

# EENet Connect How-to guide

**October 2020**

**camh**

# What is EENet Connect?

**EENet Connect is an online community where members of Ontario's mental health and addictions system can create profiles, share knowledge, and collaborate more effectively with one another. The community reinforces existing relationships, while allowing new connections to take root and grow.**

**EENet Connect is managed by Evidence Exchange Network (EENet), a knowledge exchange network that helps create and share evidence to build a better mental health and addictions system in Ontario. Located in the Provincial System Support Program (PSSP) at the Centre for Addiction and Mental Health (CAMH), the network includes researchers, clinicians, service providers, system planners, policymakers, persons with lived experience, and families. EENet is supported by a team of knowledge brokers and communications specialists.**

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Get  
started

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# How to join and sign in

If it is your first time accessing EENet Connect you will need to create a user account.

- Existing member? Sign in using your email address and password.
- New to EENet Connect? Click on “Join Now” (It is at the top right corner of the sign-in box).

## Registration

You can choose how much or how little information to include in your profile when you register. Only site administrators will be able to see your email address, your role, and the sector and region you work in. The rest will be visible to other members.

The screenshot shows the EENet Connect sign-in interface. At the top, the logo consists of a blue 'E' with a white dot and the text 'enet connect' in green. Below this, the text 'EENet Connect' is centered. On the right side, the text 'Not registered? [Join Now](#)' is displayed, with a red arrow pointing to the 'Join Now' link. The sign-in form is a light green box containing the following elements: the text 'Sign In' on the left; two input fields labeled 'Email Address' and 'Password'; a checkbox labeled 'Remember Me'; a green button labeled 'Sign In Now'; and a link 'Forgot Your Password?' on the right.

**Make it  
personal**

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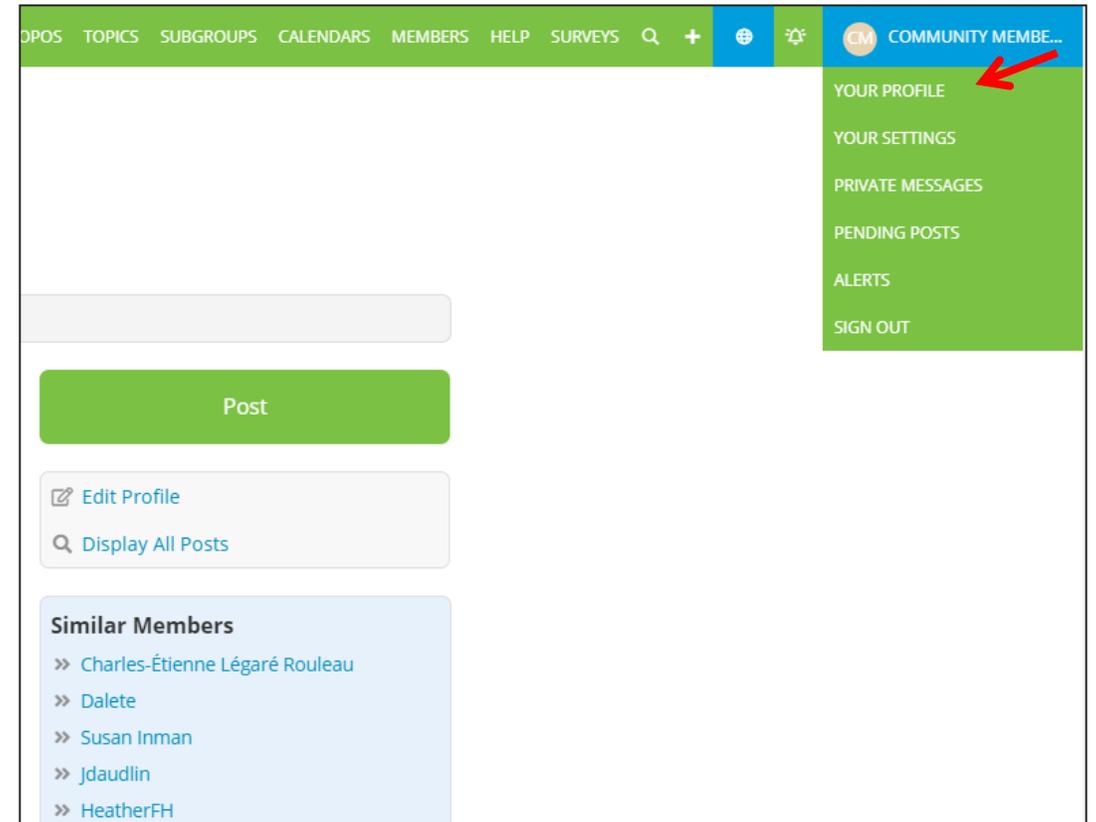
# Completing your profile

To complete your profile, click on your name in the top right and click “Your Profile” from the drop-down menu.

Once on your profile page, select ‘Edit Profile’.

You can edit most of your information yourself (to update your displayed name or email address contact an administrator).

