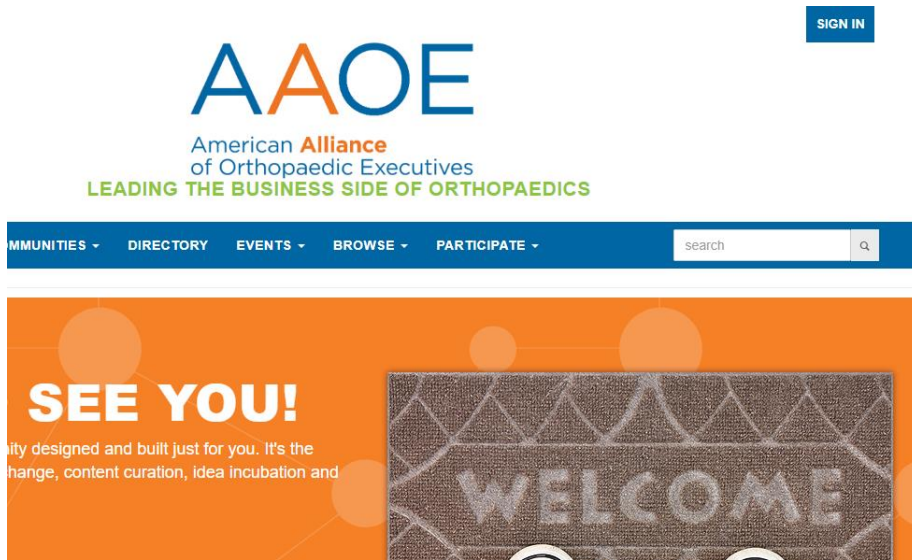
Step 3: Review rule description (click an underlined value to edit)

Apply this rule after the message arrives with @connectedcommunity.org in the recipient's address move it to the AAOE Collaborate folder

Cancel < Back Next > Finish

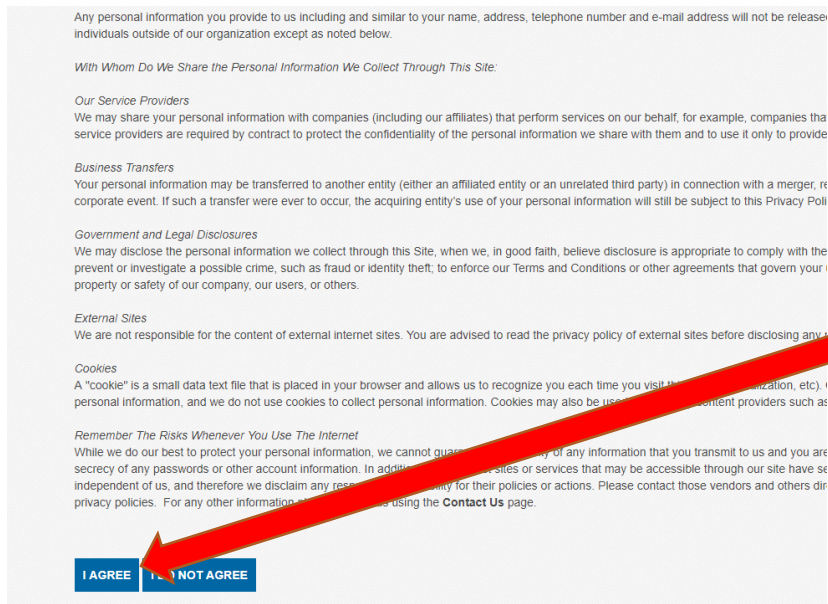
3. Click Finish, and you're set!

Sign in to Collaborate



SIGN IN

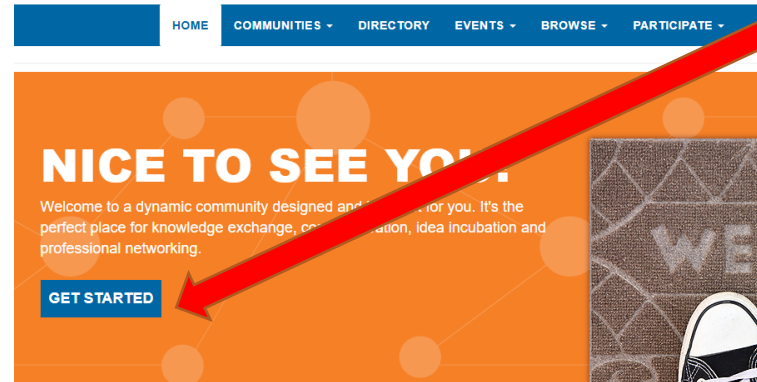
1. Go to collaborate.aaoe.net/home and click Sign In at the top right of the screen. This will take you back to aaoe.net. **You must use your aaoe.net member login credentials to sign in to Collaborate.**



