

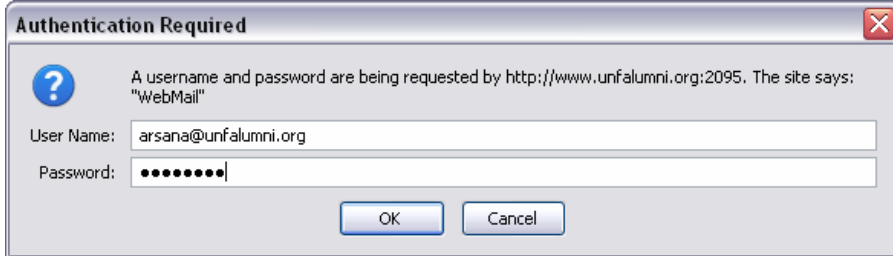
WWW.UNFALUMNI.ORG 101

How to manage your emails?

1. Visit www.unfalumni.org
2. Click “Webmail”



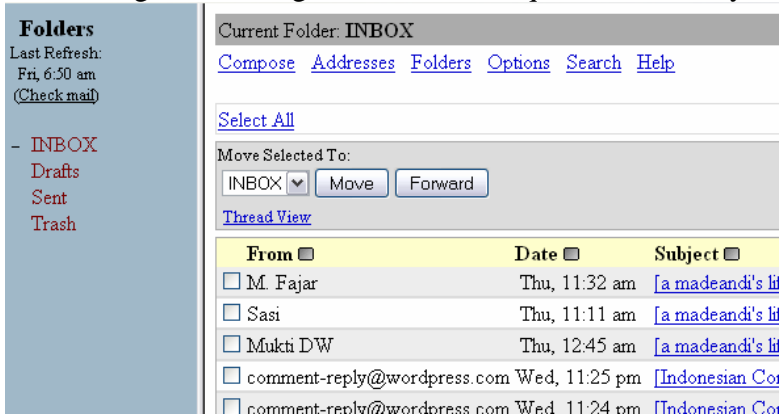
3. Type your full email (e.g. yourname@unfalumni.org) and password. Click “OK”



4. Click option you want (e.g. read email, change password, etc.)



5. For reading and sending emails, select “SquirrelMail” for your client (see above)



How to Maintain your Profile?

UN-Nippon Fellowship Alumni website contains user-managed profiles of each alumnus. The profile can be accessed from the page “alumni” from the navigation bar (below header). Each alumnus can maintain her/his own profile as follows:

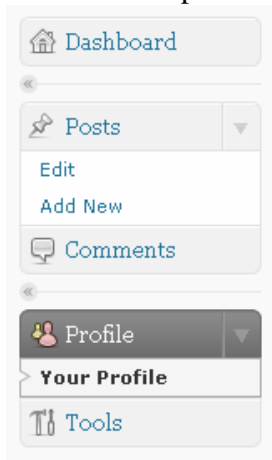
1. Visit www.unfalumni.org
2. Click “Log in” (bottom-left)



3. Type your username (usually your last name, unless you requested otherwise) and password then click “Log in”



4. Select menu “profile” from the side bar



5. Edit your profile as necessary, including your photo (you can upload a new one). The important part is “Biographical Info” where you can type as much information as necessary.
6. Click “Update profile” at the bottom after editing your profile.
7. If you want to see the update, visit our website (www.unfalumni.org) and click “alumni” from the navigation bar and click on your name. You will see something like this:



8. Alumni profile can also be accessed from the map by clicking a symbol (currently blue balloon in a specific State). A pop-up menu will appear with your photo and name. Click the name for detailed profile.

