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
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.
Make it personal
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”.

![Image of a profile page with options to edit and upload an avatar.](Image)
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.
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.
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’.

![Control Panel For Community Member]
Update Profile

Account Credentials

Your account information is always private. No one, not even site admins, can view your password. Admins can view your email address, however.

Email Address

This email address is verified.
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.
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.
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.
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.
Have your say
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).


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”.

Create Topic

Topic Essentials

Forum
Select Forum

Subject

Body

Attachments optional

Attached images and/or videos can also be embedded in your post body.

Tags optional

Tags are keywords that are used to categorize your posts. Use some of our suggested tags or add your own.
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.
Editing a post or calendar event

To edit a **topic**, click on your post then click “Manage Topic”.

From there, you can click “Edit Topic” to edit your post.

To edit a **calendar event**, click on your calendar event then click “Manage Event”.

From there, you can click “Edit Event” to edit your event.

Once you’re done, don’t forget to click “Update” to save your edited post or event.
Deleting a post or calendar event

To delete a post, click on your post then click “Manage Topic”.

From there, click “Delete Topic” to delete your post.

To delete a calendar event, click on your calendar event then click “Manage Event”.

From there, click “Delete Event” to delete your event.
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”.
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
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

For more information and technical assistance with EENet Connect, contact site administrators at eenetconnect@camh.ca
Thank You