Inbar Connect How-To

ISBA's online community, called Inbar Connect, is a private and secure website that facilitates conversations within ISBA's sections and committees. You could compare them to private Facebook groups, where all conversations within each community are only accessible to members of that section or committee. ISBA members use Inbar Connect to:

- Share and request resources, updates, and rules within the practice
- Pose questions and seek advice
- Promote upcoming events and programs
- Find mentors, connections, and/or opportunities to meet other members
- Stay up to date on the section's or committee's actions
- And more

Frequently Asked Questions

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How do I access Inbar Connect?

You can access Inbar Connect in two ways:

1. Through the online community at connect.inbar.org
2. By sending, receiving, and replying to emails from your [section or committee's unique Inbar Connect email address](#). Every member is automatically subscribed to email updates from their section or committee, and you can respond or create any posts directly from your inbox.

How do I log in to Inbar Connect?

1. Go to connect.inbar.org. (You can also access this from the Sections & Committees tab on inbar.org).
2. Click the blue Sign In button on the top right-hand corner of the screen.
3. Sign in with the same username and password you use for ISBA's website.
   Email memberconcierge@inbar.org if you need login assistance.

How do I search Inbar Connect?

You can search Inbar Connect—across all the online communities of which you are a member—for references to a particular topic, a key term, and more.

1. Log in to connect.inbar.org
2. Enter your search terms in the gray and white search box on the right side of your screen.
3. Sort your results by Relevance, Most Recent, or Least Recent (accessible on the left side of your screen).
4. Filter by the type of content (blogs, discussion or email threads, library entries, etc.) or the community and date in which the content was created (accessible on the right side of your screen).

Narrow your search and get better, more focused results with the following tips and search operators:

- **Searches are *not* case sensitive**. (Searching *estate planning* and *Estate Planning* will return the same results.).
- **Quotation marks** (""): Words within quotation marks are treated as a single search term. Searching *"estate planning"* will only return content where the full term is used—not instances of *estate* or *planning*.
- ***And***: Use *and* to find content that contains several search terms. The search *estate and remote* will return content in which both *estate* AND *remote* appear. (Note that you must use the term *and*—the symbol (&) will not work.)
- ***Or***: Use *or* to find content that contains any one of several search terms. The search *estate or remote* will return content in which either *estate* OR *remote* appear.
- **Parentheses** (): Use parentheses to group *and/or* operators for a more focused result. Searching *estate and (remote or virtual or notary)* will return content that contains the term *estate* and at least one of either *remote, virtual,* or *notary*.
- **Hyphens** (-): Use a hyphen before a word to exclude any content that contains that word. The search *estate -remote* will return any content that contains the term *estate* but not the word *remote*.
- **Asterisks** (*): An asterisk is used as a wild card. It can be placed anywhere within a search term and allows any character(s) to replace it. So, the search *innovat** will return any content that includes the words *innovate, innovation, innovative*, etc.

How do I change my notification settings?

You will automatically receive real-time email notifications every time someone in your community posts or responds to a discussion thread. You can change these settings to receive updates daily, weekly, or not at all.

1. Log in to connect.inbar.org
2. Click your profile picture in the top, righthand corner of the screen. Click Profile.
3. Click My Account, then Community Notifications.

4. You will see a list of all your current communities. You can pick and choose notification settings for each community.
   a. If you would like to receive a daily digest, click the Consolidated Daily Digest checkbox.
   b. If you would like to receive a weekly digest, click the Consolidated Weekly Digest checkbox
   c. If you would like to receive real-time updates, select Real Time from the Discussion Email dropdown box

You can also access your notification settings from the "To change your subscriptions, visit" link at the bottom of every Inbar Connect email.

How do I start a discussion?

Discussion threads are the most-used tool in a community. They allow members to ask each other questions, get recommendations or advice, or simply connect with each other. You can start a discussion thread via the website or via email.

