## A brief guide to getting started

Welcome! You have been invited to be a member of the Dance for PD Connect at Home team. Join by clicking here and creating an account.

**Four ways to communicate:**

1. You can **Chat**, which is good for quick informal announcements or FYI messages that don't need to be organized into any kind of threads. This is very similar to texting or instant messaging.

Here's how to add a chat message:

Make sure you're in the Chat area

Add your message in the text box



2. You can **Add a Topic**, which is perfect for things that might generate more organized, threaded discussion and conversation—questions, challenges and ideas from which you'd like an organized conversation to develop. This is like a

Facebook Wall or group email for this particular forum, and it's good for topic-based discussions.

Here's how to add a Topic:

2. Click on the + to add a topic OR click on a topic to add a comment

1. Make sure you're in the Topic option
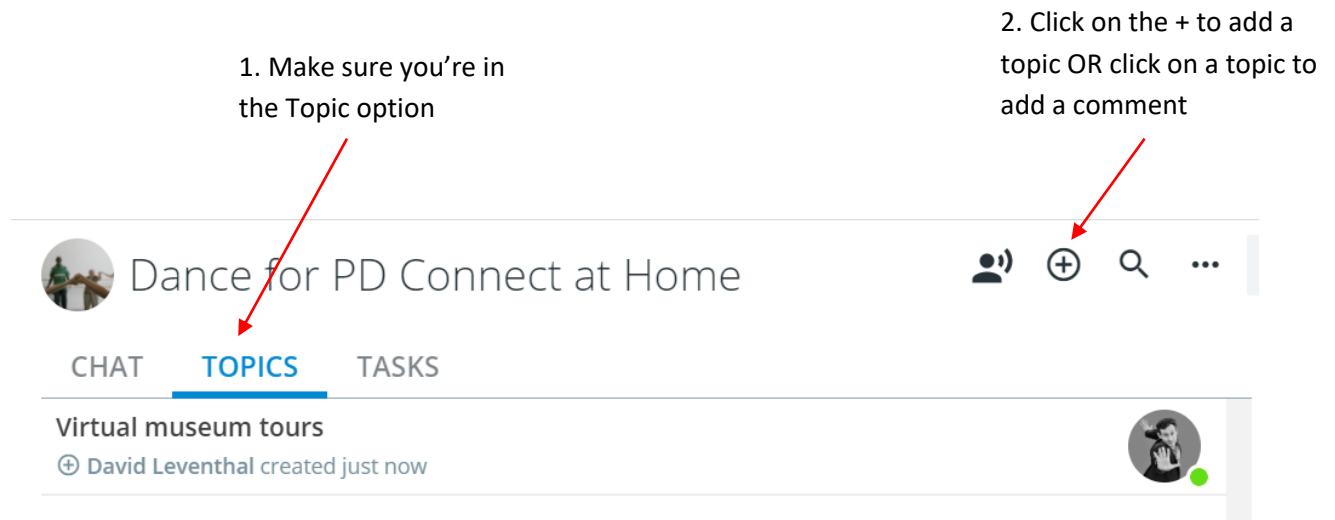


3. You can send a **direct, private message** to other members of the group simply by clicking on their name and sending them a private message. No one else will see this message using the message box (you'll see the prompt "Message *person's name*"
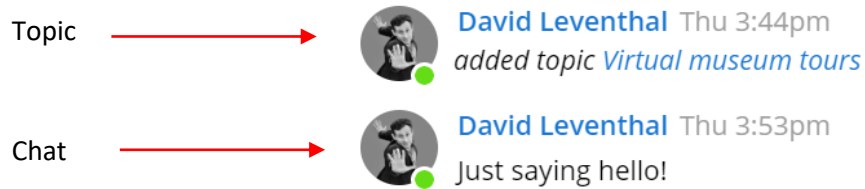
4. You can **call** someone right from the Ryver platform if they are logged in too. Just find the person you want to call, make sure there's a green dot next to their name (which means they're on Ryver), click on their name and then click the call icon:
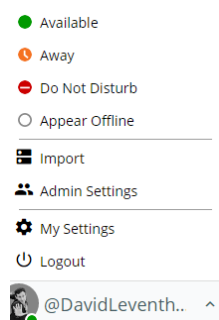


**A few notes**

You can also use all of these features on the Ryver iOS or Android Apps.

When you log in, this is what your **feed** might look like. You'll see the topic I started (Virtual museum tours) as well as Chats (my hello message). You can click on the topic to see more…or respond to the chat.

Topic  ⟶  **David Leventhal** Thu 3:44pm
*added topic Virtual museum tours*

Chat  ⟶  **David Leventhal** Thu 3:53pm
Just saying hello!

You can change your settings and **choose whether your presence is visible or not** (just like Skype) on the administrative panel that opens from the lower left corner.

- ● Available
- ◐ Away
- ⬤ Do Not Disturb
- ○ Appear Offline
- ▤ Import
- ⚌ Admin Settings
- ⚙ My Settings
- ⏻ Logout

@DavidLeventh.. ^

You can also adjust your **notification preferences** by going to "My Settings" selecting Notifications, and making your choices:

- ● Available
- ◐ Away
- ⬤ Do Not Disturb
- ○ Appear Offline
- ▤ Import
- ⚌ Admin Settings
- ⚙ My Settings
- ⏻ Logout

@DavidLeventh.. ^

⟶

Settings

Preferences ▶

User Account

Profile

Notifications

Forums

Teams