

CHEAT SHEET: Using the LBE Network Email Listserv and Online Platform

KEY TERMS

NEWHAB	NEWHAB stands for the Network for Energy, Water, and Health in Affordable Buildings. NEWHAB operates a vast online network of national, state, local, and private partners committed to advance clean energy in the affordable housing sector. NEWHAB has graciously provided a space (or “community”) for the LBE Network to convene, connect, and leverage the peer-sharing features of its online platform. More information on NEWHAB is available at http://energyefficiencyforall.org/newhab .
LEAPSource	The name of NEWHAB’s online platform is LEAPSource, which stands for the Learn Exchange and Action Planning reSource. LEAPSource is a password-protected platform and online space for individuals and groups belonging to NEWHAB. Some of the key partners taking advantage of NEWHAB’s LEAPSource platform are Energy Efficiency for All, Elevate Energy, New Ecology, and many others.
Community	Within NEWHAB, groups form communities in order to convene and discuss around specific topics or shared goals. The LBE Network forms one such community in LEAPSource. Currently, there are more than 20 communities using LEAPSource in partnership with NEWHAB.
Blog	In LEAPSource, a blog entry is the main method of communicating with other members in your community. Adding a blog entry sends an email alert to other members, who are able to respond to the blog entry by logging into LEAPSource OR by responding using their own email platform.
Wiki	LEAPSource community members have the option to create and edit wikis, which are pages that are shareable and editable by multiple users.

GETTING STARTED: SET UP A LEAPSOURCE ACCOUNT

STEP 1 - Request an invitation: Contact Todd Sims (tsims@naseo.org) to express your interest in participating in the LBE Network.

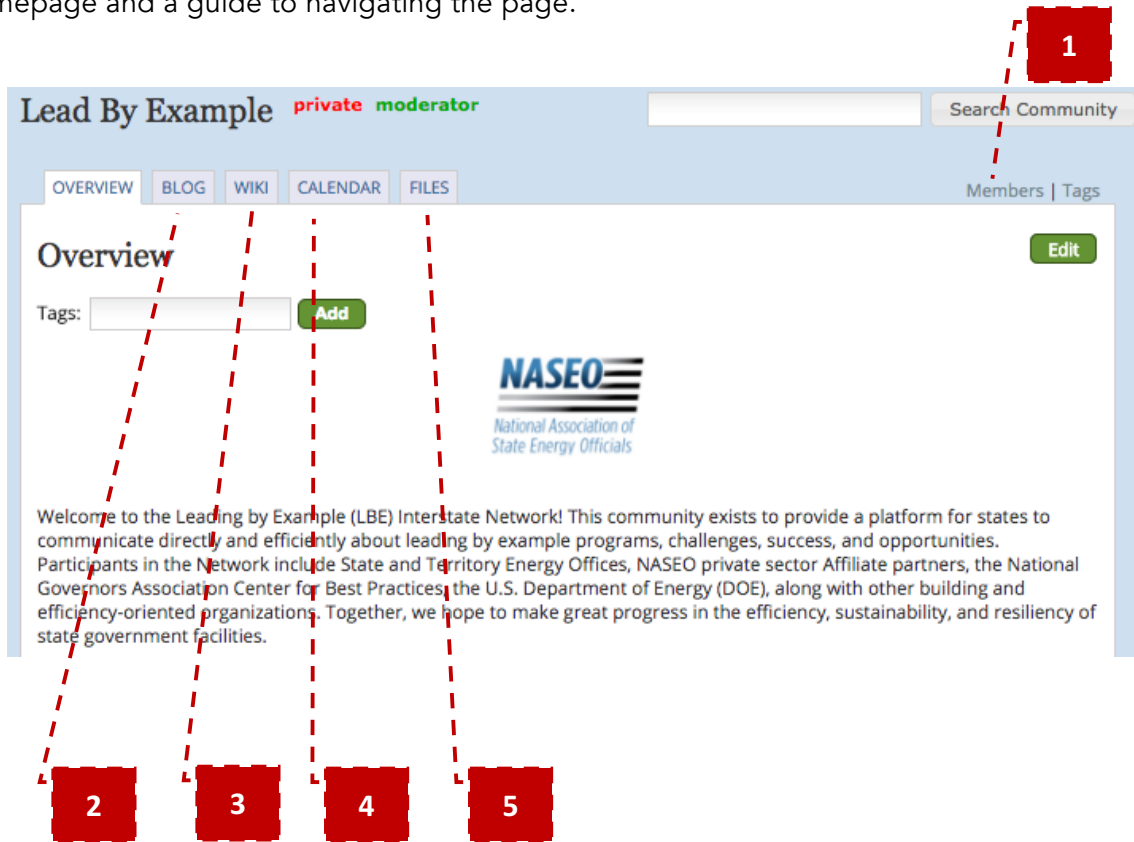
STEP 2 - Follow the link in your email invitation: NASEO will send you an invitation via email. The link in the message will send you to a NEWHAB page that allows you to register.

STEP 3 - Complete the form: Register using your contact information and a photo (optional) so that other members may recognize you.

STEP 4 – Log in: Log in to the LEAPSource site at www.intranet.newhab.net.

USING THE PLATFORM

LBE Network members have access to a wide variety of features within LEAPSource, including interactive functions and shared resources. Below is a screenshot of the LBE Network community homepage and a guide to navigating the page.



FEATURE 1 - Members: Use the "Members" link in the upper right hand corner of the community page to see who else is in the LBE Network. Member profiles include information about fellow members' agencies, positions, and work, and will share contact information to allow you to connect directly with them.

FEATURE 2 – Blog: Use the Blog section of the community to send and receive emails. Add a blog entry or respond to a blog post to start or continue a conversation thread. You may also start a group blog/email chain directly from your email account by sending an email to lead-by-example@intranet.newhab.net. (Note: emails to this listserv address will be sent to the entire community).

FEATURE 3 – Wiki: Use the Wiki to create shareable documents that multiple users can edit simultaneously.

FEATURE 4 – Calendar: Use the Calendar feature to view and add important events to the community's shared calendar.

FEATURE 5 – Files: Use the Files tab to post and share resources in any file format.

MANAGING SETTINGS AND TROUBLESHOOTING

Receiving too many emails? Manage your email settings by:

1. Clicking on “My Profile” in the upper right hand corner of your LEAPSource screen.
2. Clicking on “Manage Communities” (a green button in the upper right hand corner of your profile).
3. Changing your settings so you receive alerts less or more frequently based on your preferences. The drop-down includes options for receiving alerts immediately; in a daily digest; never; as a weekly digest; or as an every two weeks digest.

Lost your password? Click on the “I forgot my password” link on the NEWHAB login screen.

Need more help? Contact Todd Sims (tsims@naseo.org).