



Later Lifestyle - 12 Steps to Networking Happiness

We're conscious the new Later Lifestyle site has a lot of new facilities and it will take a while to get used to what is available and the best way of doing things.

We've put together these suggested 12 steps to try to help you gain familiarity. We suggest you print them off first.

1. Sign Up, if you haven't done so already using the link on the left of the screen. Note: even if you already receive the Laterlife email newsletters you need to do this before you can login.

2. Log in - make sure you are logged in using your email address and password.

3. Familiarise yourself with the areas on the front page. Most are fairly obvious but it's worth noting these: People online, Recent News (Site Announcements) and What's New areas in the central panel. Try clicking on some of the links in these and some of the photos and browse around the site. You can always click Home in the top menu bar to return to the front page.

4. Try out the two rows of menu items in the top panel. The top row is visible even when you aren't logged in, the second row is only visible when logged in. In general the top row is about viewing things, the second row is about creating or changing things.

Some specifics

Now try out a few things

5. Polls – select the Polls menu item in the top row

This will display the current polls being run.

Click on the heading – 'Government handling of recession'

This will display the results of the voting so far and you can scroll down to see where people have added comments as well.

Click on the link 'To vote click here'

Make your vote and then view the poll results.

6. Profile – select Profile in the second menu row

This will allow you to view your own profile

Now select the Profile/Edit Profile drop down instead

Make some change to your profile and then save the changes

Note also the other Profile/Change profile photo drop down that allows you to upload or change your photo.



7. Joining a Group

Select the Groups button in the menu bar – this will display a long list of the groups that currently exist – note it actually goes over more than 1 page so you will need to use the link at the top or bottom of the list to see further pages.

You'll also see a Groups menu at the left of the page which categorises the groups, so you can use this instead to just see the groups in a particular category – note the + and – buttons to expand and contract this menu.

Choose 'Laterlife Humour' as an example (on 2nd page of the full groups list) or under the category menu Laterlife and click on the 'Laterlife Humour' heading.

This will bring up details of the group.

Now click on the Members tab to see who has already joined and then the Discussions Tab where you will see the actual jokes and any comments on them.

Now join the group yourself (you can always leave it later should you so wish) – on the left you will see a 'Join this group' link – click on it and you will get a confirmation screen, so click to confirm and you are now a member – review the Members tab to see that you are there.

You will now see a new menu on the left, which gives you the ability to 'Subscribe to the Group' and to 'Invite other members to join the group'. Try subscribing – this means that if anything happens on this group you will be notified on your own 'What's new page'.

In fact before we leave this just have a look at your 'What's new' page – use the 'What's new' link at the left of the second row of the top menu bar.

8. Adding items to Groups

When a group is set up, the person setting it up decides who can add things to it but we have set up most groups so that anyone who is logged in can add to them.

Find the 'Reminiscing in Later Life' group (as above) and click on its title to display it.

Then select 'Discussions' tab. Click on this and you will then see existing entries.

Select one and then click on the 'Reply to topic' link just above it.

Type in a reply, even if it's only I agree or I don't agree.

Then enter the security code displayed (this is to confirm you are a real person and stops automated spam posting) and click on Post Topic. You will see your reply displayed.

Click on 'Back to discussion board' and you will see your reply is now registered against the topic.

If you are feeling daring now try clicking on the 'Start New Topic' and put in one of your own reminiscences – go on I'm sure you can think of something!



9. Search for people in your area - Have you spotted the Search box and Go button at the top right of the screen?

Type in the name of your county and select Go. This will display other members who are located in your county. If by any chance there aren't any yet – try typing Berkshire instead. Note that some people may have used abbreviations and others may have put the name in full so you may want to try both. You can then click on the profiles to see more about those in your area.

10. Send a message

You can send a message to anyone on the network by using their username. The easiest way is to go to the person's profile page and you will see a small menu on the left, which includes 'Send a message', just click on this and then compose your message. (One or two people have tried sending a message by adding something to the Comment field of the person's profile - this is fine but makes it visible to everyone).

Why not send a message to one of the people you have just found in your area? Go on give it a go, were all trying this out together.

If you really feel reluctant to do this then try it out by sending a message to the username laterlife (we won't promise to reply as there may be too many but at least you can try it).

If someone sends you a message you'll find a number is displayed next to the Messages link in the menu bar.

11. Creating a Group

If you've done all the above you should now be feeling pretty confident, so now try creating your own group – you can delete it at the end!

To create a new group select 'My Apps' in the 2nd row of the menu bar and then within it 'Groups' (as a general rule if you want to create something you always have to go to the 'My Apps' menu).

You'll see the 'Create New Group' link displayed - just click on this and complete the details – create a group with your username called 'username's test group'. Select the Public category when you get to that option.

Now use 'Myapps' menu item again and select 'Groups' within it. You will now see your group displayed. Select Edit Group and make some changes. When you've finished trying things you can go into 'Edit Group' again and you'll see the option to 'Delete Group' at the bottom. Just select this to delete it.



12. Trying it for real

Now how about trying it for real – we would like you to create either a ‘Lads and Lassies’ who lunch group or a ‘Well worth a visit’ Group for your County if there isn’t one there already.

Using the steps above check if one exists already and if not create it, categorising it when asked as ‘Try it in later life’.

Once you’ve created it use the Discussion tab to post one of your own recommendations. There must be at least one place you would recommend to others!

Conclusion

If you’ve done all the above you’re now an expert at using the social network!
Do make use of it, it will only become of real value if we all do share information and knowledge.

Don’t be afraid to experiment – this is new to most of us – if you really get tied up in knots and create something you want to get rid of but can’t, just email Matt via the support link on the site and he’ll delete it for you.

Happy networking!