W&M ONE NETWORK

W&M One Network User Guide

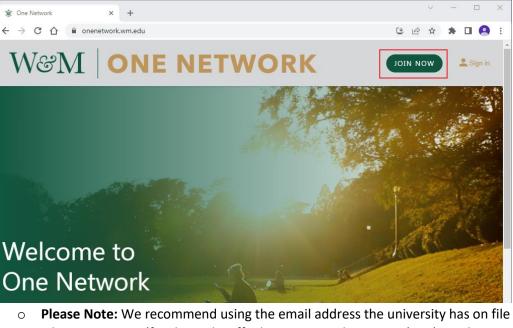
Guide Contents

Part 1: Account Registration	2
Step 1: Basic Profile	2
Step 2: Advanced Profile	4
Step 3: Willing to Help	5
Step 4: Seeking Help	5
Step 5: LinkedIn Profile Sync	6
Step 6: Adding/Updating your One Network Profile Photo	9
Step 7: Notifications & Privacy	12
Step 8: Career Connections Settings	14
Part 2: Explore the One Network Platform	15
Getting Started 1: Post to the Feed	15
Getting Started 2: Send a Direct Message	17
Getting Started 3: Commenting and Liking Posts	23
Getting Started 4: Explore the Business Directory and Add a Business	26
Getting Started 5: Explore Communities	29
Getting Started 6: (Alumni Only) Share a Job Opportunity	34
Here to Help: Questions & Feedback	

Part 1: Account Registration

Step 1: Basic Profile

- Open https://onenetwork.wm.edu/
- Click the green "Join Now" button in the top right of the webpage.



- Please Note: We recommend using the email address the university has on file when registering (faculty and staff, please use Single Sign On (SSO); students and alumni, please do NOT use SSO or your email.wm.edu address, as those expire). For a streamlined login experience, consider using the 'Sign in with LinkedIn' or 'Sign in with Google' feature.
 - Tip: Not sure what email address the university has on file? Look for any recent W&M correspondence in your inbox(s) or log into my1693.com to find and update your contact information.
- Select the appropriate affiliation(s) to the university. You click the checkbox for more than one affiliation as appropriate. *i.e., student, alumni, W&M volunteer, spouse/partner, parent and/or staff & faculty.* Affiliation *

Alumni
Student
Parent
Staff & Faculty

• Answer all the required questions as indicated by an "*" *i.e., degree, gender, affinity affiliations, etc.*

Race/ethnicity
Personal Pronoun *
Please select your professional interests: (Choose all that apply) *
W&M Athletic Team (for use ONLY by current/former Division I v

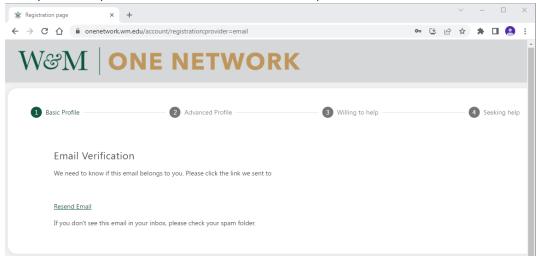
- I agree to the site's Terms of use and Privacy policy and understand that I will be receiving emails and notifications until I choose otherwise.
- Click the green "Continue" button when finished.



 If the "Continue" button at the bottom of the webpage is gray, you have missed answering a required question, indicated by an "*". Scroll through the questions again, answering any that may have been missed.



- The system will proceed to the email verification step.



• Open your email inbox and click the verification link provided via email.

One Network <no-r o One, bcc: me ▼</no-r 	eply@onenetwork.wm.edu> 3:59 PM (1 minute a	go)
	W&M ONE NETWORK	
	Verify your attempt to register on One Network Hi Reveley, You are receiving this email to verify your attempt to register on One Network. In order to verify your email address, please click on the following link Thank you, One Network Team	
	Office of Career Development & Professional Engagement: onenetwork@wm.edu	
	If you no longer wish to receive the notifications, click here to unsubscribe Powered by Graduway	

- Tip: We recommend checking your email on a computer to click the link. If you click the link on a mobile device, registration must continue on that device.
- If you do not see the email, please check your spam folder for a message from <u>no-reply@onenetwork.wm.edu</u>.

Step 2: Advanced Profile

- Once you click the email verification link, you will be prompted to input your professional information, professional organizations/association memberships, and to share your favorite W&M memory or experience.
 - Click the green "Continue" button when finished.

V&M	ONE	NETWORK	P 🔺 🙁 -
Basic Profile —		2 Advanced Profile	3 Willing to help
Professional info	rmation		
Company			Industry
Job title			Job function
Open questions			
	on & Association Mem	barehine	Please share a favorite W&M memory/experier

Step 3: Willing to Help

- You are now prompted to answer how you may be willing to help the W&M One Network community both informally (resume review, etc.) or formally (career connections/mentorship).
 - Check all those that apply.
 - Please Note: Some selections may be pre-populated based on your affinity *i.e., student, alumni, etc.*
 - If you are not interested in helping or providing career connections, simply click the green checkboxes so they are no longer selected.
 - Tip: Career connectors on the One Network platform can control the maximum number of people they help/mentor at a time. (See Step 7 below.)
 - Click the green "CONTINUE" button when finished.

