



Top Ten Things You Can Do with AFSA's Community Forum

Objectives

Learn To:

1. Review and Update your Profile
2. Manage your Email Preferences
3. Create your own Discussion Post
4. Edit or Delete What you Posted
5. Respond to an Existing Discussion Post
6. Recommend a Discussion Post
7. Send a Private Message
8. Find a Friend, by State, Country, Etc.
9. Add a Resource to the Open Forum Library
10. Add an Event

1. Review & Update Your Profile

AFSA Community

Contact Us | Code of Conduct | 

Home | Communities | Network | Browse ▾ | Participate ▾ | My Account | Logout

search ▾

 Actions ▾

My Profile | My Connections ▾ | My Contributions | My Account ▾ | Admin

Natalie Cheung

✉ 3 new messages

Contact Details 

2101 E Street NW
Washington, DC
PRIMARY: (703)889-7483
cheung@afsa.org

Bio 

Natalie comes to AFSA with a background in arts management and donor cultivation as well as experience in association membership. Prior to joining AFSA Natalie worked in membership at the Association for Prevention Teaching and Research and as an art consultant specializing in corporate projects and collections. A working artist herself, Natalie is highly active in the DC arts community as she is currently teaching at George Washington University and serves on the Phillips Collection Contemporaries steering committee. A Virginia native, Natalie graduated with a BFA at the Corcoran College of Art + Design, and a MFA from Tyler School of Art / Temple University.

Ribbons

- AFSA Staff
- Bronze Most Valuable Member

Import From LinkedIn

click here to get to profile page

click on pen icon to edit Bio & Contact Details

you can import your work and educational history straight from LinkedIn

2. Manage your Email Preferences

The screenshot shows a user profile for Natalie Cheung. At the top, there are navigation tabs: My Profile, My Connections, My Contributions, My Account, and Admin. The 'My Account' dropdown menu is open, showing options: Inbox, Privacy Settings, Email Preferences (highlighted with a red arrow), RSS Feeds, Community Notifications, and Discussion Signature. To the right of the dropdown, there is a notification badge that says '3 new messages'. Below the navigation, the profile name 'Natalie Cheung' is displayed. The 'General Emails' section contains the following text: 'Messages alerting you to participation opportunities from members and administrators.' It has two radio button options: 'I want to receive general email (recommended setting)' (which is selected) and 'Do not send this type of email'. Below these options, it says 'Currently, cheung@afsa.org receives all general emails.' and provides a link: 'If you prefer to receive these types of emails at a different address, please specify a new email address.' The 'Community Emails' section has the title 'Invitations to join a community' and two radio button options: 'I want to receive invitations (recommended setting)' (which is selected) and 'Do not send this type of email'.

My Profile My Connections My Contributions My Account Admin

Natalie Cheung

Actions

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Social Links

Link to other social media accounts

Add

Inbox
Privacy Settings
Email Preferences
RSS Feeds
Community Notifications
Discussion Signature

3 new messages

General Emails

Messages alerting you to participation opportunities from members and administrators.

- I want to receive general email (recommended setting)
- Do not send this type of email

Currently, [cheung@afsa.org](#) receives all general emails.

If you prefer to receive these types of emails at a different address, [please specify a new email address.](#)

Community Emails

Invitations to join a community

- I want to receive invitations (recommended setting)
- Do not send this type of email

Set your email preferences to select how often you would like to receive notices of new messages posted in the Open Forum: Real Time / Daily Digest / No Email.

3. Create Your Own Discussion Post

The screenshot shows the AFSA Community website interface. At the top, there is a dark blue navigation bar with the following items: Home, Communities, Network, Browse (with a dropdown arrow), Participate (with a dropdown arrow), and My Account. Below the navigation bar, the main heading is "AFSA Open Forum" with a "Settings" button to its right. Underneath, there is a horizontal menu with the following items: Community Home, Discussion (115), Library (0), Blogs (0), and Members (1). The main content area is divided into two sections. The first section is titled "Announcements" and has a green "Add" button next to it. Below the title is a post titled "MOVING THIS SUMMER?" with a pencil icon and a trash can icon to its right. The post text reads: "By: [Natalie Cheung](#), 24 days ago. Remember to take The Foreign Service Journal with you when you go! Update your address now by sending an email to member@afsa.org or updating your address online. Click on the 'My Account' tab on the navigation bar and the pencil icon, to edit your primary address." Below the text is a link: "[Click Here To Update Your Address!](#)". The second section is titled "Latest Discussion Posts" and has a green "Add" button next to it. A red arrow points from the text on the right to this "Add" button.