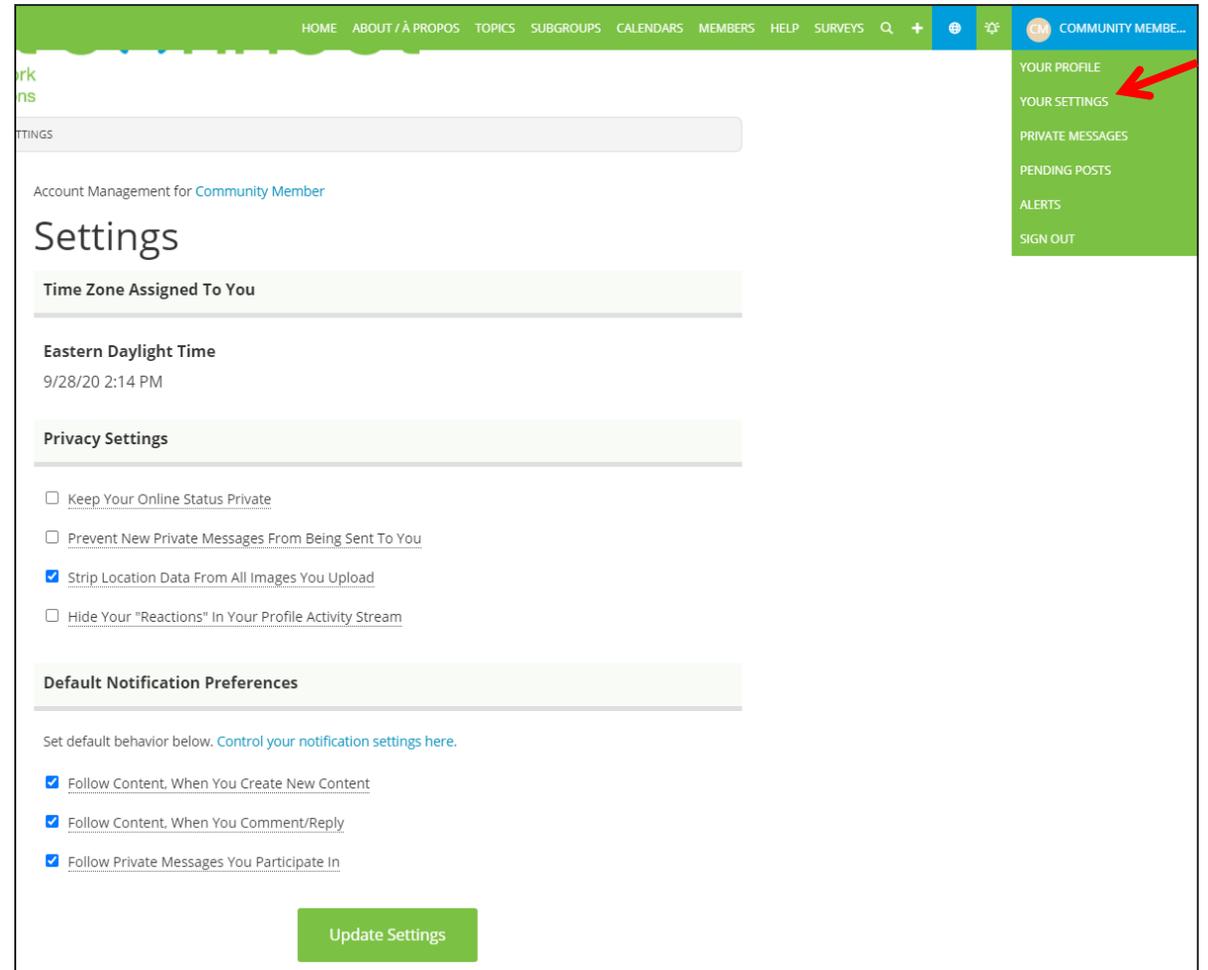
To upload a profile picture click on “Upload Avatar”.



# Updating your profile settings

You can set personal settings by clicking on 'Your Settings' from the drop down menu under your profile image.

Here you will be able to set your online status to private, control your notification settings, etc.



# Setting your notifications

To adjust your notification settings, click the bell icon in the green bar.

Here you will be able to set your online status to private, control your notification settings, etc.

Under the settings tab you can choose if you'd like to be notified about new content via email, via on-site alert (i.e. a notification you only see when you log into the site), or both.

*Note: if you select 'Suspend all email notifications,' you will NOT receive any alerts or emails from EENet Connect.*

The screenshot shows the user interface for adjusting notification settings. At the top, a green navigation bar contains 'HELP', 'SURVEYS', a search icon, a plus sign, a globe icon, a bell icon (highlighted with a red arrow), and a 'CM' profile icon. Below this is a blue bar with 'COMMUNITY MEMBE...'. The main content area has a breadcrumb trail: 'HOME / COMMUNITY MEMBER / NOTIFICATIONS'. A sidebar on the left lists menu items: 'UPDATE PROFILE', 'PENDING POSTS', 'PRIVATE MESSAGES', 'ALERTS', 'PERSONAL SETTINGS', 'NOTIFICATIONS', 'BLOCK LIST', 'INVITATIONS', and 'POSTING TIPS'. The main content area is titled 'Control Panel For Community Member' and 'Notifications'. It features three tabs: 'Follows', 'Subgroup Follows', and 'Settings' (which is active). Under the 'Instant Notification Delivery Methods' section, there is a note: 'All instant notifications across the entire site will be delivered via these methods.' Two options are listed: 'Email' (checked) and 'On-Site Alert' (checked). Under the 'Miscellaneous' section, there is an unchecked checkbox for 'Suspend All Email Notifications'.