Basic Profile	Advanced Profile	3 Willing to help	Seeking help
-	-		_
How are you willing to he	elp?		
Introduction to Professional Netwo	rk	Interview / Personal Brand	
Industry / Workplace Insights		Admissions / Graduate School Discussion	
Resume / Portfolio Review		Speak on a Panel / at an Event	
Job-shadowing / Externships		Host W&M Events at My Workplace	
Internship / Full-time Opportunities	5	Volunteer at / for W&M Events	
Willing to be a Career Connector			
Career Connections for under	graduate students (mentorship)	Career Connections for mid-career profess	ionals (mentorship)
Career Connections for gradua	ate students (mentorship)	General career advice	
Career Connections for young	professionals (mentorship)		

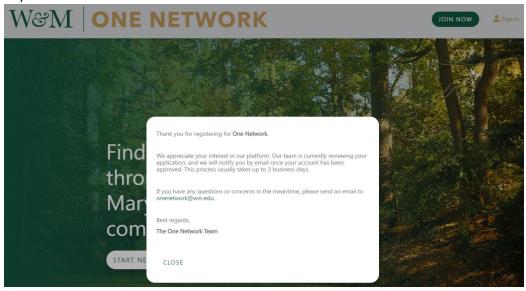
Step 4: Seeking Help

- You are now prompted to answer what help you may need, including career connections/mentorship. Some selections may be pre-populated based on your affinity *i.e., student, alumni, etc.*
 - Check all those that apply.
 - If you are not interested in receiving help or career connections, simply click the green checkboxes so they are no longer selected.

• Click the green "FINISH" button when finished.

	nelp — 4 Seeking help
What help do you need?	
Introduction to Professional Network	unities
Industry / Workplace Insights Interview / Personal Brand	
Resume / Portfolio Review Admissions / Graduate School	ol Discussion
Job-shadowing / Externships	
Need a Career Connectors	
Career Connections for graduate students (mentorship)	mid-career professionals (mentorship)
Career Connections for young professionals (mentorship)	

- If W&M has your email on file, the system will auto-approve your registration for One Network. If you registered using an email address that W&M does not have on file, the One Network admin team will manually approve your account within three business days.



Step 5: LinkedIn Profile Sync

- Privacy Notice: If you wish to sync your LinkedIn account data to One Network, please review <u>One Network's Privacy Policy.</u>
- Once your account registration is complete and your account has been approved, visit https://onenetwork.wm.edu/

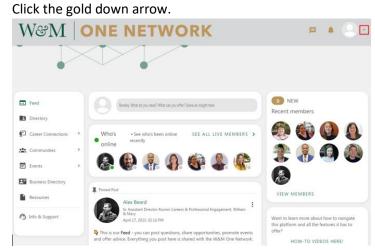
• Click the gold "Sign In" button in the top right of the webpage.



• Login via the method used to create your account, then click the green Sign In button.

	×
in Sign in with LinkedIn	
G Sign in with Google	\supset
W&M SSO	
OR	_
Email	
* E-mail is required Password	
* Password is required	
Sign in	
Forgot password?	

• Once logged in, in the top right corner of the webpage you will see a circle with an empty profile picture and a gold down arrow.



• From the gold drop down menu click "Settings."

•



- Click the "ACCOUNT" tab. Toward the end of the list you will see the LinkedIn logo and "Connect and sync your LinkedIn account."
 - Click the green "CONNECT" button.

W&M (ONE NETW	ORK	■ ▲ 🕗 •
Feed	Settings		
Directory	ACCOUNT	NOTIFICATIONS	PRIVACY
🖬 Mentoring 🔹 🔸			
🔛 Groups	Login options Email *		
Events >			
Business Directory	SAVE CHANGE PASSWORD		
Resources	Current password *		
Info & Support	New password *		
	Confirm password *		
		count ount. This will also allow you to log in with y ate Google Hangouts on your profile. These	

 Login using your LinkedIn username/password and click the blue "Sign in" button.

Linked in

Welcome Back

Don't miss your next opportunity. Sign in to stay updated on your professional world.

Email or Phone	
Password	Show
Cancel Sign in	
Forgot password?	

New to LinkedIn? Join now

• Click the RE-SYNC button.

E Feed	Settings		
Directory	ACCOUNT	NOTIFICATIONS	PRIVACY
Mentoring >			
Groups	Login options Email *		
E Events >			
Business Directory	SAVE CHANGE PASSWORD		
Resources	Current password *		
🙆 Info & Support			
	New password *		
	Confirm password *		
	SAVE		
	in Connect and sync your LinkedIn acc	ount	
	RE-SYNC DISCON	NECT	

- Now your One Network profile will contain a link to your LinkedIn profile, as indicated by the 'in' logo.

