

Welcome to Ecunet, the premier ecumenical online network for church leaders!

Why should I be a part of Ecunet?

- Keep in constant touch with other members of your ministry group.
- Have an ongoing meeting at your own convenience, with a discussion log easily retrieved when you want it.
- Your counterparts in other denominations also may be part of the same network.

How did I get here?

- You (or someone you know) registered you as a member of Ecunet or Ecunet Lite establishing an “inbox name” and password. You need to know that inbox name and password to begin using Ecunet.
- To register yourself, simply point your Web browser to www.ecunet.org and click on “Login” in the left-hand box. At the next screen, click on “Register now,” or use your already established inbox name and password to log in.

What’s the difference?

- Ecunet is a membership network that costs \$28.95 per year for full unlimited participation. Full participation includes the ability to create discussions (meetings).
- Ecunet Lite is a limited membership, allowing for personal notes and participation in up to three meetings in addition to any you are joined to automatically at registration. *It’s free!*

What’s an inbox name?

- On Ecunet most people are known by their first and last names, for instance, Mary Magdalene. It’s also an e-mail address for use over the Internet. Mary Magdalene on Ecunet is mary.magdalene@ecunet.org to the rest of the world.

What’s a meeting?

- A meeting is similar to an Internet e-mail list in that it’s a place where members have asynchronous conversations. They drop in at their own convenience and catch up on everything that’s happened since the last time they were there.
- Public meetings are open to everyone on the network; private meetings are open only to invited members.

How do I join a meeting via the Web?

- If you get a meeting invitation, the last line of the note will say “Click here to accept this invitation.” Click there, then confirm by clicking on “Continue” on the next screen, and there you are - a member of the meeting!
- If you’re looking for a meeting on a specific topic, once you log in to Ecunet on the Web, click on “Find/Join meeting” under “Assistant” on the left side of the screen. Type in a key word or words, and all the meetings with those word(s) in the title or subject line will appear. When you see one you want, put a check mark in the box, then click the “Join selected meetings” box at the bottom of the list.

What if I don’t like a meeting I joined?

- Go to “My Meetings” under “Assistant” on the left side, select the meeting you want to leave, choose the option “Unjoin selected meeting(s)” in the box by the “Continue” button, then click “Continue.” You will no longer be a member of that meeting.

What if I can’t find a meeting on the topic I need to discuss?

- Start your own! Full Membership means no extra permissions needed. Simply go to “Create a meeting” under “Assistant” and fill in the blanks. Be aware that if you invite individuals personally, your meeting will be totally secure; it will not appear on any list of public meetings, and people you have not invited will not have access to it. If you send the invitation to a meeting (as opposed to individuals), everyone joined to that meeting will be invited to the new meeting.
- If you start a meeting, you control access for each participant in that meeting and you set the parameters for behavior. Changing access for individuals and other meeting moderator functions are handled in “My meetings” under “Assistant.”

What if I want to change my membership status?

- Lite members can become Full Members by clicking on the “Upgrade your Lite account” link at the top right-hand corner of your screen.

Is there customer support?

- Of course! Would we leave you hanging? Contact helper@ecunet.org or call 800-733-2863 (800-Re-Ecunet).

Do I have to read my notes on the Web?

- No. It’s easy to forward all your Ecunet notes to your other e-mail address. Simply go to “Edit Preferences” under “My Profile” and scroll down to the “Mail Forwarding” section. Read the setup page for either POP3 or IMAP. They contain full instructions. Print your choice out and follow them, step by step.
- If you’re very active in the network, you may want to use the IMAP feature to sort your mail into folders as your e-mail software picks it up. Again, read the setup file, print it and keep it handy as you follow the instructions.

If I read Ecunet via e-mail, how do I join a meeting?

- If you read your Ecunet notes via e-mail, you join meetings, respond to notes, etc., by clicking on the regular “Reply” button.

You need to go to the Web interface only to perform special functions. Get a summary of the current commands that can be used via e-mail by sending a note to mailquests@ecunet.org with the subject line of “help” (no quotes).



Ecunet
www.ecunet.org