# Setting your notifications

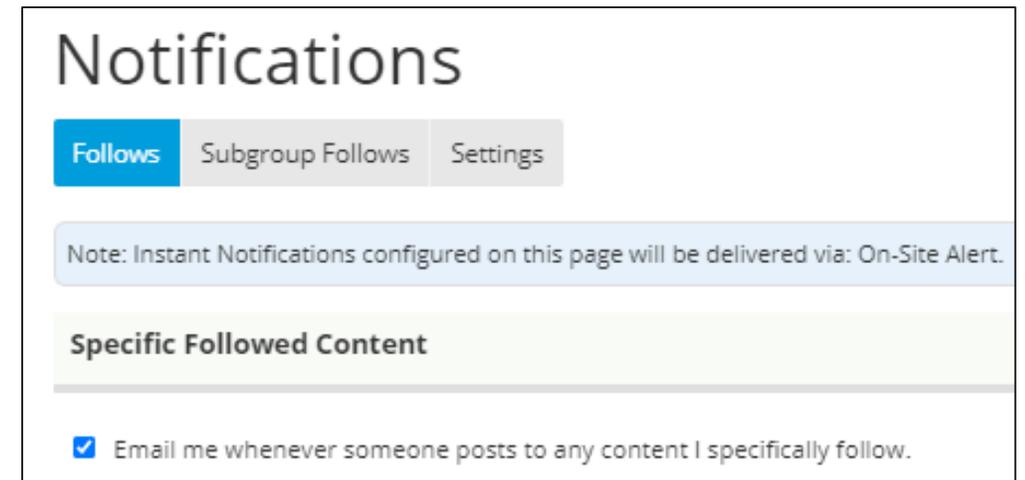
## Main site

To adjust what you are notified about from EENet Connect's main site, click on "Follows". Here you will indicate which public forums and calendars you'd like to follow. Click "Submit" to save your changes.

## Subgroups

To adjust your notification settings for each of your subgroup pages, click on "Subgroup Follows" and select the name of the subgroup from the dropdown menu. Click "Submit" to save your changes.

*Note: The default notification setting is to be notified of all new content posted.*

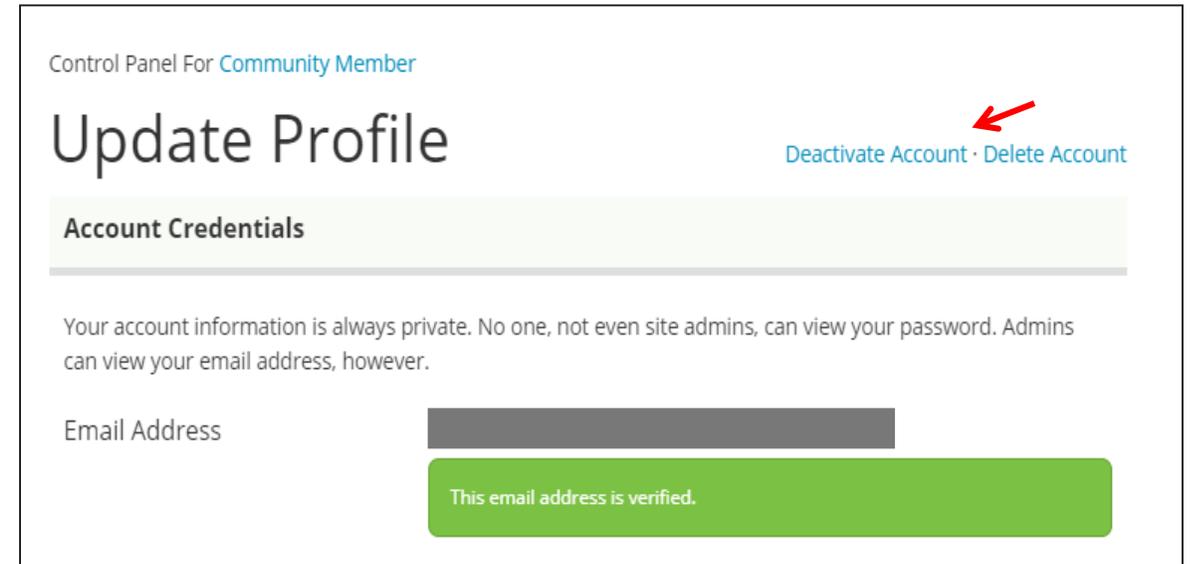


The screenshot shows the "Notifications" settings page. At the top, there are three tabs: "Follows" (highlighted in blue), "Subgroup Follows", and "Settings". Below the tabs is a light blue note box that reads: "Note: Instant Notifications configured on this page will be delivered via: On-Site Alert." Underneath is a light green section titled "Specific Followed Content". At the bottom of this section, there is a checked checkbox next to the text: "Email me whenever someone posts to any content I specifically follow."

# Account deactivation and deletion

To delete or deactivate your account, click on 'Your Profile' in the dropdown menu under your profile image.

Then click on 'Edit Profile' and then 'Deactivate Account' or 'Delete Account'.