Step 6: Adding/Updating your One Network Profile Photo

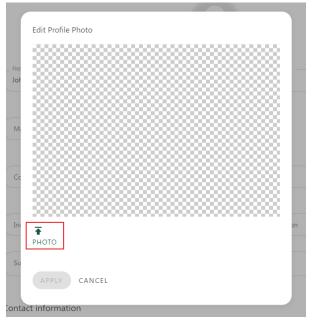
- Once logged in, in the top right corner of the webpage you will see a circle with an empty profile picture and a gold down arrow.

 Click the 	gold down arrow.			
W&M │○	NE NETWOR	К	₽ ♦	-
		>		
• (Click "Edit Profile"			
	■ ▲ Settin Edit p Sign of	profile		

- On this webpage you will see an empty profile picture at the top of the page.
 - Click the shaded bottom third of that circle and the "Edit Profile Photo" popup will appear.



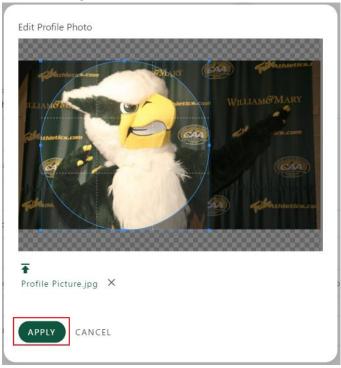
• Click the green up arrow button that says "PHOTO."



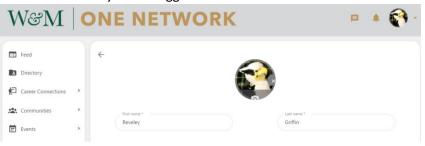
• Find and select the profile photo of your choice and click "Open."

Quicl	B > This PC > Documents New folder Name				Search Documents
↓ Quicl	^				
🕈 Quicl	News				III 🔻 🔟 🌘
	Name	Status	Date modified	Туре	Size
- L#	Custom Office Templates	Ø	2/15/2023 12:02 PM	File folder	
	- Fax	\odot	2/13/2023 1:37 PM	File folder	
🖊 E#	💼 My Data Sources	\odot	2/23/2023 2:40 PM	File folder	
🚔 E🖈 🔄	OneNote Notebooks	\odot	2/16/2023 11:13 AM	File folder	
📰 F#	Outlook Files	Ø	2/20/2023 9:34 AM	File folder	
💻 f 🖈 👘	Scanned Documents	\odot	2/13/2023 2:03 PM	File folder	
4W -	Zoom	\odot	2/13/2023 9:53 AM	File folder	
Pro	Profile Picture	\odot	3/14/2023 12:03 PM	JFIF File	45 KB
Pro					
Tray					
- nav					
Box					
Onel					
This F					
3D (
-					
🔜 Des 🗸					
	File name: Profile Picture			~ Cu	ustom Files

- Click and drag the blue circle to adjust the size and exact area of the photo you have uploaded.
 - Once you have the profile picture sized to your liking, click the green "APPLY" button.

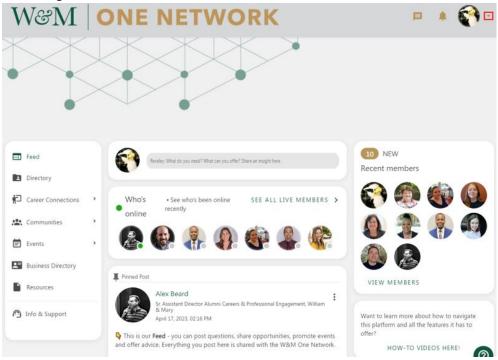


• Your profile picture will now appear in the top right corner of the site when you are logged in.



Step 7: Notifications & Privacy

- Once logged in, in the top right corner of the webpage you will see your profile picture and a gold down arrow.
 - Click the gold down arrow.



• From the gold drop down menu, click "Settings."



• Click the "NOTIFICATIONS" tab. Scroll through the settings and click the toggle buttons to turn on/off notifications as desired.

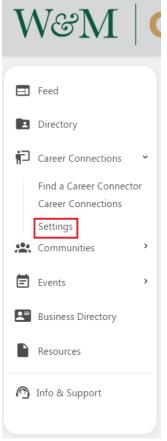
W&M		DNE NETWOR	K			•
🖬 Feed		Settings				
Directory		ACCOUNT	NOTIFICATIONS		PRIVAC	CY
Career Connections	>	Personal activity		Email	Mobile	Platform
Communities	>	Someone sent you a message				
Business Directory		Someone commented/liked your post/photo				
Resources		Someone commented/liked your comment				
ີງ Info & Support		You've been tagged in a photo/album				
		You've been tagged in a post				
		Pending community members				
		Mentoring relationship notifications from admin Mentoring Milestone Due				
		New Badges				
		General activity				(

• Click the "PRIVACY" tab. Scroll through the settings and click the radio buttons to adjust your desired privacy levels.

