

MOBILE APP INSTRUCTIONS

Getting Started

To download the mobile app:

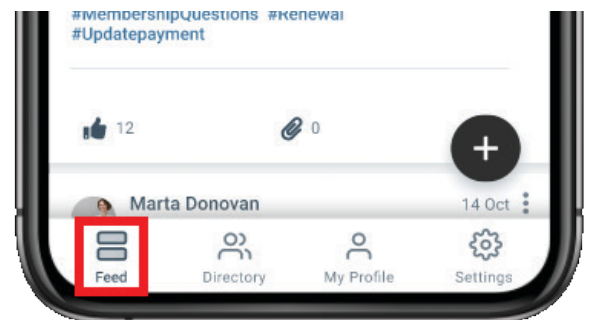
1. On your mobile device, navigate to your platform's App Store.
2. Search for **Connected Community** and download the app.
3. Enter talk.tscpa.com and tap **Next**.
4. Enter your TSCPA website account email address and password.
5. Tap **Login**.



Viewing the Feed

Tap the **Feed** icon at the bottom left of the screen.

By default, the Feed shows the latest content, including events, discussions, library entries, announcements and questions.



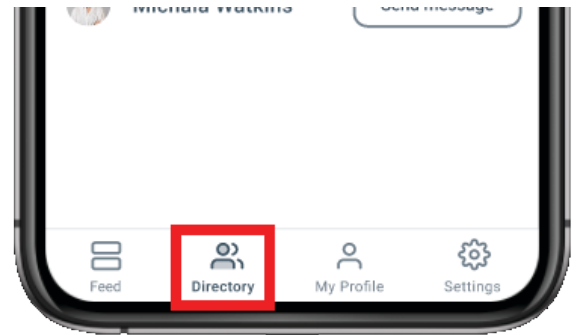
Creating a Discussion or Question

1. Tap the **(+)** icon at the bottom right of the Feed.
2. Tap **Content Type** and select **Start a Thread**.
3. Tap **Community** and select the community in which to post your thread.
4. At this point, you can choose what type of thread to create: discussion or question.
Tap the **Focus Thread as** menu and make your selection.
5. Regardless of your choice, enter a subject and write your discussion or question in the applicable fields.
6. (Optional) Tap the **paperclip icon** to attach a file (image, video, etc.) and/or the **chain icon** to insert a hyperlink.
7. Tap **Post** to add your discussion or question to the chosen community.

Using the Directory

The Directory serves two purposes:

- Member search - It enables you to search for and find other members, allowing you to view their profiles, send them messages, connect with them and more.
- Connection hub - It lists all of the people you've connected with, along with any pending requests from others wanting to connect with you. Tap the appropriate button to either reject or accept connection requests.



Viewing the Directory

Tap the **Directory** icon at the bottom of the screen.

Searching the Directory

1. Tap the **search** field to bring up your phone's keypad.
2. Search by first name, last name, full name or email address.
3. Press the **search key** on your phone to view the results.

Connecting and Messaging

After searching, you can interact with other members in the following ways:

- Tap **Connect** to send a connection request; they'll be notified via the Directory page and in their account inbox. If accepted, they will be added to your Connections list, and vice-versa.
- Tap **Message** to display the message editor; their name will auto-populate in the Send field, so just enter a subject and your message. Once sent, they'll receive your message in their account inbox.
- Tap the **member's name or picture** to view their user profile. From there, you can view any information they've decided to share, as well as connect with them and send messages.

Removing a Connection

To remove someone from your list of connections:

1. Access their profile (tap their picture or name from your Connections list).
2. Tap **Connected** and select **Disconnect**.