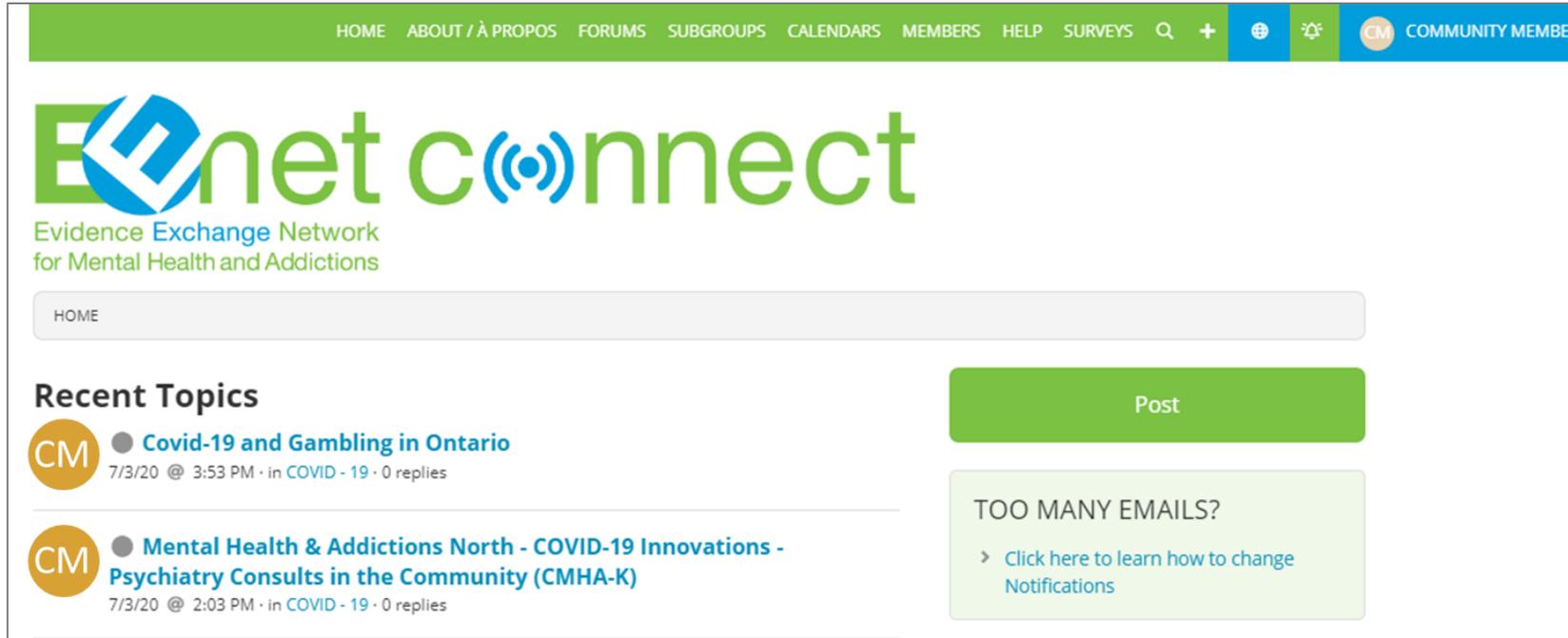


# Explore

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# Homepage

Every time you sign in to EENet Connect, you will land on the homepage. This can be accessed by all EENet Connect members.



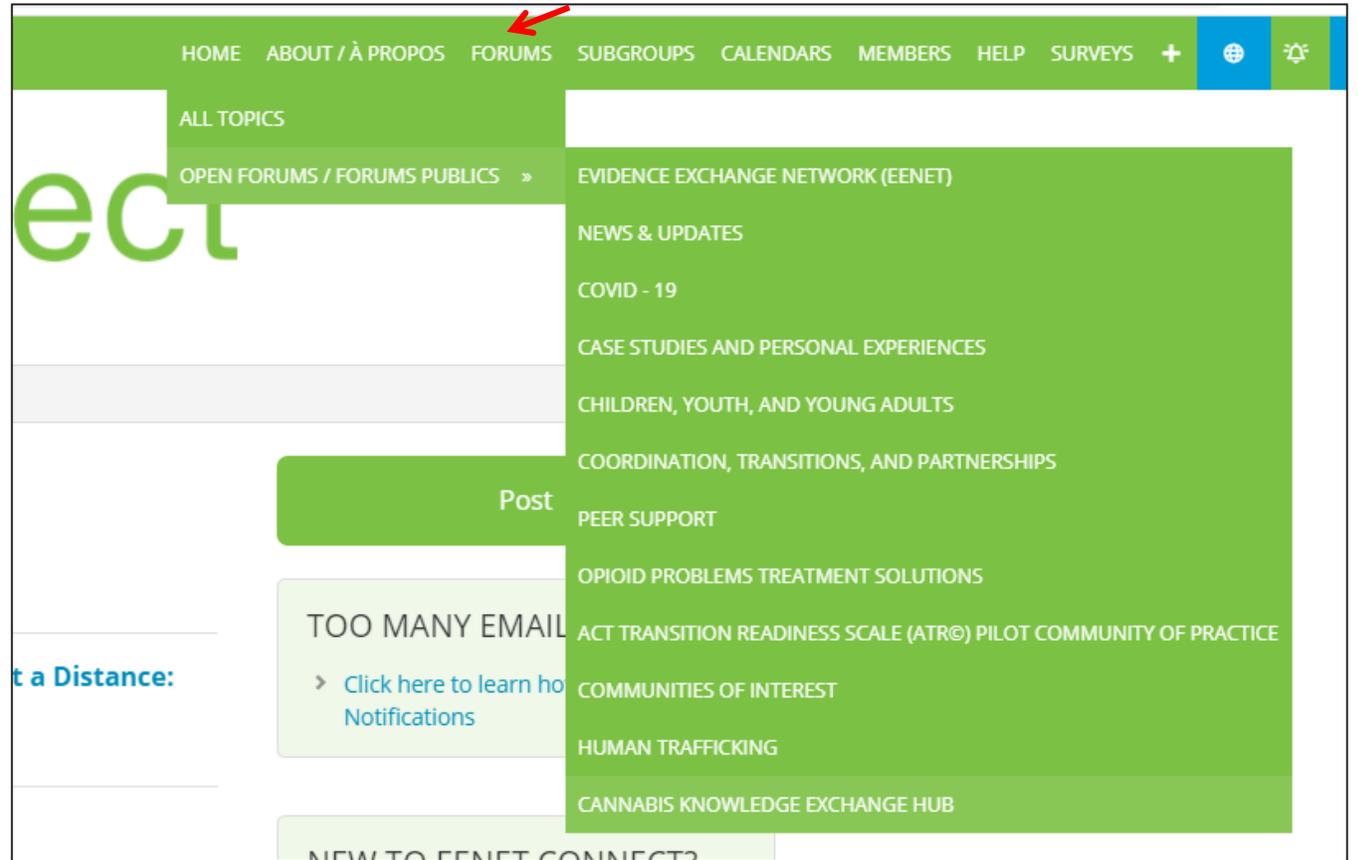
# Members

By clicking “Members” you’ll see a list of all the members on EENet Connect. You can organize the list alphabetically, geographically, or by amount of activity on the site. To see more about an individual member or to send them a private message, click on a display name.