2. Enter your username and password, and then you will be taken back to the Collaborate site to the Rules & Etiquette page. Click “I Agree”. You **must** agree in order to post to Collaborate.

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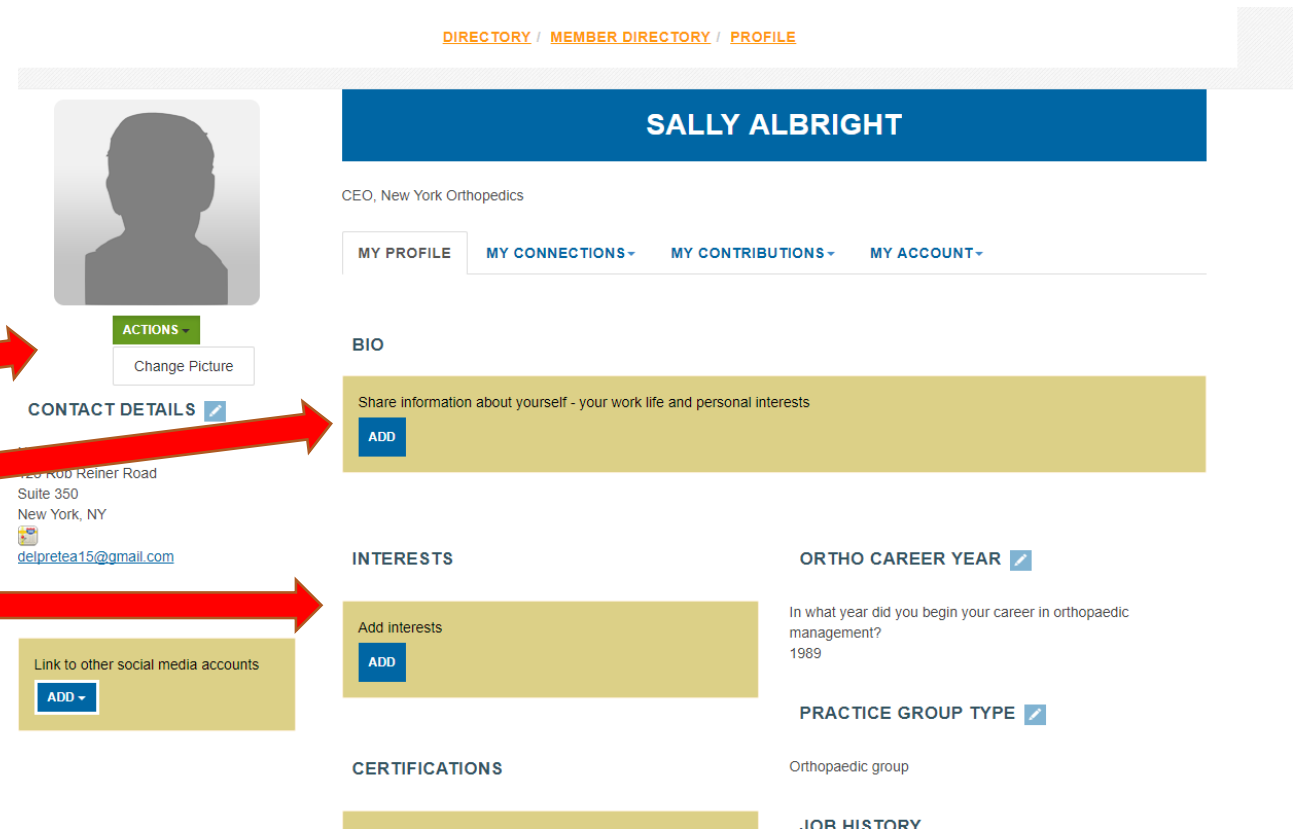
Update your profile



1. Click Get Started

Note: Collaborate pulls your information from your aaoe.net membership profile. Some profile fields can only be updated in aaoe.net.