		ONE NETWORK			
Feed		Settings			
Directory		ACCOUNT NOTIFIC	CATIONS	PRIVACY	
Career Connections	>			Career	_
Communities	>	General	All	Connections	Hide
Events	>	Who can see your phone number?	۲	\bigcirc	\bigcirc
Business Directory		Who can see your email address	۲	\bigcirc	0
Resources		Who can see your location (city, state and country)?	۲	\bigcirc	0
🗿 Info & Support		Who can send you messages?	۲	0	0
		Social media messaging	All	Career Connections	Hide
		Who can contact you via skype?	۲	\bigcirc	0
		Who can contact you via Facebook Messenger?	۲	\bigcirc	0
		Who can contact you via Google Hangouts?	۲	\bigcirc	0
		Who can send you Google Calendar invitations?	۲	0	\bigcirc

Step 8: Career Connections Settings

- Once logged in, in the left menu click "Career Connections" then click "Settings."



- Career connections settings default to "Unlimited." You can also click the plus or minus button to set the number of relationships you are willing to participate in at any given time.
 - Click the green "Update Career Connection limit" button when finished.

Career Connections	ŧ	**	\$
Maximum number of people I want to be a	Career Connector fo	r at a time	
 Unlimited - + 			
	Update Caree	er Connectio	n limit

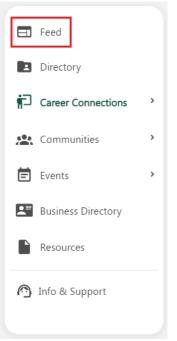
• Please note: If you set a limit of five career connections and all five slots are full, you must end a relationship before participating in any additional career

connections/mentorship activities, including formal mentorship programming — or you must update your mentee limit by clicking the plus button or unlimited button.

Part 2: Explore the One Network Platform

Getting Started 1: Post to the Feed

Once Logged in to One Network, in the left menu, click "Feed."



- Click the "What do you need What can you offer? Share an insight here." prompt next to your profile picture, in the top center column of the webpage.

W&M	ON	E NETWO	ORK		P		() -
	\times						
E Feed		Reveley: What do you need? What can you of	ffer? Share an insight here.		10 NEW Recent members		
Directory		L				4	0
Career Connections	* Wh	O'S • See who's been online recently	SEE ALL LIVE ME	MBERS >	S		
Communities	, onli	ine		Sb			
🛱 Events	, 🔏) 🚯 👫 🚯					
Business Directory					U 🗞		

Introduce yourself to your William & Mary Community on One Network! We recommend this introduction include three key parts: who you are, what you bring to One Network, and what you hope One Network can do for you. *The ethos of the W&M One Network is built on "Asking & Offering."*

- Ex. Hello Tribe! I'm Alex Beard, a community engagement professional and educator who recently joined the Office of Career Development & Professional Engagement at W&M. I'm a graduate of Virginia Tech where I studied Theatre Arts and Leadership & Social Change, with a heavy focus on public dialogue. I have intentionally crafted my career by collaborating closely with leaders to integrate the arts, specifically improvisation, into various business settings. I currently live in Chicago where I also teach, perform, and direct at theatres around the city. I'm always happy to talk to folks about entrepreneurship, training facilitation, design thinking/human centered design, and job crafting. I'm looking to make connections globally, especially those working in the consulting and corporate training/HR space.
- You can use the text editor to format the text, including bold, italics and bullet points.
- You can also add hyperlinks, tag people, upload images and attach files as needed by clicking the appropriate buttons.
- Click the green "POST" button when finished.

P	•	Reveley	r: Wha	t do yo	ou nee	d? W	hat ca	in you	offer?	Share	an insi	ght her	-	×
в	Ι	U	4	ð	₽	Ξ	≡	≣	ì	Ē	Ì	8		
													0 / 40	
	🎝 Ta	g peopl	e				Upload	B d media	ETA			🛛 Atta	ch files	
	POS	г												

• To edit or delete a post, click the vertical three dot icon in the top right of the post, then click "Edit" or "Delete."

Reveley Griffin Mascot, William & Mary April 23, 2023, 04:27 PM	Edit
Hello Tribe, this is an example post.	Delete
IC Like	,r Iocus
Write a comment	from grant histo like tl Previ

• When editing, be sure to click the green "Save" button when finished.

В	Ι	Ū	4	\diamond	≡	Ξ	≡	≣	≥	₫	Ē	8	۲
Hell	o Trib	e, this	is an	edited	post.								
													36/4
									BETA				

 When deleting, be sure to click the green "DELETE" button to remove the post from the platform.

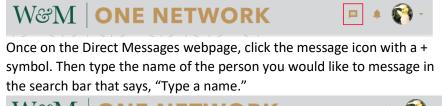
ſ	Are you sure that you would like to dele	ete this Post?
1İ	DELETE	

Getting Started 2: Send a Direct Message

- There are two methods to send messages: the "Direct Messages" webpage and via an individual's profile.
 - If you know who you would like to message:

1th a

 Click the gold message icon in the top right of the One Network webpage.

