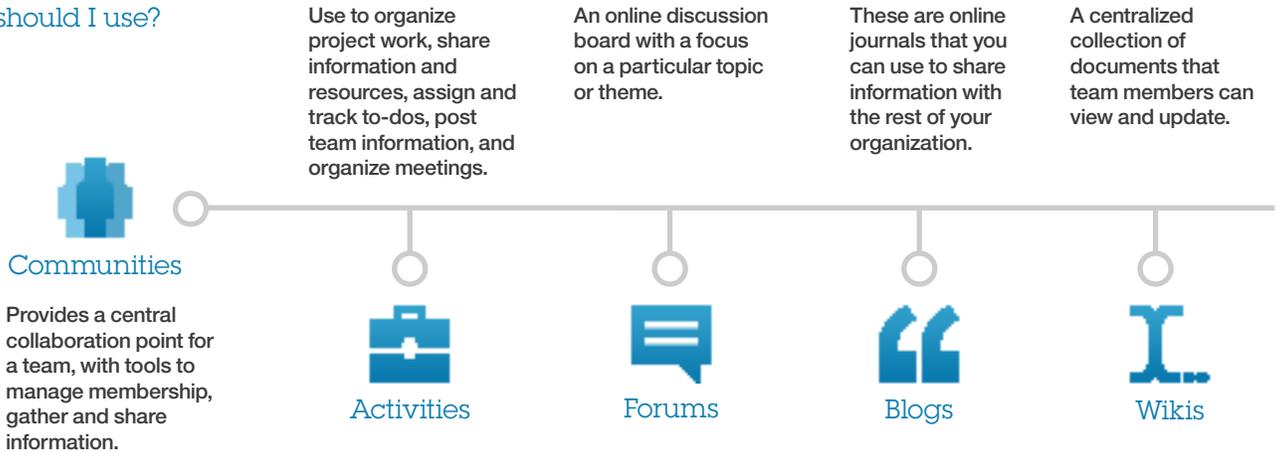# Organize your team
IBM Connections 4.0

Bring people together. Leverage tools to share information, collaborate, discuss, brainstorm, and get things done.

What tool should I use?

Communities

Provides a central collaboration point for a team, with tools to manage membership, gather and share information.

Activities

Use to organize project work, share information and resources, assign and track to-dos, post team information, and organize meetings.

Forums

An online discussion board with a focus on a particular topic or theme.

Blogs

These are online journals that you can use to share information with the rest of your organization.

Wikis

A centralized collection of documents that team members can view and update.

Best Practices

I have a large project that many people are involved in.

Some people need to find information about the progress of the project. Others need a place to work and keep track of actions, related to the project.

Create a community to keep it all together and give everyone what they need.

Communities > I'm an Owner > Start a Community

Start a Community

*Name:

Tags:

Web Address: https://www.examplepage.com/IBMconnections

Enter a short name to customize the link, or le

*Access: ◉ Public - anyone can join

I need to broadcast information to a group of people involved in a project.

Start by using the blog that is provided as part of your community. Members and followers of the community will be notified of new blog posts based on their personal notification settings.

From the community, locate Blog > New Entry

Blog

❝ Share your news and views. Create a

Create Your First Entry

This assumes you have created a Community. Create a Community and a blog is automatically created for you.

Best Practices

I want to discuss a topic and I don't want to fill up everyone's inbox.

Start by using the forum that is provided as part of your community. A forum provides one place where everyone can find the complete discussion. Members of the community can participate and are notified of changes.

From the community, locate Forums > Start a Topic

I want the ability to mark a question as answered. Mark the original topic as a question, then the team can post potential answers and the originator can mark the best response as the answer.

Topics flagged as questions display a different icon depending on if the question is open or answered.
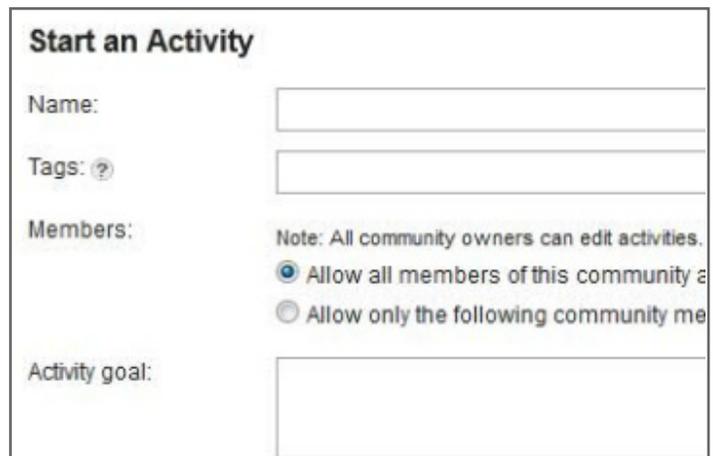
Start a Topic > Mark this topic as a question

Start a Topic

* Title:

☐ Mark this topic as a question

Tags:

Font   Size   b i

This assumes you have created a community. Create a community and a forum is automatically created for you.

The team needs a place to post information and keep track of actions.

I want the team to organize their work into sections. It should be easy to see what has been updated without going through everything. Also, we need a simple view of all the to-do items assigned in the project.

Create a new activity. We recommend creating an activity from your community so that everything about the larger project can be kept together in one place.

From the community, select Activities > Start an Activity

Start an Activity

Name:

Tags: ⓘ

Members: Note: All community owners can edit activities.
● Allow all members of this community a
○ Allow only the following community me

Activity goal:

This assumes you have created a community. Create a community and a forum is automatically created for you.

I want people who are interested but are not members of the community to be kept up-to-date.

Ask people outside of the community to follow the community and they will also get updates.

From the community, select Follow this Community

This Community ▾ Search 🔍

Follow this Community   Community Actions▾

Important Bookmarks

Highlight key Web resources.

Members