CALTCM App User Guide

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Download the App

iOS:
1. Open the **"App Store"** app on your iPhone.
2. Click the "Search" icon in the bottom right-hand corner of the screen.
3. Type in "**CALTCM**" then click the blue "search" bar in the bottom right-hand corner of the screen/keyboard.
4. Click the **"GET"** button to download the app.

Android:
1. Open the **"Google Play Store"** app on your Android device.
2. Type in "**CALTCM**" in the search bar at the top of the screen.
3. Click the magnifying glass icon in the bottom right-hand corner of the screen.
4. Click the **"Install"** button to download the app.

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Create Account

- Login with your CALTCM credentials.
- Not a member? Click the **"Create Account"** button at the bottom of the screen.
- Type in an email address and a password. Then click the "Sign Up" button.
- Next, fill in the information by clicking into any field to bring up your keyboard.
- Once you've filled in your information, you'll click the **"Done"** button in the top right-hand corner of the screen.

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Navigation Bar

- Note: These screenshots are from an iOS device and will look slightly different on Android. (Screenshot is of the "More" screen.)
- Options: Home, Forums, Messages, Events.
- On **iOS**, click the **"More"** button at the bottom right to access additional features.
- On **Android**, click the **three lines** in the top left-hand corner of your screen to access additional features.
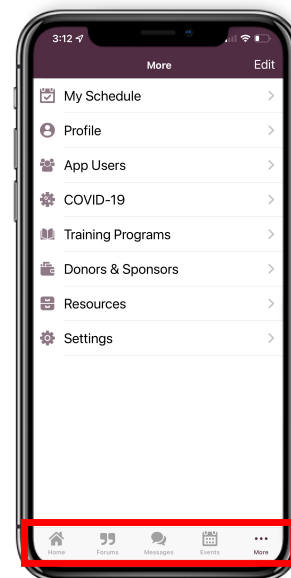
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News Feed

- You can interact with content in the News Feed by liking, commenting on, saving and sharing.
- Like by clicking the **"Like" / thumbs up icon** underneath the post.
- Save content to your profile by clicking the **"Bookmark" icon**.
- Share by clicking the **"Share" / arrow icon**.
- **Please note:** The ability to comment and reply will be on a post-by-post basis.
    - Comment by first clicking on the post then clicking **"Your text here…"** at the bottom.
   - Reply to other members' comments by clicking **Reply** at the bottom right.
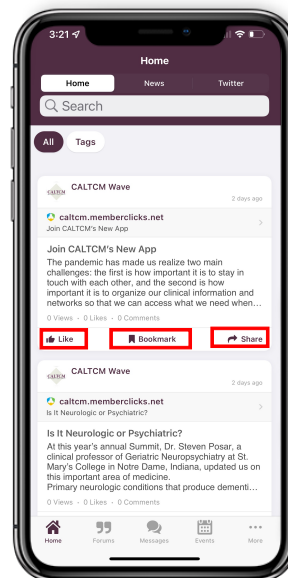
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Events

- View all upcoming events in a **"List"** or **"Calendar"** view.
- Share events by clicking the **"Share" / arrow icon** then selecting recipients within the app from the list that appears. You can search for recipients in the top **search bar**.
- Add an event to the My Schedule feature by clicking the **"Add to Schedule" / calendar icon** underneath an event to the left.
- Click on the event for more information. This will vary by event.
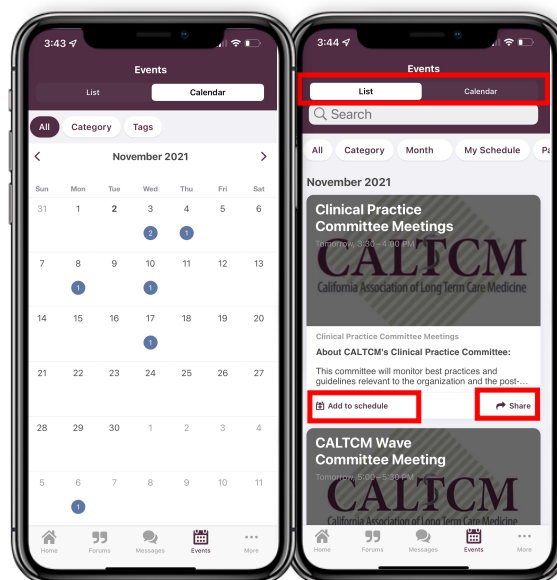
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Forums