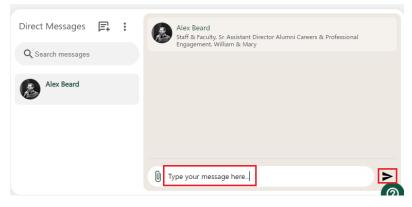


W&M	ONE NETW	VORK	Þ	÷ 📢 -
E Feed	Direct Messages	New message Q Type a name	1	
Directory	Q Search messages		-	

- When you begin typing a person's name, the system will automatically show a few suggestions based on the letters typed so far.
- Click the name of the person you want to message.



• Type your message in the white text bubble at the bottom of the webpage and click the black send icon to send your message when finished.

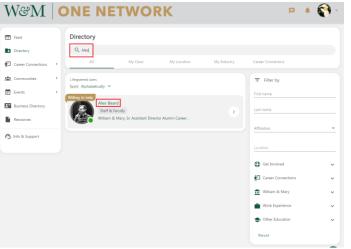


• If you do not know who you would like to message:

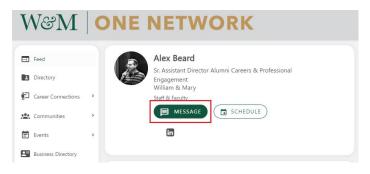
• Click "Directory" in the left menu.

V	V&M│	(
	Feed	
	Directory	
ŕ	Career Connections	~
	Find a Career Connector Career Connections Settings	
	Communities	>
Ē	Events	>
	Business Directory	
	Resources	
	Info & Support	

- There are two methods to search for someone in the W&M One Network: the "Search" bar and the "Filter by" menu.
- In the "Search" bar at the top center of the webpage, type any of the following: an individual's name, a company name, industry, etc.
 - To clear your search parameters, simply delete anything typed in the search bar.
 - Once you've found the person you would like to message, click their name.



 Once on their profile click the green button that says "MESSAGE"



• Type a short message to the person and click the blue "SEND" button.

Message Alex Beard	
To Alex Beard	
Write a message or attach a file	
Q	
U	> SEND

• You can also use the "Filter by" search in the right menu to pinpoint your search.

First name Alex Last name Affiliation • Location Get Involved • Career Connections • William & Mary • Work Experience • Other Education •		Filter by
Last name Affiliation Location Get Involved Career Connections William & Mary Work Experience Work Experience		
Affiliation Location Get Involved Career Connections William & Mary William & Mary Work Experience		lex
Location Get Involved Career Connections William & Mary Work Experience V		ast name
Get Involved ✓ Image: Career Connections ✓ Image: William & Mary ✓ Image: Work Experience ✓	•	ffiliation
Career Connections William & Mary Work Experience		ocation
William & Mary Work Experience	~	Get Involved
Work Experience	~	Career Connections
-	~	William & Mary
✤ Other Education	~	Work Experience
	~	Other Education
Reset		Reset

• Filtering is a powerful tool as it can be utilized in conjunction with the "Search" bar. This is helpful if your "Search" bar results alone are too broad, i.e., you know someone's first name and that they work in accounting. In this example, you would look to the "Filter by" menu and select Work Experience -> Industry -> Accounting, then type their first name into the "Search" bar.

First name				
Last name				
Affiliation	-			
Location				
Get Involved	~			
Dereer Connections	~			
m William & Mary	~			
Work Experience	^			
Company				
Industry				
Search				
Accommodation			Directory	
 Accounting 			-	
Administrative and Support Services			Q John	
Advertising			All	
□ A		+		

 Please Note: The "Filter by" menu is sticky, meaning you must reset the filters before running additional searches. To clear your filter parameters, click the green "Reset" button at the bottom of the "Filter by" menu. If you do not reset your "filter by" settings, your search bar results will remain filtered and therefore limited, i.e., you filtered based on accounting on your last search, and now have decided to look up an old roommate by name. If they are not in accounting, even if you spell their name correctly, they will not appear in the search results as the "Filter by" settings will only allow individuals in accounting to appear.

➡ Filter by	
First name	
Last name	
Affiliation	-
Location	
Get Involved	~
Career Connections	~
1 William & Mary	~
Work Experience	^
Company	
^{tridustry} Accounting	Ŧ
Job function	•
Other Education	~
Reset	

- To check your messages and see previously sent messages, click the gold message icon in the top right-hand corner of the webpage to view the "Direct Messages" webpage.



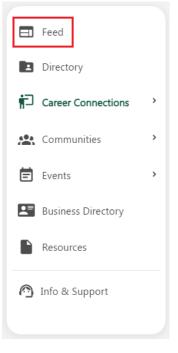
• Here you can search for previously sent messages, have continued threaded conversations, and send new messages if you know the recipient's name.

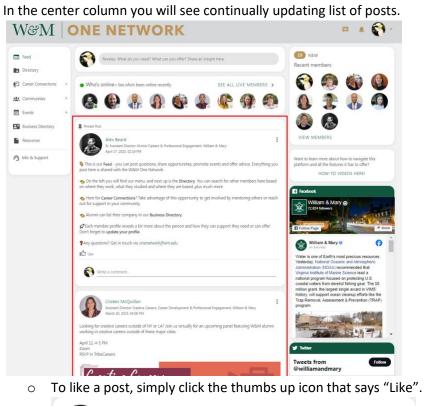


Getting Started 3: Commenting and Liking Posts

-

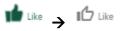
Once Logged in, in the left menu click "Feed."





