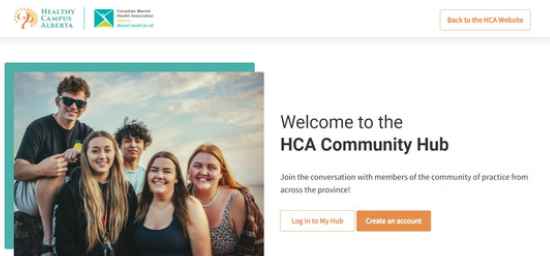


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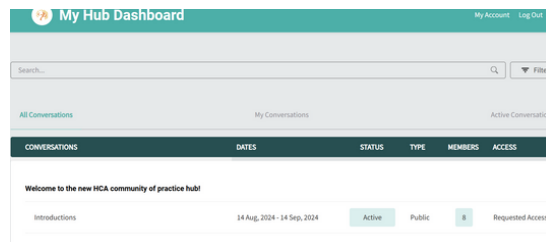
FOR THE HEALTHY CAMPUS ALBERTA COMMUNITY OF PRACTICE

Joining the Hub



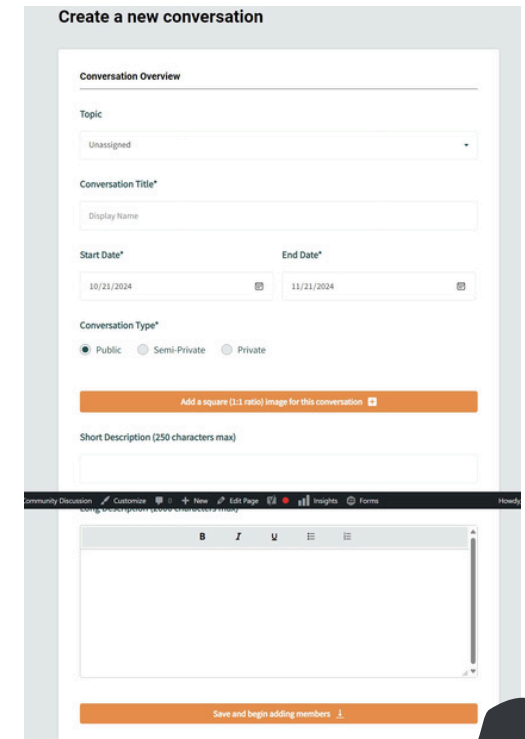
Sign up by following the or **sign in** here. <https://community.healthycampusalberta.ca/> If you were active on the old hub your profile can be easily activated. Just click 'forgot my password' to reset. This will send a password reset email to you. You are welcome to contact HCAAdmin@chma.ab.ca for support. You can change your password at any time through *My Account*.

The Dashboard



You will notice a variety of **topics** and **conversations** that have been created which you can join and request to help moderate if applicable. You can click *All Conversations* or *Active Conversations* to see what conversations you might want to join. You can click *My Conversations* to see conversations you are a part of once you join a conversation and start engaging. You can use the Search bar or Filters to refine your search for ongoing conversations.

Creating New Conversations



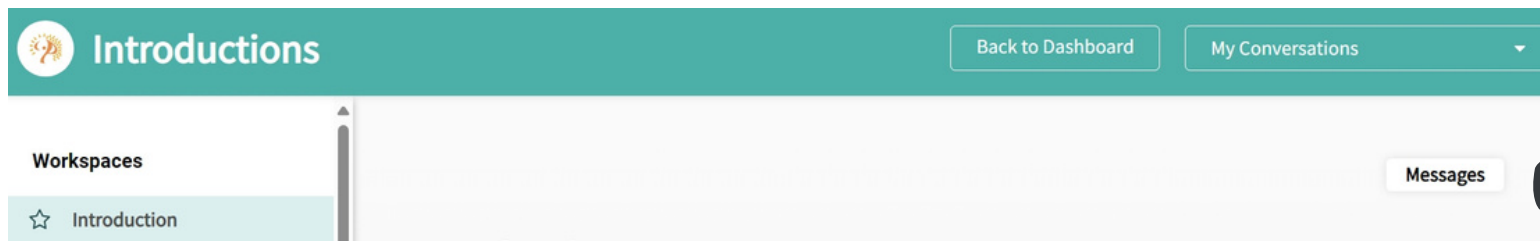
You can click the *Create a new conversation* button to **create your own conversation**. This will make you the moderator of that conversation. If you specify Public, anyone can join. Semi-Private conversations can only be joined by invite. Please email admin@healthycampusalberta.ca or hcaadmin@cmha.ab.ca if you think you would like to help moderate a conversation that is already started or email the moderator of the conversation. If you are the moderator of a conversation, you can access the *Conversation Settings* to **change details about the conversation** as well as *Add Members* to the conversation inviting others or add additional moderators. If the conversation is Semi-Private, only users you invite can make edits to the conversation.

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Messages

On the right side of the screen, there is a *Messages* button you can click to **view and send messages** within that conversation. Messages are seen by everyone in the conversation and are the place where you communicate with others as a chat function. You can **edit or delete** your own messages.



Workspaces & Conversation Tools

When you click on a conversation, you are brought to the conversation page. On the side of the screen, you can click the *Workspaces* menu items in the bar to **access the different workspaces (i.e. Meeting notes and resources)**. You can click *My Account* to **change your details, notification settings, and password**. Check out all the *Workspaces* including *Meeting Resources, Resources and Outputs* within each conversation! These spaces are designed for **collaboration, information sharing and resource creation**.

Workspaces	 Activity Timeline
 Introduction	 Conversation Settings
 Meeting Resources	 FAQs
 Resources	 My Account
 Output	 Log Out as Rebecca