The screenshot displays the 'Members (15,987)' page. At the top, it shows 'ALL (15,987)' and a 'SEARCH' button. Below this are three circular navigation icons: a home icon, a plus sign, and a minus sign. The main content is a world map where member locations are indicated by colored markers. North America is highlighted in dark red, while other regions like Europe, Asia, and Australia are highlighted in yellow. A dropdown menu titled 'View As Map' is open on the right side, listing sorting options: 'Sort By Name', 'Sort By Join Date', 'Sort By Last Visit', 'Sort By Community', and 'View As Map'.

# Forums

By clicking “Forums” you’ll see a list of all the theme-specific discussion forums you can view and/or participate in. To only view content in a specific forum, select that forum from the list. To follow a specific forum (i.e. get notified about all new content posted there), be sure to indicate this on your notification settings page.



# Calendar

By clicking “Calendars” you’ll see all the upcoming events posted on EENet Connect, organized by month. At the top of the page these will appear in a calendar format, and below that you will find a list. You can choose whether you only want to view short events, events that last longer than 3 days, or both short and long events.

*Note: the EENet Connect calendars are crowd-sourced, meaning any member of the site can post events, so events are not necessarily affiliated with EENet. Each subgroup has its own distinct calendar.*

**Calendar**

All Calendars ▾

September 2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	1	2	3	4	5	6
Dual Diagnosis: Anxiety and Mood Disorders (Available anytime as a recorded webinar)						
Healthy Body Image & the Media (Available anytime as a recorded webinar)						
Respite Services Training Certificate (Available as an online course)						
+3 more	+5 more	+4 more	+1 more	+1 more	+1 more	+1 more
7	8	9	10	11	12	13
Dual Diagnosis: Anxiety and Mood Disorders (Available anytime as a recorded webinar)						
Healthy Body Image & the Media (Available anytime as a recorded webinar)						
Respite Services Training Certificate (Available as an online course)						
+2 more	+2 more	+3 more	+7 more	+4 more	+3 more	+3 more
14	15	16	17	18	19	20
Dual Diagnosis: Anxiety and Mood Disorders (Available anytime as a recorded webinar)						
Healthy Body Image & the Media (Available anytime as a recorded webinar)						
+10 more	+10 more	+8 more	+9 more	+5 more	+6 more	+5 more
21	22	23	24	25	26	27
Dual Diagnosis: Anxiety and Mood Disorders (Available anytime as a recorded webinar)						
Healthy Body Image & the Media (Available anytime as a recorded webinar)						
Respite Services Training Certificate (Available as an online course)						
+7 more	+5 more	+12 more	+12 more	+8 more	+4 more	+4 more
28	29	30	1	2	3	4
Dual Diagnosis: Anxiety and Mood Disorders (Available anytime as a recorded webinar)						
Healthy Body Image & the Media (Available anytime as a recorded webinar)						
Respite Services Training Certificate (Available as an online course)						
+6 more	+7 more	+8 more	+4 more	+4 more	+4 more	+4 more

All times are EDT

September 1, 2020

Post

Subscribe To Calendar (iCal)

**DISCLAIMER**

Events are published for information purposes only. EENet does not recommend or endorse posted events and does not accept responsibility for content posted on external sites linked from the calendar.

**ONGOING EVENTS (4+ DAYS)**

Dual Diagnosis: Anxiety and Mood Disorders (Available anytime as a recorded webinar)

All day

Available as a recorded webinar series.