	Alex Beard Sr. Assistant Director Alumni Careers & Professional Engagement, William & Mary March 6, 2023, 07:00 PM	:
	e! I'm Alex Beard, a community engagement professional and educator who recently joined the Office of evelopment & Professional Engagement at W&M. I'm a graduate of Virginia Tech where I studied re	
1Like 2C	Comments	
IG Like		
0	Write a comment	_
۲	Jonathan "JD" Due March 13, 2023, 01:18 PM Alex - welcome to the Tribe! We're thrilled to have you on board and at the helm of this exciting initiative! And being an Army Vet, I have just exceeded all my nautical terminology for today. We look forward to Read more 1 Like 1 Reply Like 1 Reply Like Reply Like Reply	
	Alex Beard March 13, 2023, 06:07 PM Thanks JD! I'm so happy to be here - looking forward to working together.	:
-	To remove your like, simply re-click the like buttor	י ר ר

To remove your like, simply re-click the like button. The thumbs up icon will change from green to grey.



-

 To add a comment, find a post you want to respond to, and next to your profile picture at the bottom of the post, write your thoughts in the "Write a comment" line and click the black send icon.

	Kathleen Powell Chief Career Officer/Asso June 21, 2022, 01:22 PM	ciate Vice President of Advancement, William & Mary	:
Vision 2026 d 2026!	etails the pathways arc	ound democracy, data, water, and career! See where W&M is heading toward	d
https://www.v	/m.edu/about/adminis	tration/strategicplanning/vision2026/index.php	
* Vision	0N 2026	William & Mary has led in powerful ways during the most challenging times. The key to that success has been understanding the moment that w are in while seeing the possibilities Go to our website	e
6 Likes I 🖒 Like			
🚱 Wri	te a comment		_

• To edit or delete your comment, click the vertical three-dot icon on your comment then select "Edit" or "Delete."

Kathleen Powell : Chief Career Officer/Associate Vice President of Advancement, William & Mary : June 21, 2022, 01:22 PM :	
2026) https://www.wm.edu/about/administration/strategicplanning/vision2026/index.php	
* Vision 2026	
VISION 2026 VISION 2026 VISION 2026	
7 Likes 1 Comment	
Write a comment	
Reveley Griffin April 23, 2023, 04:46 PM Anyone can type a comment here. Edit Like Reply]
Dele	rte:

• When editing, be sure to click the black send icon after you have edited the reply text.



 To reply to or like a comment, simply scroll to the comment you would like to respond to and click either the "Reply" or the "Like" button.

DELETE

CANCEL

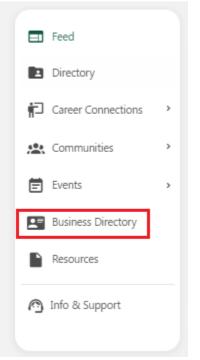
	Kathleen Powell Chief Career Officer/Associate Vice President of Advancement, William & Mary June 21, 2022, 01:22 PM	:
Vision 2026 d 2026!	etails the pathways around democracy, data, water, and career! See where W&M is heading toward	ł
https://www.v	vm.edu/about/administration/strategicplanning/vision2026/index.php	
* Vision	William & Mary has led in powerful ways during the most challenging times. The key to that success has been understanding the moment that we are in while seeing the possibilities Go to our website	e
7 Likes 1 Comr	nent	
😚 🔤	te a comment	_
Apri	eley Griffin I 23, 2023, 04:46 PM I can also edit your comments.	:

Getting Started 4: Explore the Business Directory and Add a Business

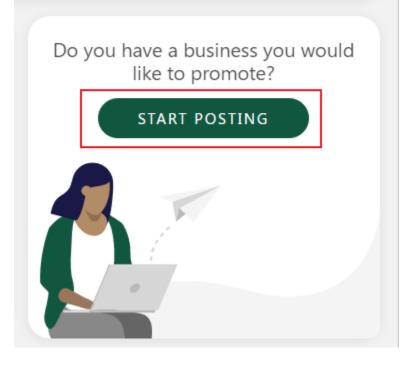
- To View a Business
 - Once logged in, in the left menu click "Business Directory."
 - Using the center search bar type a keyword in the "What are you looking for?" panel, or a geographic area in the "Location" panel.

- To Add a Business:

• Once Logged in, in the left menu click "Business Directory."



- On the right side of the webpage, you'll see a panel that says, "Do you have a business you would like to promote?"
 - Click the green "START POSTING" button.



