IATSE 891
connect

891 Connect – Quick Start

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Getting Started

Open the Iatse.com website and login like normal.

If you are not already on the personal profile overview page, click on the "Overview" button in the Personal profile drop down menu or Left "Personal Profile" menu.

Navigate to the 891 Connect section and Click "Open 891 Connect"

Interface Overview

To Leave 891 Connect, click "Return to Personal Profile" at the top of the page. Clicking "Home" will return you to the "Getting Started" page shown below. The left menu lists all departments you are currently a member of.

Department Navigation

Each department has its own Messages, Minutes and Contacts sections. (Note: settings are unique to each department.)

Inbox Messages

When a message is opened, it will display the messages like an email and provide multiple options. All messages are stored internally and are not actually emails.

Adding Contacts

All messages between members require each party to agree to become contacts.

*Department chairs can send department wide messages.

To send a contact request, open the "Find Contacts" and search for the member by last name only.

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Pending Contacts

Once a contact request is sent. You must wait for the other party to accept your contact request.

To find the status of contact requests open "My Contacts":

Sending a Message

When sending a new message, you must first select the inbox of the department you wish to send the message from and then click New Message button.
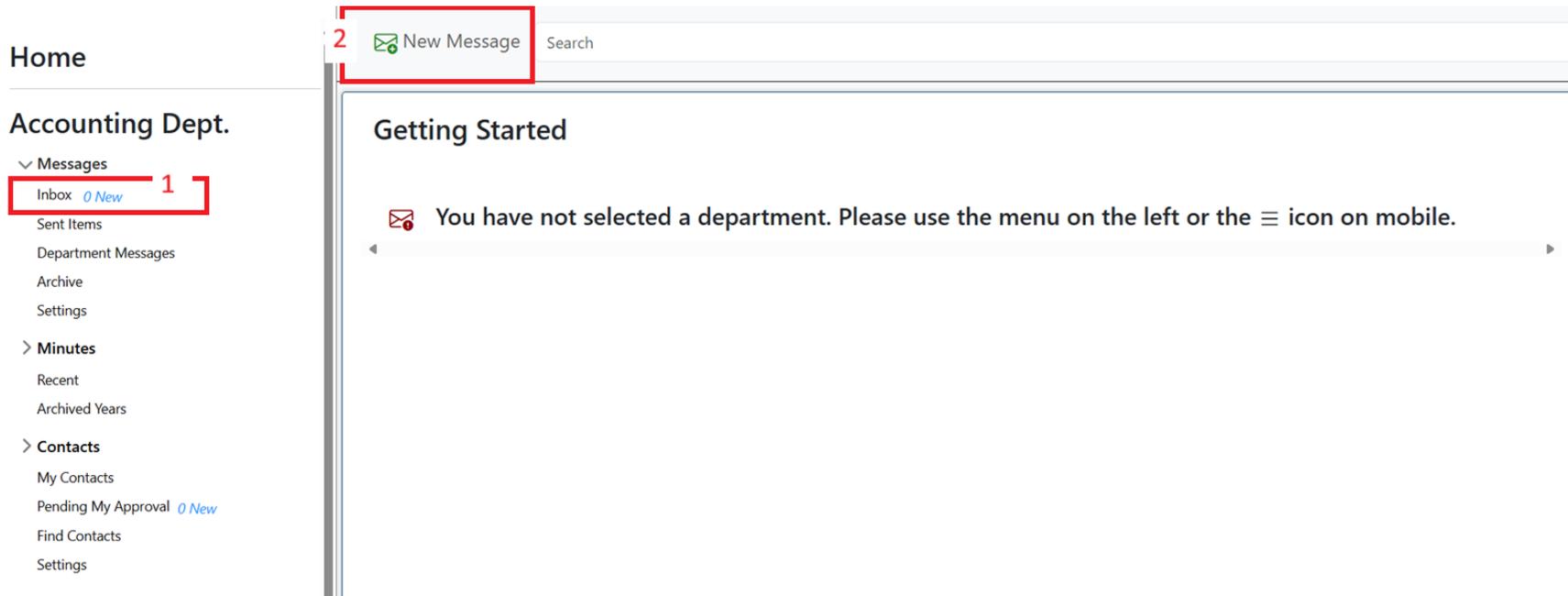
New Message to Member

You must have an accepted contact with a member you wish to message. Once the connection is made, the member will be shown in the Member dropdown list.

Message to Entire Department

Department chairs have the ability to send a message to the entire department as seen below. Please note there is a warning to alert the user that a message will be sent to **ALL** members within the department.

Folders and Categories

Users are given up to 5 folders and 5 categories per department. All categories are visible by default. Folders must be configured by adding a name before they appear in the side menu. You can remove a folder by removing the name only if there are no mail items inside it.

Open the "Settings" menu item in the department you wish to modify, change the default values and click Save Changes:

Settings

Categories

You have have up to 5 unique categories per department:

Category 1
Category 2
Category 3
Category 4
Category 5

Save Changes

Folder Names

Leave a name blank to remove the folder. Add text to add a folder.

You have have up to 5 unique folders per department:

Folder 1:
Folder 2:
Folder 3:
Folder 4:
Folder 5:

Save Changes

Deleting / Archiving Messages

It is not possible to permanently delete a message, the only option is to archive the message. In the event you have received an email that you find offensive or concerning, you may use the report option at the top right of the message and the message will be sent for review and may be removed from your account.

Welcome to 891 Connect

↩ Reply   ↪ Move To ▾   🗄 Archive   🏷 Assign Category ▾   🚩 Report

From: Testing Resource
To: Testing Resource

A message from IATSE