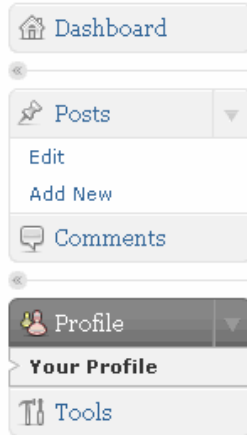


9. Happy trying and have some fun :)

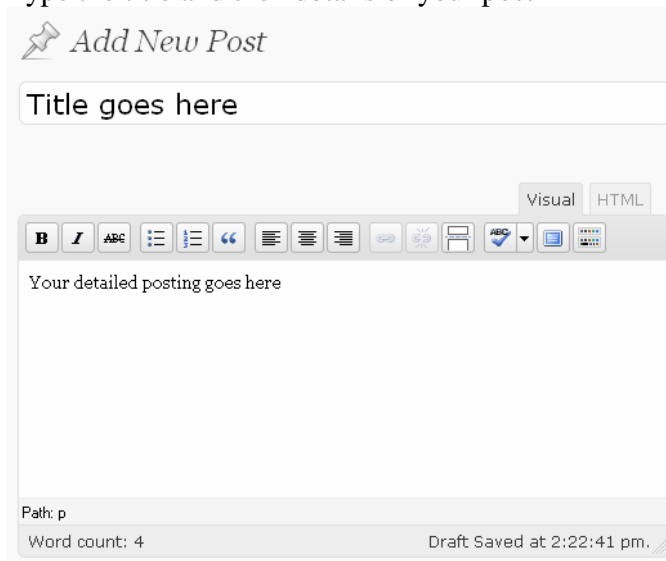
How to contribute a post?

Each alumnus can write something for the website. The contribution will appear in the front page of the website. Follow these steps:

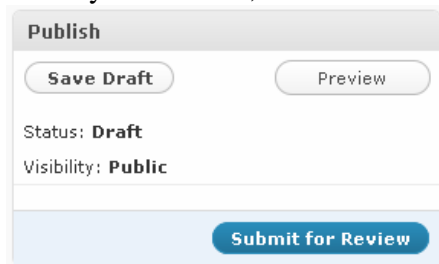
1. Log into the website (follow the steps on “**How to maintain your profile**”, step 1-3)
2. Select “Post” and then “Add New” from the side bar



3. Type the title and then details of your post

A screenshot of the 'Add New Post' form. The form has a title field containing 'Title goes here'. Below the title field is a rich text editor with a toolbar containing icons for bold, italic, text color, list, quote, link, unlink, image, and video. The text area contains the placeholder text 'Your detailed posting goes here'. At the bottom of the form, there is a status bar showing 'Path: p', 'Word count: 4', and 'Draft Saved at 2:22:41 pm.'.

4. When you are done, click “Submit for Review” (on the right side)

A screenshot of the 'Publish' form. The form has a title 'Publish' and two buttons: 'Save Draft' and 'Preview'. Below the buttons, the status is 'Draft' and the visibility is 'Public'. At the bottom of the form, there is a blue button labeled 'Submit for Review'.

5. Administrator(s) will review and then publish your writing so it appears on the website.

What to do if you forget your password?

1. If you forget your email password (user@unfalumni.org), please contact Andi Arsana (arsana@unfalumni.org)
2. If you forget your profile password, click “lost password”



The image shows the WordPress login interface. At the top is the WordPress logo and the word "WORDPRESS". Below this are two input fields: "Username" and "Password". There is a "Remember Me" checkbox and a blue "Log In" button. At the bottom, there is a link that says "Lost your password?"

3. You will need to input your username or email. Email used here is your email in the un_nippon@yahoogroups.com, not your NEW email @unfalumni.org (unless you have made a change). If you also forget your username and or email, then you are in trouble :). Please contact Andi Arsana (arsana@unfalumni.org). After typing username or email, click “Get a new password” a new password will be sent to your email.



The image shows the WordPress "Lost your password?" form. At the top is the WordPress logo and the word "WORDPRESS". Below this is a yellow box with the text: "Please enter your username or e-mail address. You will receive a new password via e-mail." Below the yellow box is a text input field labeled "Username or E-mail:" containing the text "arsana". At the bottom is a blue button that says "Get New Password".

Important.

Please contact Andi Arsana (arsana@unfalumni.org) for any inquiries