

My Communities

You can easily access your communities by clicking on the “**Communities**” tab in the gold navigation bar. This page is the area that allows Porthole members to access, join and administer their communities. Some communities are public and all portal members can join them, others are targeted to specific groups.

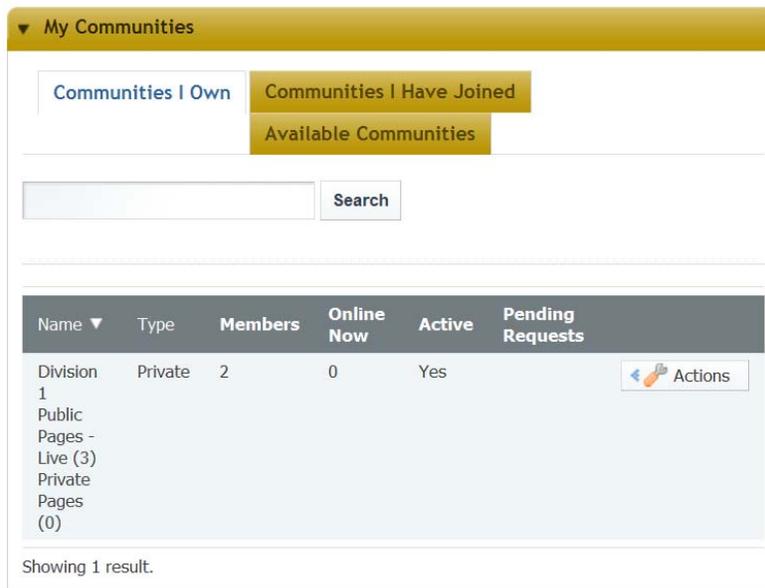


Figure 1

The “My Communities” section of this page, illustrated above in Figure 1, is broken into three main functional tabs:

- **Communities I Own** – Clicking on this tab will display a list of communities that you own and administratively manage. You can view the type, membership count and any pending requests.
 1. Click on the **Actions** icon (illustrated in Figure 2) to edit, manage pages, add/delete members, change administrative members, and/or completely delete the community.

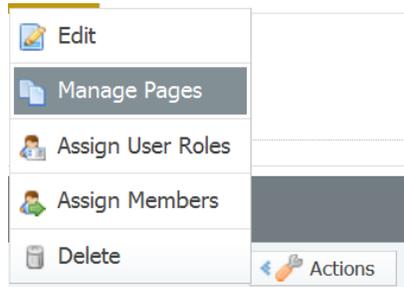


Figure 2

2. Click on the community active link to view and add content to the community (a red box has been added in Figure 3 to indicate one of these links).

Name ▼	Type	Members	Online Now	Active	Pending Requests
Division 1	Private	2	0	Yes	Actions
Public Pages - Live (3)					
Private Pages (0)					

Figure 3

3. At anytime you can search your communities for content by entering your search string in the search box and select “*search*” (see Figure 4).



Figure 4

- **Communities I Have Joined** – Clicking on this tab will display a list of Communities in which you are a member. The screen views and the functionality is similar to the “**Communities That I Own**” tab (with the exception that you cannot administration the community). The look and feel, existing applications and functionality is specific to each community. For details, contact the community owner.
- **Available Communities** – Under this tab, you will see a list of communities that you can join by requesting membership. To join or request membership to any of these communities, click on the “Join” icon to the far right of the community name. You also have the ability to unsubscribe yourself from communities by selecting the “Leave” option.

Figure 5, below, shows an example of one of the communities that you can elect to “Request Membership” for.

CMERT	Restricted	54	0	 Request Membership
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Figure 5