

[Directory](#)[Forum](#)[Calendar](#)[Collaborate](#)[Profile](#)

On the Directory tab, you will find a search form, in which you can search for people and organizations from your own workgroup(s) or in your entire network. By default, the members of your workgroup will appear.

### Search

☒ Your groups ☐ Entire network



and

Specialty is

and

Organization Type is

Search

Just like Google, just put in any term here that you are interested in, such as a first name or a zip code.

Also notice the message box. By selecting one or more collaborators, the To field of the message box will populate and you can send a brief message to any of the collaborators in your network. Your contact information (and theirs) will remain private.

### A Just Harvest

To: Kathy Flint

Your Message:

Hi Kathy,

Great to meet you last week. I'm |  
looking forward to working  
together!

Send your Message

#### Collaborators



Kathy Flint



Jane Jeffry



Jonathan Mitchell

#### Programs

Northside P.O.W.E.R.

The Community Kitchen

The Childrens,Ã Anti-Hunger  
Collaborative

#### Directory Information

Community Organization

7649 North Paulina Street,  
Chicago, Illinois 60626

Rev. Marilyn Pagan Banks

#### Languages

#### Health Topics

Children's Health

Flu Clinic

Food Access

Nutrition

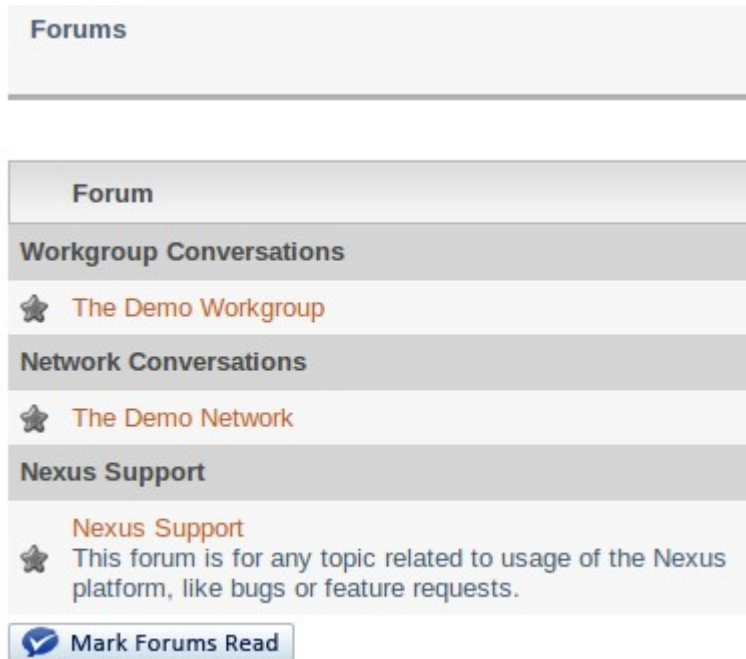
Policy and Advocacy

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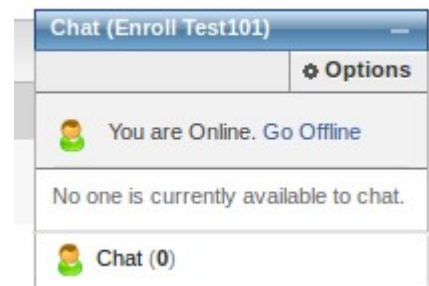
On the Forum tab you will find two important features.

1) Discussion Forums. Here you can post new topics or take part in an ongoing conversation.

**Tip: Subscribe** to topics that you wish to follow closely so that you receive email updates when new content is posted.



2) Private Chat. At the lower right corner of the page you will find a chat tool which enables you to have a real-time conversation with anyone in your network who is logged in at the same time as you.



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On the Calendar tab you will see your workgroup calendar, to which you have permission to post events that will be visible to your workgroup. You will receive a daily digest of new and updated events that are posted to the calendar.

< > Today December 2014

Week Month **Agenda**

< Dec 2014 >

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Calendars

Demo Calendar v

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Dec1	2	3 Test Broad...	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21

**Tip:** Click the **Agenda** tab to see a summary of upcoming events.

< > Today Wed, Dec 10, 2014 - Wed, Dec 31, 2014

Week Month **Agenda**

< Dec 2014 >

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Calendars

Demo Calendar v

**TUE**  
**16**  
**DEC**

Tue, Dec 16, 2014  
12:00am - 12:00am

**THU**  
**25**  
**DEC**

Thu, Dec 25, 2014  
12:00am - 12:00am

**FRI**  
**26**  
**DEC**

Fri, Dec 26, 2014  
12:00am - 12:00am

testing

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On the Collaborate tab you will find your network's community web conference room. When you activate Your Virtual Room Pass, a new tab will open in your browser and you will enter your network's virtual conference room, packed with features like web cam, file presentation, collaboration on the whiteboard, desktop sharing, chatting, various presentation modes, and session recording. See the tutorial videos available in the conference room for much more information.

On this tab you will also find a community telephone bridge line for times when a quick conversation is what you need. Also, this line may be useful if any web conference participants have trouble establishing audio connection in the web conference (which is possible depending on different client capabilities.)

Both of these resources are available on a first-come first serve basis within your network. A scheduling module will be added to the system soon.

### Community Conference

Phone Line: (712) 432-1212

Meeting ID: 600 66 9366#

Host PIN: 2615#

Busy signal? Try (559) 546-1400

*Toll charges will apply in accordance with your phone plan.*

**Your Virtual Room Pass**

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On the Profile tab, you can see your own profile within Nexus. Several items are editable.

Please notice your messaging options in the lower left corner. This is where you can determine where you want messages from your network colleagues to be routed, and you can enable or disable any endpoint at any time.

### Your Messaging

Send yourself a test message

Enabled? Publish?

Text

Message:

(111) 222-3333



Email:

support@northbridgetech.org



Phone:

(866) 848-9224



Update Your Profile

Also, you can indicate whether or not you want a particular item to be published in the workgroup directory (accessible from the directory tab). If you do not publish an item, it will not be publicly revealed.

**Tip:** When you do not have any message endpoints enabled, your message checkbox will be disabled on the Directory tab.