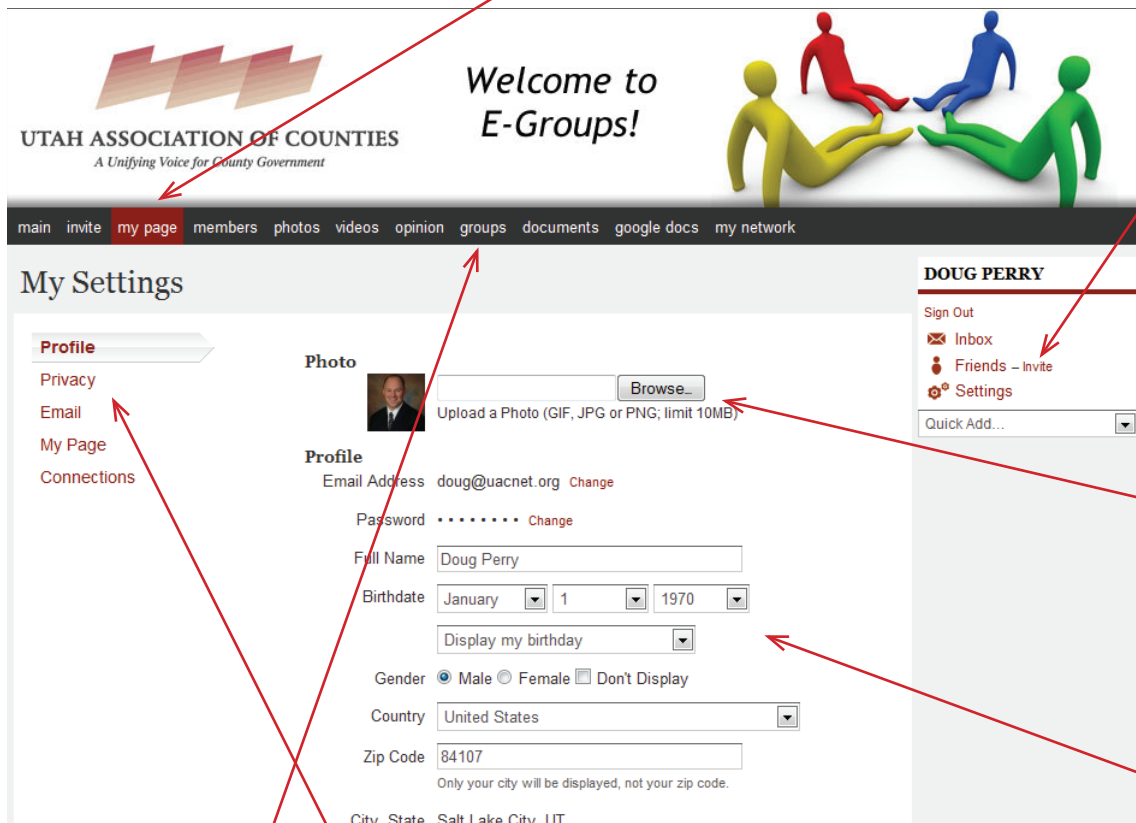


Getting Started with UAC E-Groups

PLEASE NOTE: Before you can join UAC E-Groups, you have to receive an invite from UAC. Please contact UAC if you have not received an invite or would like to receive a new invite. From the e-mailed invite, you will be instructed to click on a link to join E-Groups. Once you join, UAC must approve the membership. Once this is done, you may begin to setup your profile and join your specific E-Group(s).

STEP 1: After you have been accepted and are on the E-Groups site, go to My Page in Menu bar



STEP 2: Click on the Settings link

STEP 3: Upload your photo (optional)

STEP 4: Add any additional information you would like (optional)

STEP 5: Be sure to click on each of these menu items to ensure you have the settings that are right for you:

- Privacy (what you want people to know/see)
- E-mail (notifications to you)
- My Page (settings dealing with the look of your page)
- Connections (connections with Facebook and Twitter)

STEP 6: Once you have your Profile setup, you now need to join the group(s) you want to be part of. To do this, click on the "Groups" link on the menu bar, look over the list of groups we offer, select the one you want to join. This will take you to that group's page - near the bottom of the page, click the "Join This Group" link.

If you have questions or need help, call Doug Perry at (801) 265-1331 or you can e-mail him at doug@uacnet.org