- Click to view a list of all forum categories.
- Click a subject to open the category and view all related posts.
- Click the **"+" icon** in the top right corner to create your own post. You will be prompted to select a category then add your text and attach any files that apply (optional).
- Reply by clicking the post to select and typing at the bottom or reply to other users' comments by clicking **"Reply"** underneath and to the right of the comment.
- Follow forum posts by clicking the **"+ Follow"** icon on the bottom of a post to never miss a comment within that specific post's thread. When you follow forum posts they will appear in your News Feed.
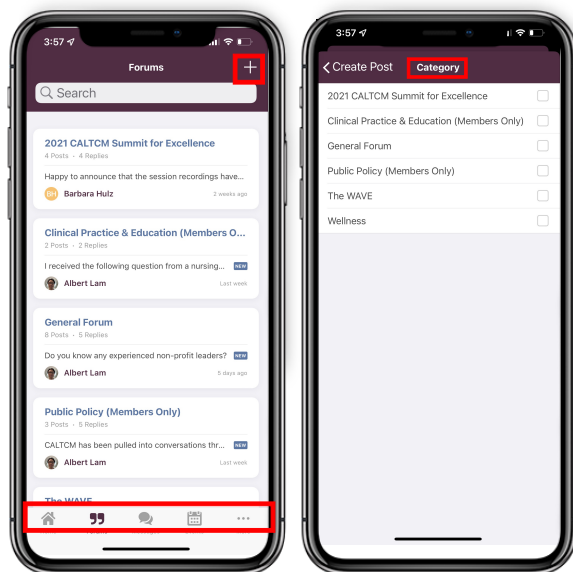

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Profile

- Click the **"Edit Profile Details" button** to edit existing or add new information (you can add a Profile Photo here).
- Click the **"View Profile" button** to see what appears in your app profile for other app user's to see.
- Saved content from the News Feed will appear under the **"Bookmarks" button** of your profile so you're able to go back and read or share posts at a later time.
- You can create notes about other members on their profiles that will then save to your profile under the **"Notes" button** (this is only seen by you).
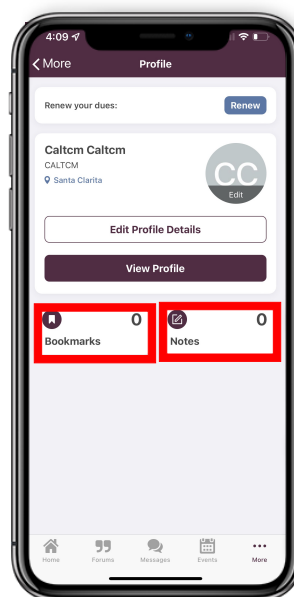
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Member Directory

- Easily view all app users by clicking on MORE then App Users.

- Use the **Search** feature at the top to quickly find who you're looking for.

- Add members you communicate with frequently to your **Favorites** and toggle over to select them. (Screenshot is an example of "favorites" screen.)

- Click the **Speech Bubble** to the right of a member to start a direct chat with them.
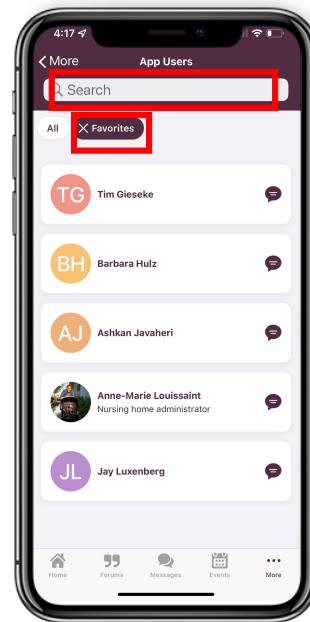
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Messages

- Send and received messages.

- Options:
  - **"Direct" messages to individuals**
  - **"Group" message**

- Create a new direct or group message by clicking the **"+" icon** in the top right corner and selecting the member or members you want to chat with.

- You have the ability to attach photos or files by clicking the bottom left **paperclip icon** as well as visit other members' profiles, add additional members to the chat, leave the chat, and clear the chat history by clicking the top right **menu icon**.
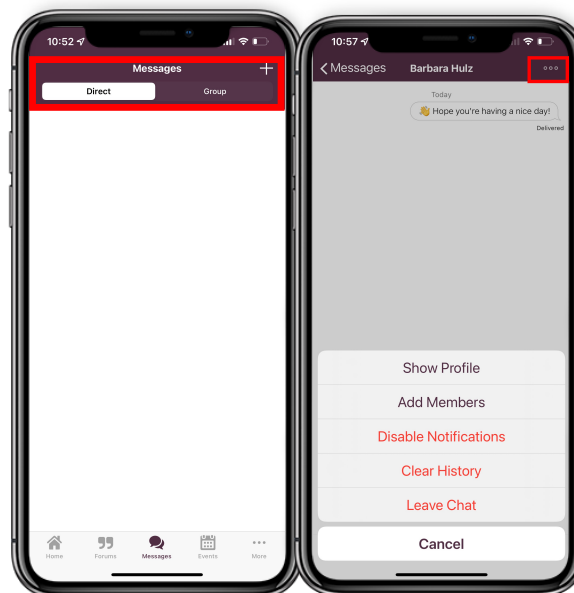
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Resources

- Access important organizational resources.

- Click a **folder** to open its contents, then click an individual file to view.

- To export or save a file, you'll use your phone's share/save preferences.

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Questions?

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