Tips Using Emeriti Association Website

➢ **Home page**
Across the top is a Navigation Bar that allows you to move among the various pages. Some have a drop-down menu with several pages listed.

You will see a button to "Join." This allows you join the online community of emeriti and receive notifications, add comments to the news blog, and use the messaging system to email other members. To join, you need a passcode (emailed to emeriti and available through your emeritus office). Once the passcode is accepted, you can then register for the site using a username and password you select (best not to use your Mayo login credentials).

On this and all other pages on the website, almost any text in light blue is a link to other pages; just hover your mouse over the text to tell for sure if it is a link.

➢ **Event page**:
Events are best displayed in "List" view (select in upper right side above calendar)

➢ **Staying Connected page**:
This is the most active page and one you will want to visit most often. Emeriti news is displayed as a "blog" with entries in reverse chronological order. You can expand the entry if not all the text is displayed. The blog is interactive so you can add comments if you are logged in.

On the right hand side there is a navigation bar. There are links to:
  ▪ Our closed Facebook page
  ▪ Other news sources
  ▪ The Emeritus Quarterly Newsletter
  ▪ "Categories" which allows one to filter the blog to see only entries from selected sites i.e. Arizona, Florida or Rochester
  ▪ "Upcoming events" draws from the calendar those events that are coming up in the next three months.

➢ **Staying Active page** (a work in progress)
The links to Perkspot & Carrousel Travel off this page applies to all campuses. For site specific activities, select the link for that campus e.g. Arizona, etc.

➢ **Health Connections**
There are three pages and again links are in light blue text.

➢ **Retirement Tools**
Similar to page on our old site

➢ **Campuses**
Where you will find information more specific to your campus.