Enter the AFSA Open Forum and click on "Add" next to latest discussion posts to create a new topic for discussion.

4. Edit or Delete What You Posted

After posting a message you may find you have a typo or if you would like to modify your text in some way. You can easily edit your message by clicking on the red drop-down menu next to the “Reply to Discussion” button and clicking on “Edit.” Edits can be made to topics you post or replies you have made to someone else’s post.

Topic: You can edit this post!

1. You can edit this post! 0 Recommend



Posted 16 seconds ago

You can edit this text!

Natalie Cheung
Washington DC
(202)338-4045

Reply to Discussion

- Reply to Sender
- Print Message
- Pin post to top
- Close Thread
- Edit
- Delete

5. Respond to an Existing Discussion Post

2. RE: Book Launch - Monday, July 13, 4-5:30 PM - Voice of the FS 0 Recommend

 Posted 5 days ago Reply to Discussion

[Shawn Dorman](#)

Actions

Dear AFSA Community,

Due to the success of the launch of AFSA's new book about the history of AFSA and the Foreign Service, ***The Voice of the Foreign Service***, by Harry Kopp, we have ordered 100 more copies of the book for AFSA HQ. Stop by for a copy at the special launch discount price of \$20. The book is also available online through Amazon, BN.com and Booksamillion. You can link to those sites through the AFSA website: [The Voice of the Foreign Service: A History of the American Foreign Service Association](#)

Happy reading,

Shawn

Shawn Dorman
FSBooks/AFSA

Show Original Message

After you have entered the AFSA Open Forum, click on the title of a post you would like to reply to.

Click on "Reply to Discussion" to reply to a post.

6. Recommend a Post

1. AFSA 4th of July Parade Float!

0 Recommend

Posted 12 days ago



[Natalie Cheung](#)



Reply to Discussion ▾

On any discussion thread you will find a “Recommend” box. If you find any one response especially helpful to the discussion click on “Recommend” to help others see that the person’s post was particularly helpful.

7. Send a Private Message

Member Directory

[Back to Search Options](#)

[Export](#)

Showing 1 to 1 of 1

Name A-Z ▾

Show All ▾



Janet Hedrick
Hedrick@afsa.org

Director of Member Services
Falls Church, VA
United States

[Send Message](#)

[Remove Contact](#)

« 1 »

Once you have found someone in the directory you can send a private message through the community. This feature is helpful if you didn't have the person's email address but would like to send a personal note.

8. Find a Friend, by State, Country etc

Click on "Network" to search for specific people.



Member Directory

Click on "Advanced Search" to search for people based on agency or location.

Basic Search Advanced Search Find Anyone (Admin only)

Fill in any of the criteria below to limit your search. None of the fields are required although you must enter something in at least one of them. Fields like First Name, Last Name, Company Name, etc. will perform a partial match. For example, a Last Name search for "Jo" will find everyone whose name starts with "Jo".

Name

First Name

Last Name

Company Name

Email Address

Location

City

State/Province

Country

9. Add a Resource to the Open Forum Library

AFSA Community

Home Communities Network Browse ▾ Participate ▾ My Account Logout

search

AFSA Open Forum

Community Home Discussion **677** **Library 16** Blogs **0** Events **1** Members **16.4K**

16 Entries Most Recent

 **RE: Results of inquiry on Secretary Clinton's e-mails.** 14 days ago
by [Robert Callahan](#)

Attachments



You can share large documents, PDFs, PowerPoints, webinars and videos with others. Just click on the "Library" tab to get started.

Click on "Create New Library Entry" and create a description for the resource you're uploading.

10. Add an Event

AFSA
Community



AFSA Open Forum [Settings](#)

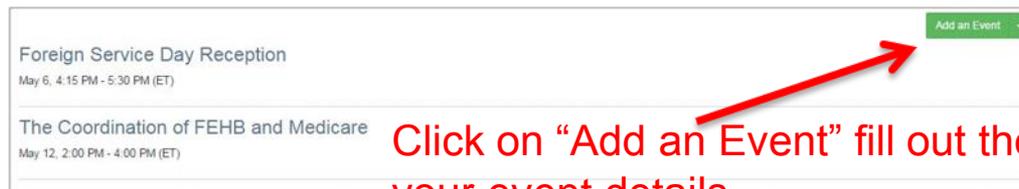


Click on the "Events" tab to share Foreign Service related events you're organizing or interested in attending. This is a great way to share FS events happening all over the country.

AFSA
Community



AFSA Open Forum [Settings](#)



Click on "Add an Event" fill out the form with your event details

Questions?

Natalie Cheung

Subject Line: Community Forum

member@afsa.org

202-338-4045 Ext. 525