9 Going · 5 Comments

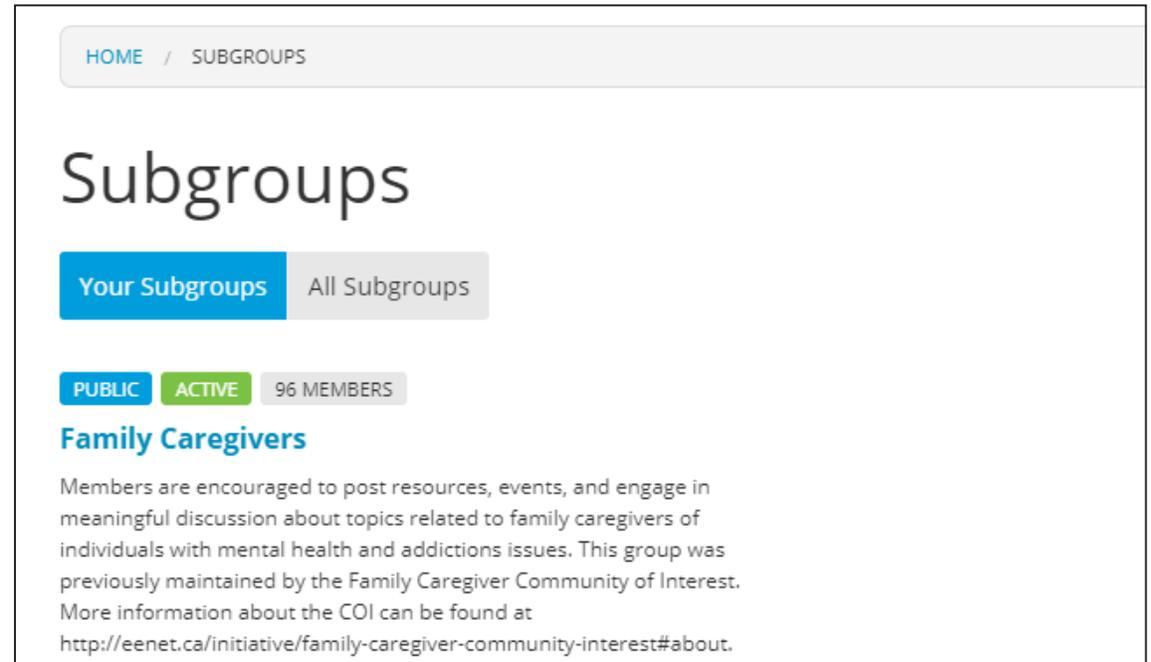
**ONGOING EVENTS (4+ DAYS)**

Healthy Body Image & the Media (Available anytime as a recorded webinar)

# Subgroups

On the home page click on “Subgroups” in the green menu.

Click on “Your Subgroups” to see a list of all groups you have joined and click on “All Subgroups” to see a list of all the groups you can request to join on EENet Connect.



The screenshot shows the 'Subgroups' page on EENet Connect. At the top, there is a breadcrumb trail: 'HOME / SUBGROUPS'. Below this, the title 'Subgroups' is displayed in a large font. There are two tabs: 'Your Subgroups' (which is active and highlighted in blue) and 'All Subgroups'. Below the tabs, there are three status indicators: 'PUBLIC' (in a blue box), 'ACTIVE' (in a green box), and '96 MEMBERS' (in a grey box). The main heading for the group is 'Family Caregivers'. The description below reads: 'Members are encouraged to post resources, events, and engage in meaningful discussion about topics related to family caregivers of individuals with mental health and addictions issues. This group was previously maintained by the Family Caregiver Community of Interest. More information about the COI can be found at <http://eenet.ca/initiative/family-caregiver-community-interest#about>.'

Have  
your say

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# Posting a discussion topic

While on the homepage, click the large green “Post” button.

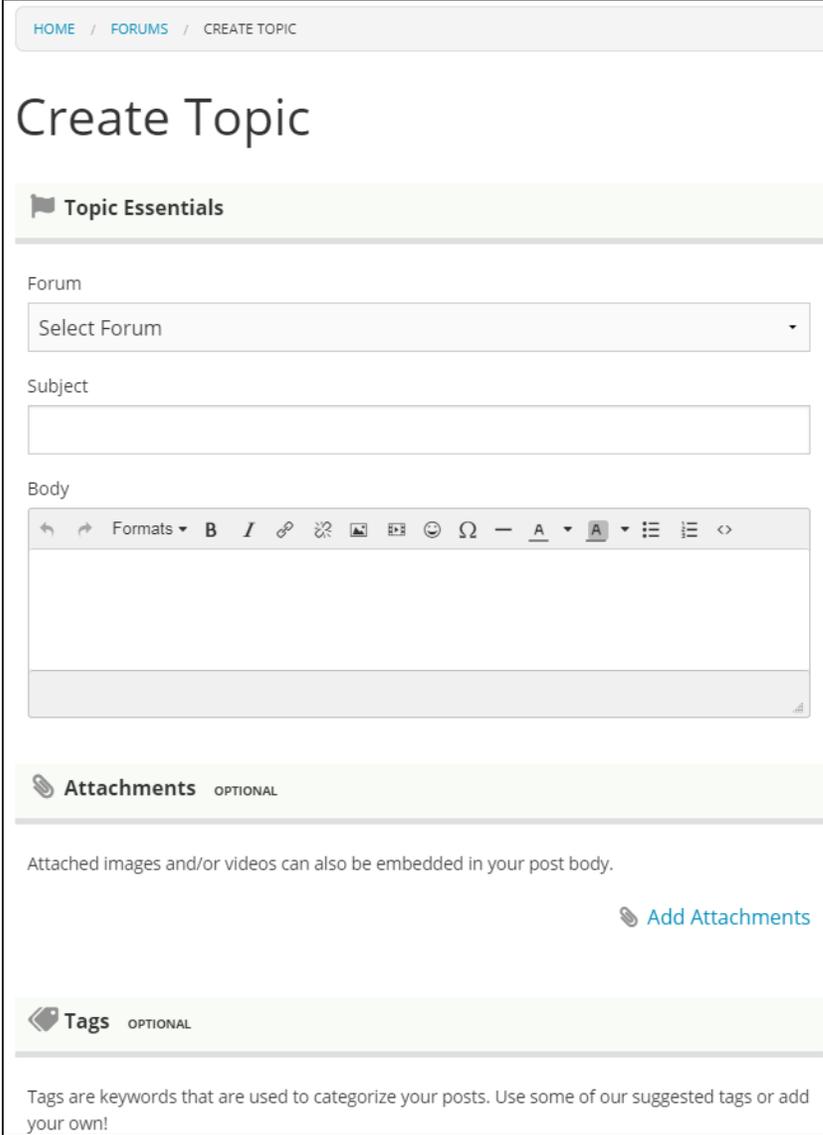
Then, when you see “What Would You Like To Post?”, select “Topic”.

Your topic may be a question for fellow members, a resource, a report, or an article for discussion (anything besides an event).

A new page will appear entitled, “Create Topic”. Then, in the drop-down menu under “Select Forum,” select the forum you want your post to appear in.

You can also add “Attachments” and “Tags” to your post.

At the bottom of the page you will notice the options to “Save As Draft” or “Publish”.