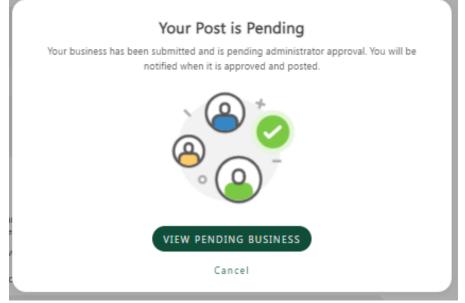
 Fill out the General Information fields, Category fields, Offer fields, Contact Options, Logo, and Image. *"*" denotes a required field.*



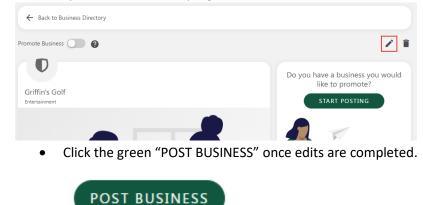
Click the Green "POST BUSINESS" button when complete.



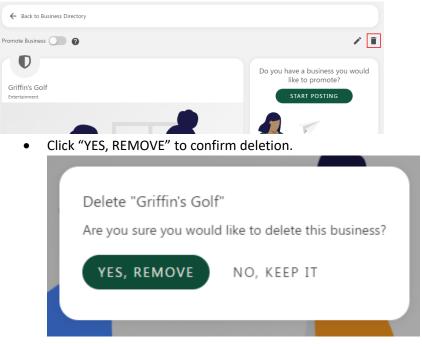
• Admin review is required before businesses will appear on the One Network platform. Please allow for three business days for review.



- To edit or delete a business in the Business Directory, select the business you administer.
 - Click the pencil icon in the top right corner to edit.

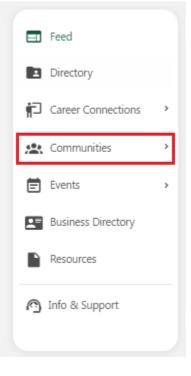


• Click the trash can icon in the top right corner to delete.



Getting Started 5: Explore Communities

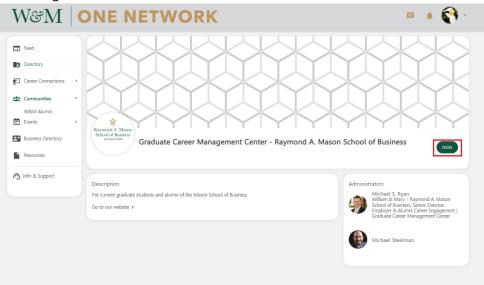
- To Join a Community:
 - Once Logged in, in the left menu click "Communities."



• Under "More Communities," click any community you are interested in joining.

W&M	ONE NETWORK	P 🔺 😭 *
 □ Feed □ Directory □ Career Connections → ∴ Communities → WBMA Alumni □ Events → □ Business Directory □ Resources △ Info & Support 	Communities Cased Your Communities With Advance With Advance More Communities	
	Remont Massen Noted if Basses For current graduate students and alumni of the Mason School of Business.	

• Confirm the community you selected is correct by reading the description, then click the green "Join" button.



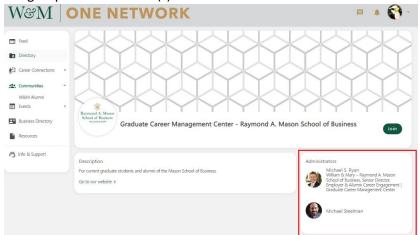
 For most communities an administrator will need to approve your request to join. Please allow for a minimum of three business days for your request to be reviewed.



• Once approved, the Community will show up under "Your Communities" on the Communities page.

W&M (ONE NETWORK	P 🔺 😭 -
 □ Feed □ Directory ② Career Connections > > > Communities > W&M Alumni ⊠ Events > ⊡ Business Directory □ Resources ○ Info & Support 	Communities Vour Communities Vour Communities Raymond A. Mason School of Business VILLIAM & MARY Graduate Career Management Word Communities	

• Please note: The system will not notify you when your request to join a community has been granted or denied. If a community you have requested to join does not appear in your "Your Communities" list after at least three business days, message the group's administrator(s).



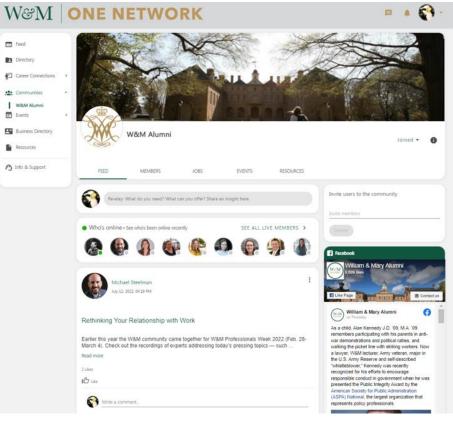
- To Interact with a Community:
 - Once logged in, in the left menu click "Communities."

	Feed	
2	Directory	
ŕ	Career Connections	>
<u>.</u>	Communities	>
Ē	Events	>
	Business Directory	
	Resources	
0	Info & Support	

• Then click either the community name from the left menu or click the community name under "Your Communities."

