

Quick Start Guide

Login

- Navigate to www.themeetingroom.org.
- Click on the **LOGIN** button in the upper right-hand corner.
- Enter your Toastmasters.org user name and password. If you have difficulty with your password, click on the **“Forgot your password?”** link and you will be sent an email to reset your password.

Accept terms and conditions

Please review the Terms and Conditions for The Meeting Room in advance of clicking the **I Agree** button, which will grant you access to the community and add your profile to the directory.

Update your profile

Once you log in to The Meeting Room, locate the profile image on the top right. Click on the drop down and you will see a “Profile” option. Click on the **Profile** button.

- Add your picture by clicking on the **Actions** dropdown under the picture are on the left (**Change Picture > Upload**).
- Share a little bit about yourself in the Bio section (**Add > Save**).
- Review the pre-loaded contact information that appears under your photo. If a correction is necessary, click on the icon next to contact details on the right tab.
- If you have a LinkedIn account, you can use the **Update your Info** from LinkedIn button to complete your profile.
- Complete the Toastmasters Interests, Subject-Matter Expertise and additional demographic sections by clicking on the **Add** button or edit icon.

Update privacy settings

- Using the **My Account** drop down on the profile page, click **Privacy Settings**. Here, you will set your contact preferences and control how your information appear to others.
- After setting your preferences, be sure to click **save**.

Customize your subscriptions

- Using the **My Account** drop down on the profile page, select **Community Notifications**. This is where you can set your preferences for discussion notifications and other activity in your communities.
- Choose to be notified by Daily Digest, in Real Time, No Email or Plain Text.

Quick Start Guide

Find Members and Build Contacts

- Click on the **DIRECTORY** link in the main menu. **Basic Search** allows you to search by First Name, Last Name or Email Address. **Advanced Search** also allows you to search by Community Type, Community Name, Subject Matter Expertise, Interests and Industry.
- To invite a member to be a contact, go to **DIRECTORY > Basic Search** or **Advanced Search**. In list view, you will see the member's name, followed by a button that says **Add as Contact**. Click the button and follow the prompt. If you find your way to an individual's actual profile page and he/she is not a current contact, you will see the **Add as Contact** button to the right of the profile picture.

Join Community

Once you've looked around, subscribe to any and all of the communities that interest you by clicking on the **Join** button.

Participate in a discussion

- To start a new discussion in one of your communities click on the **Discussions** tab, then click on the **Post New Message** button. Join a discussion thread by replying to a post.

Include an attachment in a discussion

- Click the **Attach** button located on the bottom of the page under your signature.
- Browse through your computer or other source and select the file to add.
- Click **Upload**.

Include an image in a discussion

- Click on the **Insert** drop down menu or click on the image icon.
- Choose the image to upload and enter a description and dimensions.
- Click **OK**.

Include a video in a discussion

(This will now allow you to see a preview of the video embedded in the post)

- Insert link to video
- Preview will automatically appear.
- Continue to type under the preview or click **Send** if you have completed your post.

Explore the library or upload a document

- Using the **PARTICIPATE** drop down menu, select **Browse Library Entries**.
- Click on the file you would like to view. You may add it to favorites or share by using the **Actions** drop down located below **Statistics**.
- To create a new library entry, click on the **Create New Library Entry** button. Then fill out the form and click **Next**. Now chose the file you would like to upload and click **Next**. You may now add a description and click **Finish**.