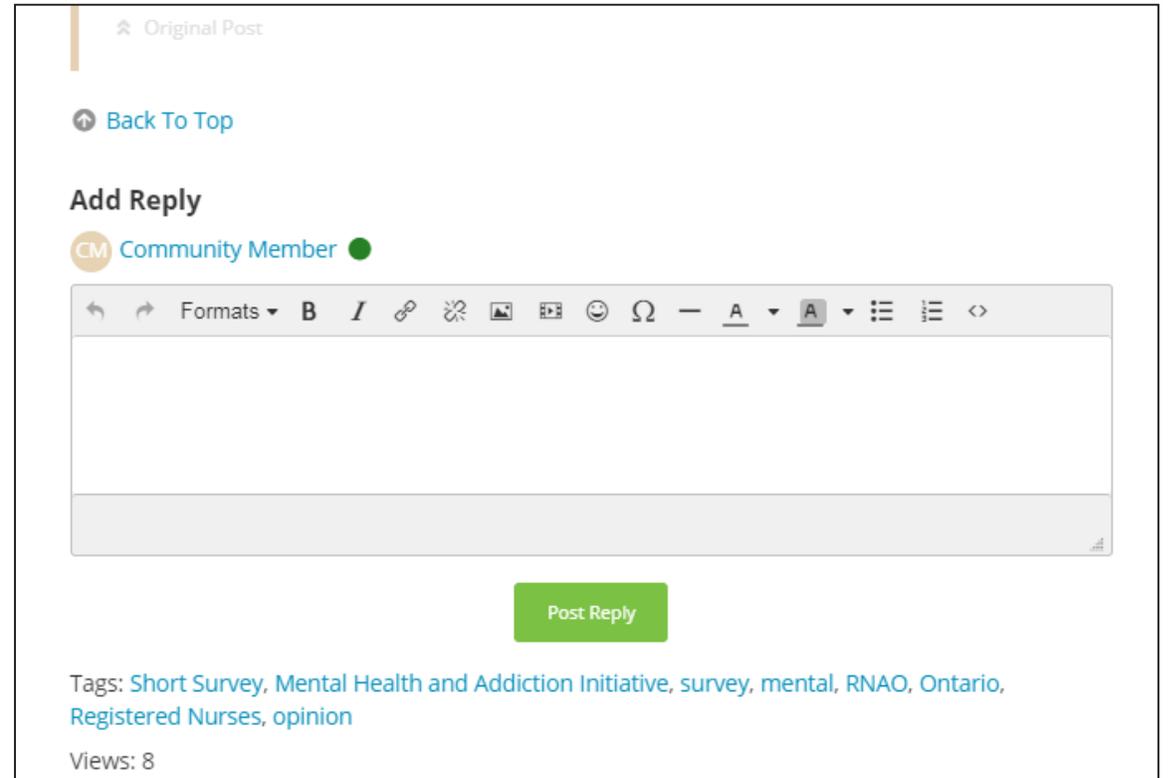


The screenshot shows the 'Create Topic' page in a forum. At the top, there is a breadcrumb trail: HOME / FORUMS / CREATE TOPIC. The main heading is 'Create Topic'. Below this is a section titled 'Topic Essentials'. The 'Forum' field is a dropdown menu with 'Select Forum' as the current selection. The 'Subject' field is an empty text input box. The 'Body' field is a rich text editor with a toolbar containing icons for undo, redo, bold, italic, link, unlink, image, video, smiley, link, and text color. Below the body field is an 'Attachments' section with the label 'Attachments OPTIONAL' and a note: 'Attached images and/or videos can also be embedded in your post body.' There is a blue button labeled 'Add Attachments'. At the bottom is a 'Tags' section with the label 'Tags OPTIONAL' and a note: 'Tags are keywords that are used to categorize your posts. Use some of our suggested tags or add your own!'.

# Replying to a post

Scroll down below someone's post and type in the "Add Reply" area. Once complete, click "Post Reply".

You can also see the tags of the post, and the number of views.



# Posting an event

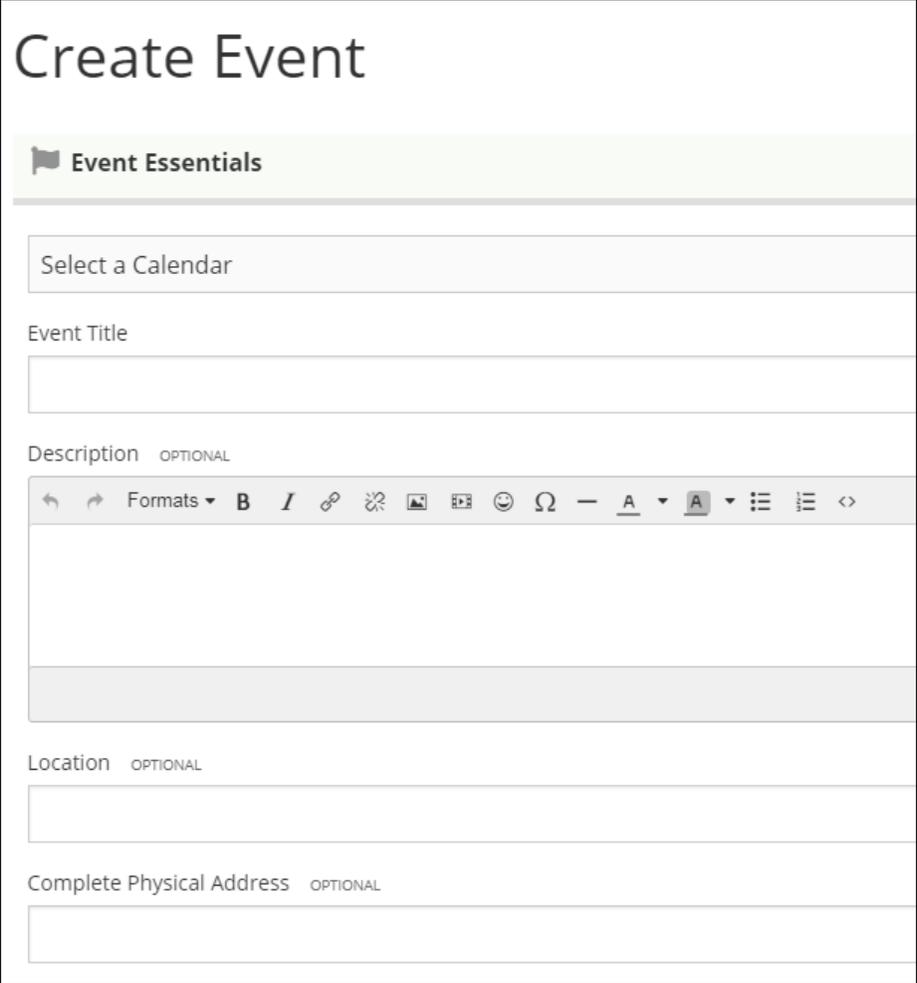
While on the homepage or the group page, click “Post” and then, when you see “What Would You Like To Post?”, click “Event”.

