

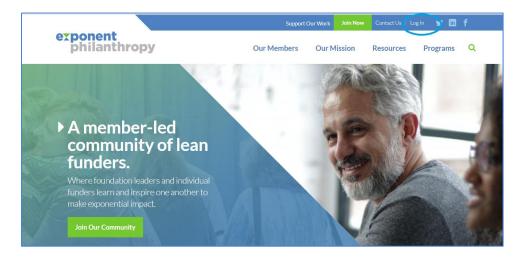
# **Quick Guide to Navigating the** "Exponent Philanthropy Community"

#### **Home of our member discussion groups**

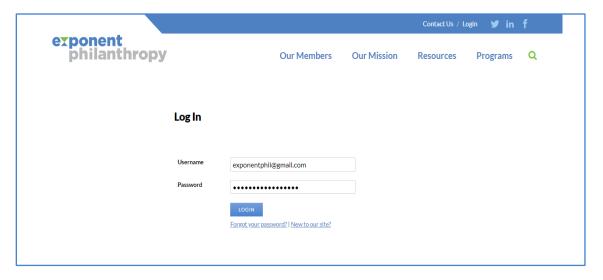
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## How do I log in?

Click **LOG IN** at the top of the Exponent Philanthropy home page



Enter your username and password. Forget your password? Click the **Forgot your password?** link, or contact Exponent Philanthropy at 202-580-6560 or <a href="mailto:info@exponentphilanthropy.org">info@exponentphilanthropy.org</a>.

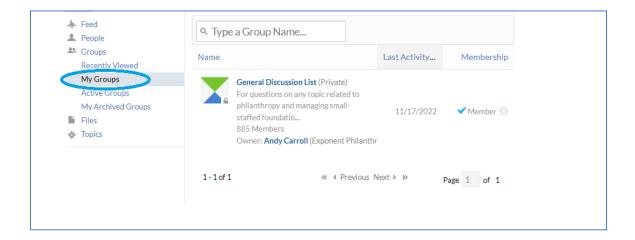


#### **Click Exponent Philanthropy Community.**

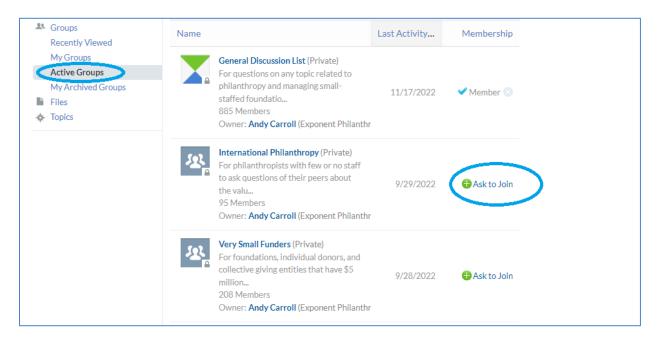


#### How do I view my existing groups or join new ones?

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

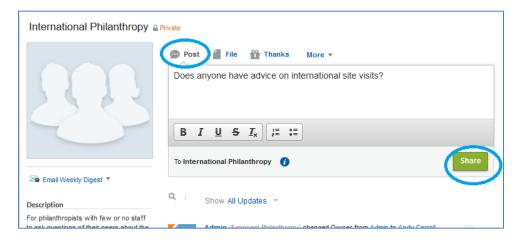


Click **Active Groups** to see all active groups. You can **Ask to Join** any groups you are interested in.



#### How do I post a question?

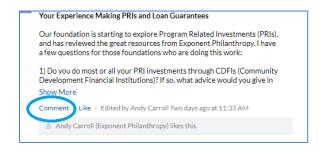
You can post by clicking **Post**, typing your question, and clicking **Share**. You also can share or upload a file by selecting **File** and **Share**.



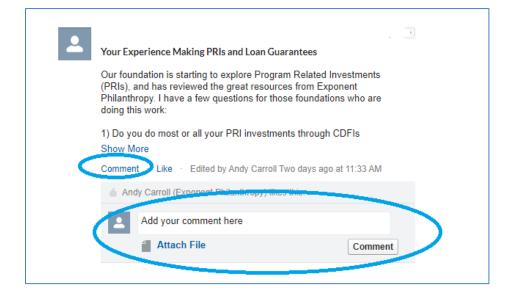
#### How do I respond to a question?

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





Type your response and click comment to respond.



### 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.

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

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.

*Note:* you will need to update settings for each group you are a member of individually.

