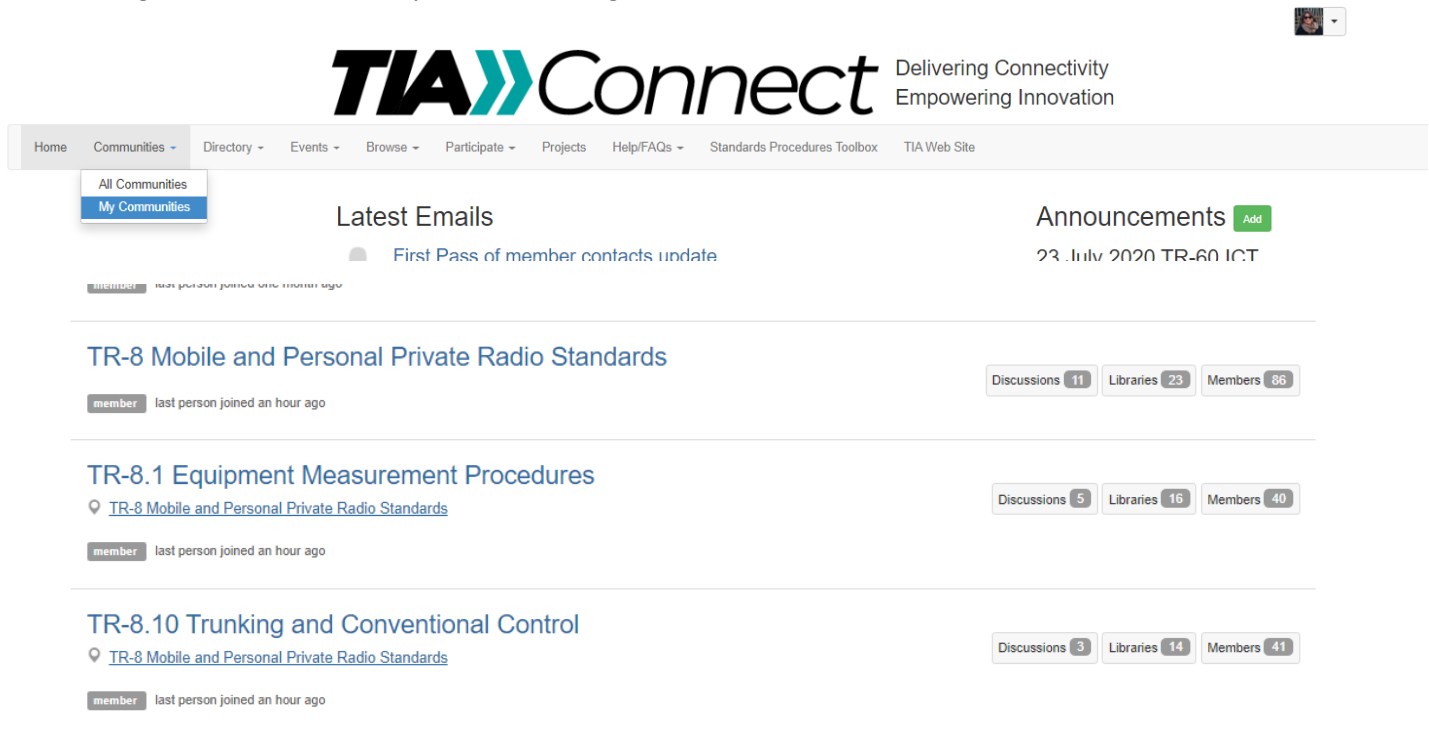


## Sending an Email from within a TIA Connect Community

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 TIA Connect logo is displayed with the tagline 'Delivering Connectivity Empowering Innovation'. Below the logo is a navigation bar with links: Home, Communities (selected), Directory, Events, Browse, Participate, Projects, Help/FAQs, Standards Procedures Toolbox, and TIA Web Site. A dropdown menu for 'Communities' shows 'All Communities' and 'My Communities'. The main content area features a 'Latest Emails' section with a link to 'First Pass of member contacts update'. To the right, there's an 'Announcements' section with a link to '23 July 2020 TR-60 ICT'. Below these, the 'TR-8 Mobile and Personal Private Radio Standards' community page is shown, including a 'member' status indicator and a 'last person joined an hour ago' message. The page also displays statistics for Discussions (11), Libraries (23), and Members (86). Further down, there are links to 'TR-8.1 Equipment Measurement Procedures' and 'TR-8.10 Trunking and Conventional Control', each with its own statistics and a 'member' status indicator.