1. Start a discussion via connect.inbar.org
   a. Log in to connect.inbar.org
   b. Click Communities on the blue navigation bar, then My Communities.
   c. Click the community you wish to start a discussion thread in
   d. Click the green Add button next to Latest Discussion Posts
   e. Fill in the subject and message box, then click Post (or schedule to send later). This will send a message to everyone in the community
2. Start a discussion from your email
   a. Every community has a unique email address associated with their listserv. [Find your community's email address >>](#)
   b. Send an email to your community's email address. Format as you would any other email. This will then send to everyone in the community and automatically be added to the online community.

How do I respond to a discussion thread?

You can respond to a discussion thread via the website or your email.

1. Respond via connect.inbar.org
   a. Log in to connect.inbar.org
   b. Navigate to the community you want to respond in. Then click Discussion.
   c. Click the thread you want to respond to
   d. Click Reply to the last message on the thread to send the message to everyone
      i. Or click Reply Privately from the dropdown arrow next to Reply to send your message to the original poster only
2. Respond via email
   a. If you receive a real time update, simply click either Reply to Group (if you want to reply to everyone in the community) or Reply to Sender (if you want to send your message to just the original poster)

b. If you receive a digest email, click the blue title of the thread you want to respond to.
    i. You may be asked to log in to Inbar Connect
    ii. Click the gray Reply button next to the message you want to respond to

How do I update my profile?

Your profile is the way other ISBA members will be able to recognize, connect with, and learn more about you. We recommend you fill in as much information as possible. Much of this information will auto-populate from your current ISBA profile (or the information you input when you sign up or renew your membership).

1. Log in to connect.inbar.org
2. Click the box in the top right-hand corner (it will have a blank silhouette or your current profile picture inside it), then click Profile
3. Update your profile picture
    a. Click Actions below the current profile picture (this will be a blank silhouette if you haven't yet added a profile picture)
    b. Click Change Picture. This will redirect you to the Manage Profile page on the ISBA website
    c. Click Profile Home (located right above Information and Settings)
    d. Click the upload icon that appears when you scroll over the profile picture on the lefthand side of the screen.
    e. Upload your preferred profile picture
4. Update your contact information
    a. Click the pencil icon next to Contact Details (right below your profile picture). This will redirect you to the Manage profile page on the ISBA website
    b. Click Edit bio (under Information & Settings)
    c. Update your address, email, phone number, etc.
    d. Click Save Changes at the bottom of the screen
5. Add a bio
    a. Click the green Add button under Bio
    b. Enter a brief bio into the pop-up box
    c. Click Save
6. Add previous education and job history
    a. Click the green Add button under Education and/or Job History
    b. Fill out the form
    c. Click Save
    d. If you would like to add more than one entry, repeat the process

How do I update my signature block?

If you are engaging with Inbar Connect from your email, the signature associated with your email address will automatically appear for readers. If you would like to change the signature that appears when you engage on connect.inbar.org:

1. Log in to connect.inbar.org

2. Navigate to your profile
3. Click My Account, then Discussion Signature
4. You can pick and choose from the templates that automatically fill the text box (and which will auto-populate with information from your profile). Or you can delete all the text in the box and type your own signature
5. Click save

How do I search the Member Directory?

Every member of Inbar Connect is listed in the member directory (note that only ISBA members who are logged in are able to access or search the directory – this is not available to nonmembers or the general public). To search for a specific member or contact:
1. Log in to connect.inbar.org
2. Click Directory on the blue navigation bar
3. Start a basic or advanced search
    a. A basic search will search the directory by first/middle or last name, company name, or email address.
    b. An advanced search will offer location and community membership in addition to name, company, and email
4. Fill out the fields you know, then click Find Members
5. Find the member you're looking for in the search results. You can then navigate to their profile, send them a direct message, or add them as a contact

How do I connect with another member?

Just like any social media platform, you can "connect" with other members and add them to your network. This is handy if there is a member or group of members whom you direct message often.
1. Log in to connect.inbar.org
2. Click Directory from the blue navigation bar
3. Search for the member who you want to connect with. Use their name, company, or address
4. Once you've found the correct person, click Add as Contact on the righthand side of their search result