

Sending an Email from within a TIA Connect Community

1. Sign into TIA Connect (<https://connect.tiaonline.org/home>).
2. Navigate to the committee you'll be emailing.

The screenshot shows the TIA Connect website interface. At the top, the logo 'TIA Connect' is displayed with the tagline 'Delivering Connectivity Empowering Innovation'. Below the logo is a navigation menu with options: Home, Communities (selected), Directory, Events, Browse, Participate, Projects, Help/FAQs, Standards Procedures Toolbox, and TIA Web Site. A dropdown menu for 'Communities' is open, showing 'All Communities' and 'My Communities'. The main content area is titled 'Latest Emails' and features a notification: 'First Pass of member contacts update' dated '23 July 2020 TR-60 ICT'. Below this, there are three community listings for 'TR-8 Mobile and Personal Private Radio Standards':

- TR-8 Mobile and Personal Private Radio Standards**: 11 Discussions, 23 Libraries, 86 Members. A 'member' badge indicates 'last person joined an hour ago'.
- TR-8.1 Equipment Measurement Procedures**: 5 Discussions, 16 Libraries, 40 Members. A 'member' badge indicates 'last person joined an hour ago'. A link points to the parent community.
- TR-8.10 Trunking and Conventional Control**: 3 Discussions, 14 Libraries, 41 Members. A 'member' badge indicates 'last person joined an hour ago'. A link points to the parent community.

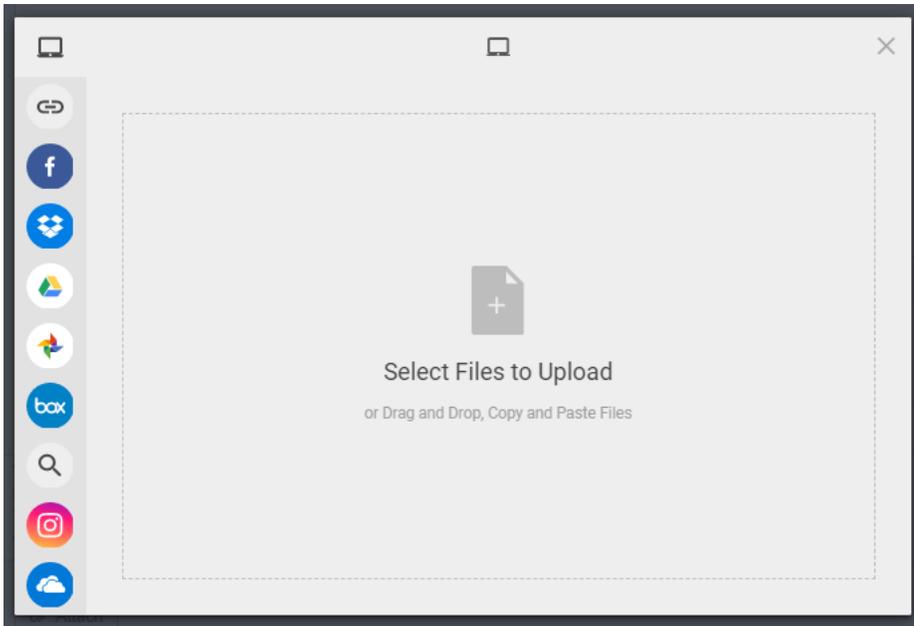
3. Select the “Emails” tab, and the “Post New Message” button.

The screenshot shows the 'TR-8 Mobile and Personal Private Radio Standards' community page. The 'Emails' tab is selected, showing 11 items. Other tabs include 'Documents' (23), 'Events' (0), 'Members' (86), and 'Workspace'. A 'Settings' button is visible. Below the tabs, it says '1 to 8 of 8 threads (11 total posts)'. There are three dropdown menus: 'Most Recently Updated', 'Posts in my communities', and '50 per page'. A green 'Post New Message' button is on the right. Below these elements is a table of threads:

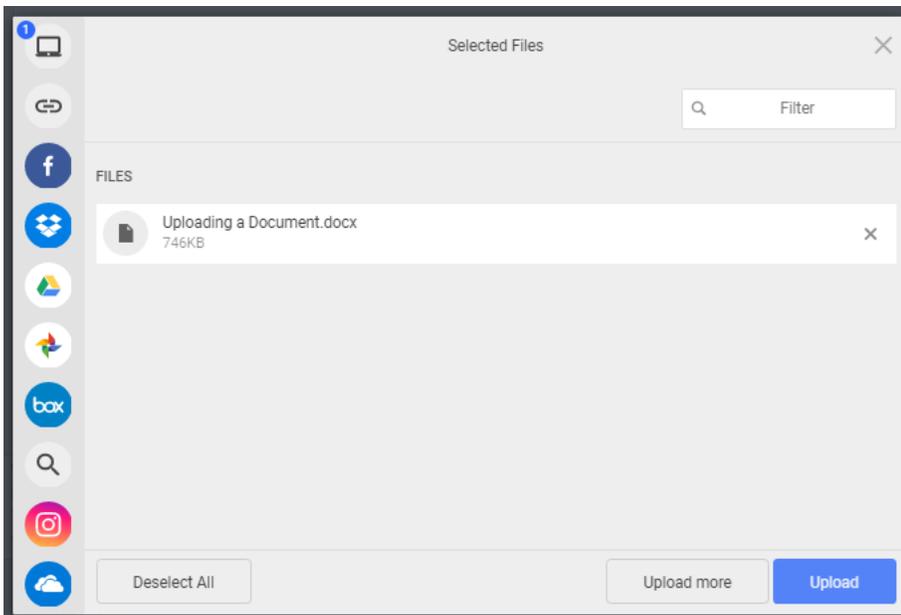
Thread Subject	Replies	Last Post
IMPORTANT - June in Memphis is Canceled	2	3 months ago by Victoria Mitchell
Update from TIA @ Face-to-Face Meetings	0	4 months ago by Victoria Mitchell
Setting Your Email Delivery Preferences	1	5 months ago by Victoria Mitchell
UPDATED June 2020 (Memphis) Meeting Notice	0	5 months ago by Victoria Mitchell
June 2020 TR-8 Meeting Notice	0	5 months ago by Victoria Mitchell
Approved Meeting Report - TR-8 in New Orleans	0	6 months ago by Victoria Mitchell
New Orleans Files Moved	0	6 months ago by Victoria Mitchell
TR-8 Meeting Notice Agenda 2019_10_09	0	11 months ago by Andy Davis

4. Compose and send your message. You have the option of selecting a 2nd committee to receive your email by selecting it from the “Cross Post To” drop down box. Only committees to which you belong will display.

Sending an Email from within a TIA Connect Community



2. Once the document(s) is selected, click the "Upload" button.



IMPORTANT TO NOTE – While the file name you assigned to a document when it was created won't change, by default TIA Connect assigns the document a Title that matches your email's Subject line. It also places the document at the highest-level folder in a committee's library folder tree.

Assign a Document Title and Change the Upload Location

1. Click the "Edit library entry details" link. The Name entered in the Title dialog box does not need to be the same as the file name. The Title given to a document will not affect the file's name.
2. Select the Folder into which the attachment will be placed.

Sending an Email from within a TIA Connect Community

 Attach

Attachment(s)

Uploading a Document.docx 

*attachment(s) are automatically saved in the discussion library. [Edit library entry details](#)

Title

Name

Description
(Optional)

Folder
TR-8 Mobile and Personal Private Radio Standards
- 2019 Meetings
-- 201910_Charlotte
- 2020 Meetings
-- 202002_New Orleans
-- 202006_Memphis - CANCELED
- Working
-- 2019
-- 2020
-- 2018
-- 2017
-- 2016
-- 2015
- TR-8.00.01 Working Group Files

IMPORTANT NOTE – If you are adding an attachment to a reply, you will not have the ability to change the attachment’s Title; it will take on the email’s subject line. You will also not be able to specify the folder into which the attachment is placed...it will be added to the committee’s top-level folder.