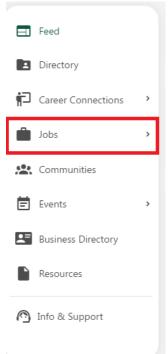
W&M │ ○	NE NETWORK	Þ	() -
 Feed Directory Career Connections Career Connections	Communities Your Communities		
	More Communities Revenued A. Mann Robust of Biniers Graduate Career Management Center - Raymond A. Mason School of the Biniers Seministration Seministration For current graduate students and alumni of the Mason School of Business.		

 Communities are best thought of as a "platform within a platform." All site functionality you've learned so far, such as how to post to the feed, comment, etc. remain the same.

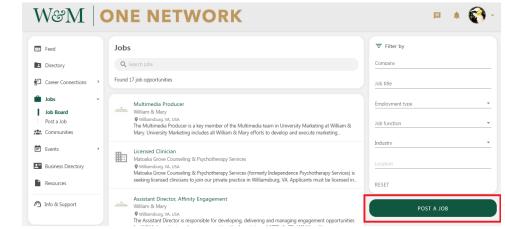


Getting Started 6: (Alumni Only) Share a Job Opportunity

- To share a job in the W&M One Network Alumni Job Board:
 - Please note: This functionality is currently only available for the W&M alumni community on One Network. Current students and recent graduates should utilize <u>TribeCareers</u> (William & Mary's job and internship platform) to discover job opportunities.
 - o Once logged in, in the left menu click "Jobs."



• Then click the green "Post a Job" button.



• Type your job details into the requested fields, making sure to adjust the job posting end date, then click the green "Post" button.

Post a Job		
Company *		_
itle *		_
ocation		۵
imployment type	• Recruiter job ID	_
ab function		T Post date
ndustry		4/23/2023
General company link (NOT jo	ob posting link)	7/23/2023
ob description		
	B Roboto v 14px v B I U	
<u>A Y Z Y N C</u>		
		000
TUPLOAD PDF	u/i	
Please select how you wo	uld like candidates to apply	
● Email	O Through your site	
mail *		
Additional email		
POST CANCEL	L	

 If you need to edit your job posting, click the job title from the job feed (or search for your job title if too many are listed).

₩&M	0	ONE NETWORK	P 🔺 😭 -
E Feed		Jobs	∓ Filter by
Directory		Q Search Jobs	Company
Dereer Connections	•	Found 4 job opportunities	Job title
Jobs Job Board Post a Job Communities	*	Example Job Vontanti & Many Vontanti & Stadium Drive, Williamsburg, VA, USA Vol	Employment type
E Events Business Directory	>	Multimedia Producer William & Mary V Willambarg W, USA The Multimedia Producer is a key member of the Multimedia learn in University Marketing at William & Mary University Marketing includes all William & Mary efforts to develop and execute marketing.	Industry
Resources Info & Support		Assistant Director, Affinity Engagement William & Mary @ Williamsbarg, Nu USA The Assistant Director is responsible for developing, delivering and managing engagement opportunities for W&M alumni in two alumni communities; the Association of 1775 (Ao75), W&M's military, veterar, an	POST A JOB

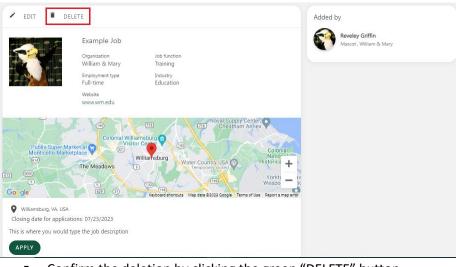
• Then click the green "Edit" button.

EDIT	DELETE		Added by
	Example Job		Reveley Griffin Mascot, William & Mary
	Organization William & Mary	Job function Training	-
	Employment type Full-time	Industry Education	
	Website www.wm.edu		
Publix Super Monticello Ma cito cito cito cito cito cito cito cito	The Meadows	Williamsburg Water Country USA (*) Hist	Colonial Maloc done + orsti - IV sepo - IV set a map and
Williamsburg, VA, U Closing date for appli			
This is where you wou	ld type the job description		
APPLY			

• Make any changes necessary and then click the green "POST" button.

Paragraph	`	· .	T _×	Ē	Rob	oto		`	~	14px			~	В	Ι	U			
<u>A</u> ~ <u>#</u> ~		6	ð	Ŧ	Ξ	Ę		≣	Я	¶۰	>=	4		≣	ì	ż	8	⊞~	,
$\langle \rangle$																			
This is where y	/ou	woul	d typ	e the	job d	escr	iptior	1											
																		0	
PLOAD PDF																			
lease select h	ow	you	WOL	ıld lik															
lease select h	ow	you	WOL	ıld lik	0	Nebsi	Throu	igh y	our		ings								

 Once the closing date for applications has passed, please delete the job posting from One Network. Click the job posting and then click the green "DELETE" button.



• Confirm the deletion by clicking the green "DELETE" button.

	Delete confirmation
E	Are you sure that you would like to delete this job
	DELETE CANCEL

Here to Help: Questions & Feedback

- If you have any questions, comments, concerns or feedback regarding W&M One Network, please contact: <u>OneNetwork@wm.edu</u>.