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

### TR-8 Mobile and Personal Private Radio Standards

Settings

Community Navigator

Community Home Emails (11) Documents (23) Events (0) Members (86) Workspace

1 to 8 of 8 threads (11 total posts)

Most Recently Updated

Posts in my communities

50 per page

Post New Message

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

4. Compose and send your message. You have the option of selecting a 2<sup>nd</sup> 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

To: TR-8 Mobile and Personal Private Radio Standards

Cross Post To: No Additional Discussions

From: Victoria Mitchell

Subject: Sending an Email Using TIA Connect

☒ Yes Automatically insert content preview for links

11pt Paragraph **B** *I* U ~~S~~ { }

Dear TR-8 Participants,

This email is being composed to document the process of sending an email to a TIA committee.

Last auto-saved at: 08-18-2020 08:22

Signature

Edit Your Default Signature

Victoria Mitchell  
Director, Global Standards Programs  
Telecommunications Industry Association  
vmitchell@tiaonline.org, +1.571.215.1858

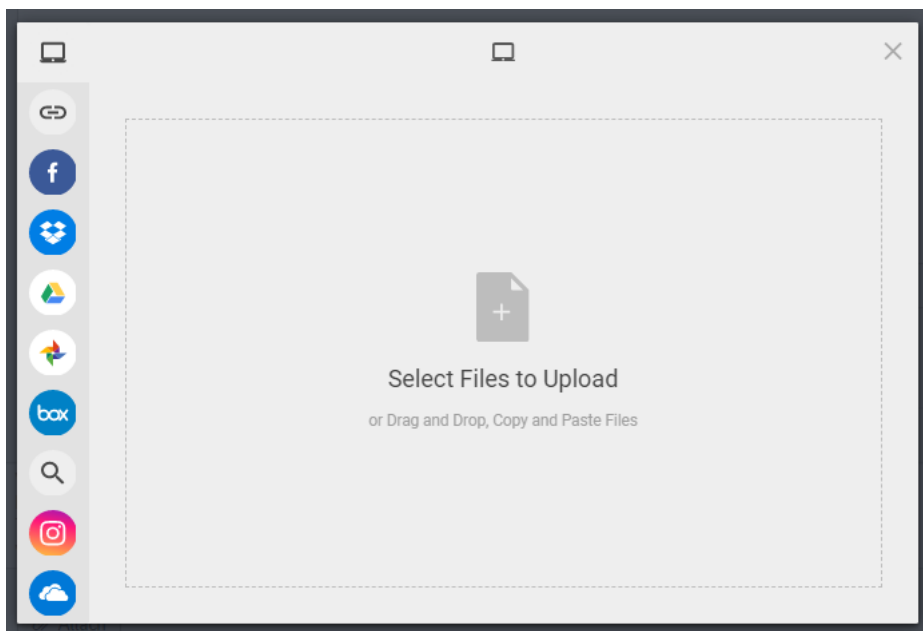
Attachment(s) Attach

## Adding an Attachment to Your Email

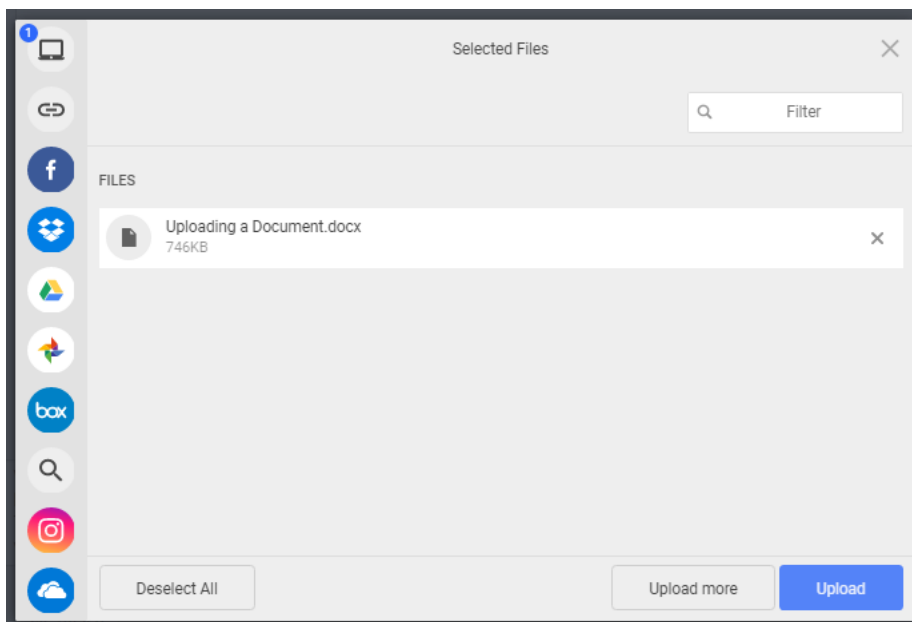
Files attached to an email are automatically added to a committee's document library.

1. When you click the "Attach" button a dialog box will appear, allowing you to select the document to be attached. You can drag and drop a file into the dialog box or click in the dialog box and navigate to the file you're attaching.

## 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](#)

Help/AUS Standards Procedures toolbox TIA Web Site

Title

Name  
How to Upload a Document to a TIA Connect Library

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.