Quick Guide to Navigating the “Exponent Philanthropy Community”

Home of our new discussion groups (formerly our discussion lists)

Updated 9/19/16

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Questions? Call us at 202-580-6560.
How do I log in?

Step 1
Click **MY PROFILE** at the top of the Exponent Philanthropy home page and enter your username and password. Forget your password? Click the **Forgot your password?** link, or contact Exponent Philanthropy at 202-580-6560 or info@exponentphilanthropy.org.

![Login Page](image)

Step 2
Click **Exponent Philanthropy Community**.

**Collaboration**
- Exponent Philanthropy Community

**Update Information**
- Edit Individual Information
- Change Password
- Edit Organization Contact Information
- Edit Organization Demographic Information
- Manage Organization Contacts

Questions? Call us at 202-580-6560.
How do I view my existing groups or join new ones?

**Step 1**
Click **Groups** to view discussion groups to which you belong, or to join other active groups.

**Step 2**
Click **My Groups** to view groups to which you belong.

Questions? Call us at 202-580-6560.
Step 3
Click **Active Groups** to see all active groups. You can **Ask to Join** any groups you are interested in.
How do I post a question?

Option 1
You can post directly online by clicking Post, typing your question, and clicking Share. You also can share or upload a file by selecting File and Share.

Option 2
You may also select the Post by email option. This will open a new email message within your email browser with the group email address. You can type your question and send it to the group as if you are sending an email message.

Questions? Call us at 202-580-6560.
How do I respond to a question?

Option 1
You can respond to a post online by commenting on it. When logged in, you will see the original post or question at the top of your feed, followed by its responses (comments) in chronological order. You may view all comments by clicking the Show all comments link.

Dorie Water (Blue Water Foundation)
Hello Fellow Members,

I'm new to Exponent Philanthropy. What are some of your favorite things about being an Exponent member? What recommendations and suggestions do you have about Exponent and starting up a foundation? Thank you for sharing your thoughts!
Sincerely,
Dorie

Comment · Like · September 9, 2016 at 12:11 PM

Stephen Test Account (Stephen Test Account)
Hi Dorie,

Many members find the primer "How to Start a Private Foundation" to be helpful as they begin to get their feet wet in philanthropy.

Comment · Like · September 9, 2016 at 12:51 PM

Andrea Clay (Exponent Philanthropy)
One of the best ways to learn about how to start a foundation as well as maximize your Exponent Philanthropy membership is to attend an Exponent Philanthropy event. The National Conference takes place in even numbered years and the CONNECT Conference is held in odd numbered years. Several areas have local engagement groups, too, that meet regularly.

Like · Today at 12:12 PM
**Option 2**

If you are subscribed to receive “Every Post” (see page 8), you can view and respond to posts via your email by clicking “reply” in your email browser. If you are viewing posts in your email browser, you will see the most recent response to a post at the top of the email message, followed by the original post or question and its comments in chronological order. You may view all comments by clicking the **older comments** link (and logging in).

*Note:* You are not able to click “reply to this email” when viewing the post online. If you want to reply by email, click “reply” in your email browser.

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**Andrea Clay (Exponent Philanthropy)**

One of the best ways to learn about how to start a foundation as well as maximize your Exponent Philanthropy membership is to attend an Exponent Philanthropy event. The National Conference takes place in even numbered years and the CONNECT Conference is held in odd numbered years. Several areas have local engagement groups, too, that meet regularly.

View/Comment or reply to this email

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**Original post**

**Chatter Community Test—Week of July 26 (Private) — Dorie Water (Blue Water Foundation)**

Friday, September 9, 2016 12:11 PM

Hello Fellow Members,

I’m new to Exponent Philanthropy. What are some of your favorite things about being an Exponent member? What recommendations and suggestions do you have about Exponent and starting up a foundation? Thank you for sharing your thoughts!

Sincerely,

Dorie

—

Dorie Water

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**Stephen Test Account (Stephen Test Account)**

Hi Dorie,

Many members find the primer “How to Start a Private Foundation” to be helpful as they begin to get their feet wet in philanthropy.
How do I adjust my email settings?

By default, all users are subscribed to receive a Daily Digest. The Daily Digest provides an overview of the day’s posts and comments. Other options are “Every Post,” “Weekly Digest,” or “Turn Off Group Email.” You can adjust your settings based on your preferences.

<table>
<thead>
<tr>
<th>Setting</th>
<th>Subscribe to this if...</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Every Post</strong></td>
<td>You want to be notified immediately of each post, and receive notifications of comments to posts you are interested in. You want the ability to respond to posts by email.</td>
</tr>
<tr>
<td></td>
<td>If you comment on a post or click “like” online to indicate interest in the post, you also will receive an email notification of other comments on the post.</td>
</tr>
<tr>
<td></td>
<td>If you do not comment on a post or “like” it online, you will not receive email notifications of other comments.</td>
</tr>
<tr>
<td><strong>Daily Digest (default)</strong></td>
<td>You want one email per day</td>
</tr>
<tr>
<td><strong>Weekly Digest</strong></td>
<td>You want one email per week</td>
</tr>
<tr>
<td></td>
<td>This setting provides a once weekly overview of posts and comments.</td>
</tr>
<tr>
<td><strong>Turn Off Group Email</strong></td>
<td>You only want to follow activity online, when logged in</td>
</tr>
<tr>
<td></td>
<td>This option provides no email notifications of posts or comments.</td>
</tr>
</tbody>
</table>

To change your email settings to an option other than “Daily Digest,” click the drop down menu above the group description and select your preferred setting.

Questions? Call us at 202-580-6560.
What if I have a technical question?

If you have questions about our new discussion group format, or encounter technical difficulties, please contact Marice Fernando: marice@exponentphilanthropy.org or 202-580-6560.