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The AESA Community, an online collaborative tool designed exclusively for AESA members, combines the instant, active response features of an email list serve with the newer digital-friendly discussion forums. You can start new threads in each discussion group or “community” or find archived conversations. In real time, daily or weekly digest. You decide. There are many added bonuses like the ability to share large files without cluttering your inbox and instant access to your AESACommunity contacts. But rather than let us tell you about it, we’d rather you see for yourself. Let’s get started!

1. **Go to** <https://aesacommunity.aesa.us/home>. Click on “Sign In” in the top right corner. Enter your email address and create a password. *(TIP: We recommend you click on the “remember me” box the next time you log in— then you won’t have to on future visits.)*
2. **Complete your profile.** Your colleagues will want to know a little bit about you. Upload your photo and share information about yourself. *(TIP: If you have a LinkedIn account, feel free to upload your info from LinkedIn.)*
3. We suggest that the first community to join is the AESA All Member Community. **And, please consider joining an AESA Affinity Group** (visit our [Affinity Groups webpage](#) for more information about these groups). Keep up with conversations on the topics of your choice. Go to **“Communities.”** Select the Affinity Group (community) you’d like to join. At the top of each community page, select “Join Community.” *(TIP: You are now subscribed to receive a daily digest of conversations posted to the AESA All-Member Group which you may elect to change to **real time, weekly digest** or **no emails** allowing you to join the conversation at your leisure.)*
4. **Post a message.** Got a question? Your colleagues have the answer! Go to “Discussion,” then “Post a Message” to send a note to your colleagues in your community.
5. **Share.** Just like the “take a penny, leave a penny” model, if you find something useful on AESA Community, we hope you will share something of your own! You might even ask colleagues for feedback on your shared resource. To share a document, go to “Libraries,” then “Add a New Entry.”

If you have questions or need assistance getting started, please feel free to contact [me](#).

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