2. Add your picture, interests and hobbies, a bio, and more to help members get to know you better!



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Update your email notification settings

1. In your profile, go to My Account.

MY PROFILE MY CONNECTIONS MY CONTRIBUTIONS MY ACCOUNT

COMMUNITY NOTIFICATIONS
Community notification will be delivered to your primary address:
adelprete@aaoe.net

To receive specific community notifications at an address other than your primary, set override(s) where desired.

Weekly Consolidated Community Digest:
Deliver on **SUNDAY** to your primary address.

Discussion Email:
You have no override email addresses for discussion emails. [add override addresses](#)

4. Set up a weekly digest by checking the Consolidated Weekly Digest box and then selecting the day of the week you want it delivered.

2. Turn on "yes" if you want email notifications.

NOTIFICATION SETTINGS
 Automatically set community discussion emails to "No Email" when a community is added to a consolidated digest.

1 Community

Community	Discussion Email	Consolidated Weekly Digest
Main Street	REAL TIME	<input checked="" type="checkbox"/>

3. Choose your email notification frequency (real time, daily digest, plain text, or no email)

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Join the discussion!

Note: You can post or respond from the web version or through your email notification.

LATEST DISCUSSION POSTS [ADD](#)

RE: BETA TEST GROUP ASSIGNMENT #1
BY: [NANCY STRAYER](#), 8 MINUTES AGO

I also really like the two button approach. It will eliminate the need to elaborate in the list serve documents the Communications Council has been reviewing...good solution !!! ----- Nancy Strayer Administrator 775-721-6322 ...

RE: POINTS
BY: [PAUL BRUNING](#), 2 HOURS AGO

Just staying ahead of you Jana. This post probably increases points :-)) ----- Paul Bruning Director of Orthopedic Service Line Signature Medical Group St Louis MO 314-303-5446 -----

RE: MINIMUM HIPAA POLICY
BY: [JOSEPH MATHEWS](#), 2 HOURS AGO

Herb, We do the same. We get all new employees the policy and HCPro reminds everyone to do it annually too Easy to track the training and Compliance Joseph Mathews Practice Administrator 11800 FM 1960 W Houston, TX 77065 ...

Posting in Web Version

1. Navigate to your Community. Then, either start a new discussion thread by clicking Add or join an existing discussion by clicking the green discussion title.
2. Click Reply to Discussion to “reply all,” or click Reply to Sender.*

A TESTERS 0 RECOMMEND

Posted 6 days ago | [view attached](#)

Here is a file that I use for PT analysis. Was requested before on the List Serv so attaching it here Joseph

Joseph Mathews
Practice Administrator
11800 FM 1960 W
Houston, TX 77065
281-955-7577 x 2160

Attachment(s)
[Analysis Spreadsheet.xlsx](#) 18K 1 version

[ORIGINAL MESSAGE](#)

*Reply to Group if your response would provide valuable information for all discussion participants. Reply to Sender if your response only applies to that sender and isn't needed in everyone's inbox.

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Join the discussion!

Responding From Email

When you receive a Collaborate email notification, you can reply directly through email. Click Reply to Group or Reply to Sender.*

Reply Reply All Forward IM

Thu 7/20/2017 1:24 AM

American Alliance of Orthopaedic Executives <DoNotReply@ConnectedCommunity.org>

Beta Testers Digest for Wednesday July 19, 2017

To: Alyssa DelPrete

If there are problems with how this message is displayed, click here to view it in a web browser.

2. Re: Seed Question

Reply to Group Reply to Sender

Jul 19, 2017 2:55 PM

[Jana Foor](#)

Nashville!

Jana Foor
Administrator
Orthopaedic Sports Medicine and Rehabilitation Center, P.A.
Red Bank NJ
732-741-2313

[Reply to Group Online](#) [View Thread](#) [Recommend](#) [Forward](#)

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*Reply to Group if your response would provide valuable information for all discussion participants. Reply to Sender if your response only applies to that sender and isn't needed in everyone's inbox.