You can also click on “Calendars” in the main menu to view the calendars and post an event.

First “Select a Calendar” you would like to post your event in (short events under 3 days or ongoing events of 4+ days).

Fill out all your event details and upload an image/attachment if you have one.

Press “Publish” when done.



The screenshot shows a 'Create Event' form with the following sections:

- Create Event** (Main heading)
- Event Essentials** (Section header)
- Select a Calendar** (Dropdown menu)
- Event Title** (Text input field)
- Description** (Text input field with a rich text editor toolbar containing icons for undo, redo, bold, italic, link, unlink, image, video, emoji, link, text color, background color, list, and link).
- Location** (Text input field, marked as OPTIONAL)
- Complete Physical Address** (Text input field, marked as OPTIONAL)

# Private messaging

To private message someone you can:

1. Click on your name in the top right and click “Private Messages” from the drop-down menu.
2. Place your cursor over the profile name of the person you would like to send a private message to and click on “Private Message”.
3. Click on “Post” button on the homepage and then when you see “What Would You Like To Post?”, click “Private Message”.

If you selected “Private Message” from your profile menu, click “Start New Private Message” when the “Private Messages” page opens.

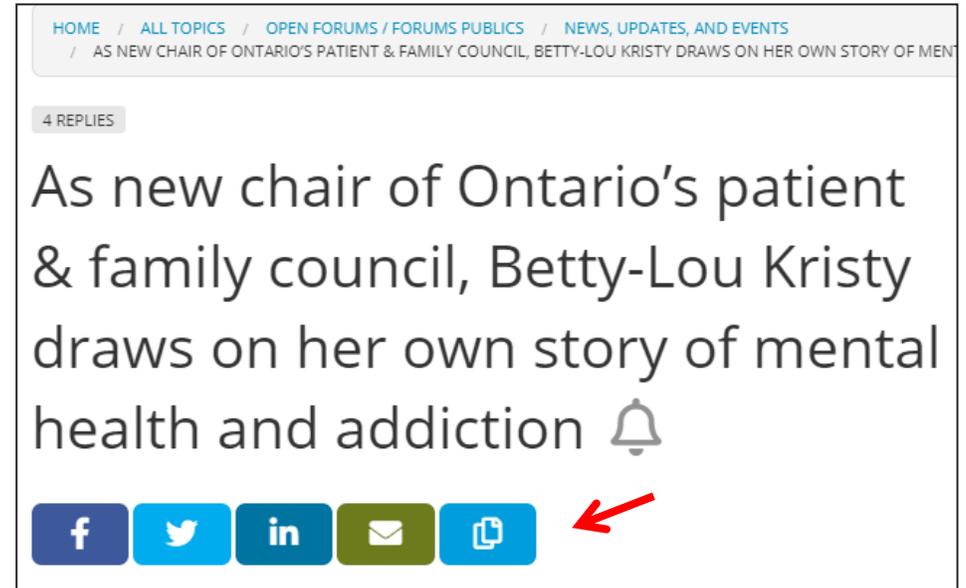
Then title your message, write the body, and search community member from the “Search By Display Name” on the left-side of your screen. Then click “Send Private Message Now”.

The screenshot shows the 'Private Message Essentials' form. On the left, there is a 'Private Message Participants' sidebar with a search box labeled 'Search By Display Name' and a 'Community Member' indicator. The main form area includes a 'Subject' field, a 'Post Body' field with a rich text editor toolbar (containing undo, redo, bold, italic, link, unlink, image, video, emoji, and link icons), and an 'Attachments' section with the text 'Attached images and/or videos can also be embedded in your post' and a 'Collapse Attachment Box' checkbox. A green 'Send Private Message Now' button is located at the bottom right.

# Sharing topics and calendar posts

To share a topic through your email or social media account, click on the topic you would like to share from the main site and look for the share buttons under the topic title.

To share an event through your email or social media account, click on the event you'd like to share from the events list and look for the share buttons at the bottom of the event.



Come

back soon

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**EENet Connect is an online community *by you and for you*. Visit as often as you like – EENet Connect members want to hear from you! Post a comment or question today. Get connected and help shape our community. [www.eenetconnect.ca](http://www.eenetconnect.ca)**

For more information and technical assistance with EENet Connect, contact site administrators at [eenetconnect@camh.ca](mailto:eenetconnect@camh.ca)

**Thank You**

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