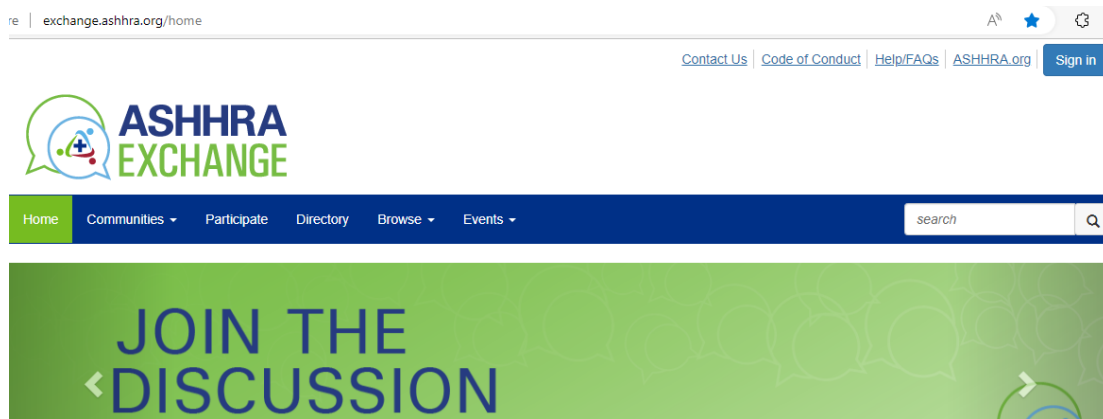




The **ASHHRA Exchange** online member community lets you connect with your fellow ASHHRA members like never before. Here are some tips to get you started and help you maximize this powerful resource.

✓ GET STARTED

Navigate directly to [Exchange.ASHHRA.org](https://exchange.ashhra.org). Log in using the same username and password you use for the ASHHRA website.



✓ ENHANCE YOUR PROFILE

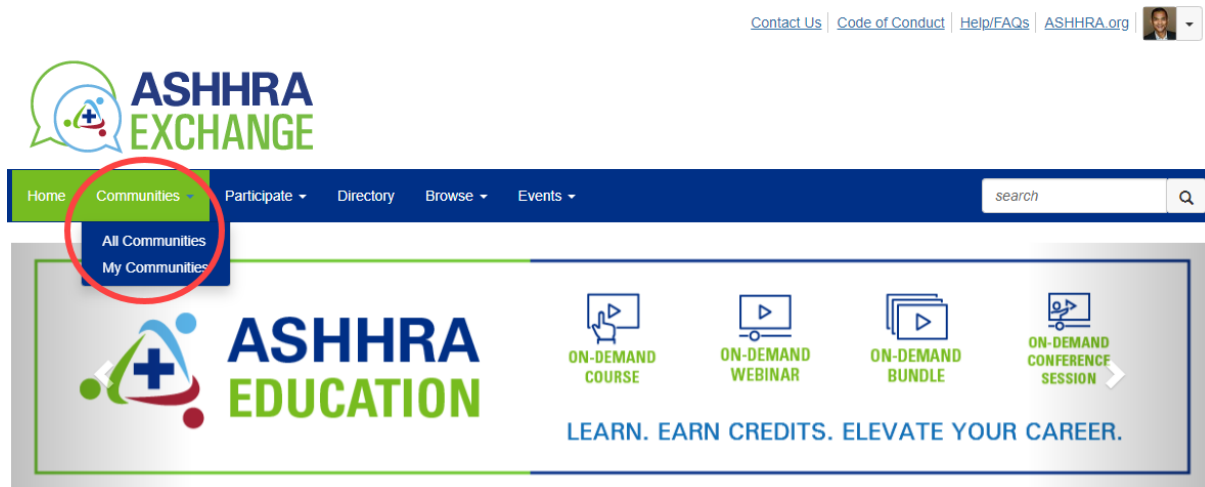
Click on "My Profile" in the top navigation. Take a moment to upload a photo and update your information to your liking. Your profile will help your colleagues get to know you better and provide a glimpse of your personality. **You can also control who can see the information while in your profile.** Just click on the "My Account" tab > "Privacy Settings."



✓ CHECK OUT ALL THE COMMUNITIES

“All Communities” provides a list of groups you can join. As an ASHHRA member, you are automatically included in the *Open Forum* community

You can view the content of any of the community discussions by clicking on the community’s name. Within each community, you can see all the posts, subscribers, and files shared in that community’s library.



✓ JOIN COMMUNITIES AND SET EMAIL DELIVERY OPTIONS

Join as many communities as you’d like. From the “All Communities” page, click the “Join” button next to the community’s name. Then choose from several email message delivery options:

- **Real Time:** Receive emails as messages are posted.
- **Daily Digest:** Receive one email consolidating all of the previous day’s messages.
- **Opt-Out:** Read and reply to posts via the online discussion board only.

A screenshot of the 'Community Notifications' form. The form is titled 'Community Notifications' and has a subtitle 'You can receive email notifications when community members share information.' It contains two sections: 'Daily Consolidated Digest' and 'Weekly Consolidated Digest', each with a 'Don't Include' dropdown menu. Below these is the 'Discussion Notifications' section, which is circled in red. It has a subtitle 'Community members interact in discussions - choose "real time" to fully engage.' and a dropdown menu with four options: 'Daily Digest - One email containing all posted messages from the previous day', 'Real Time - One email for each message', 'Daily Digest - One email containing all posted messages from the previous day', and 'I would like to opt-out of receiving email messages'. The 'Real Time' option is highlighted with a mouse cursor.

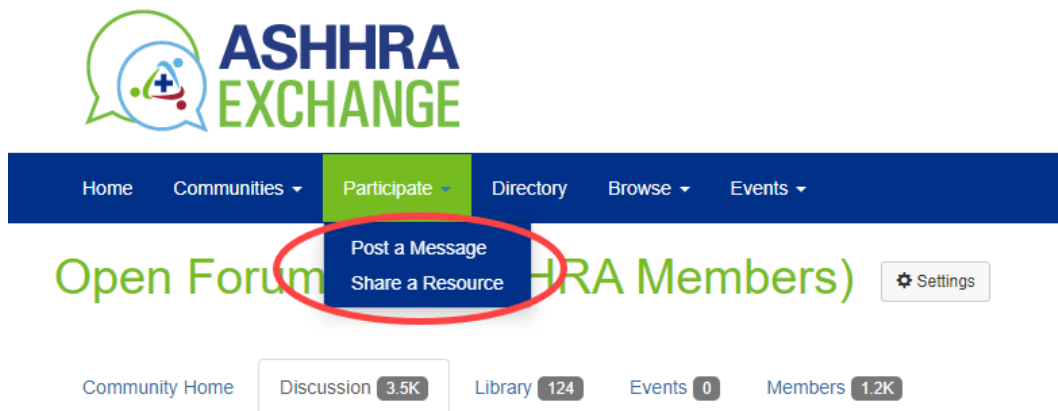
✓ **START A NEW DISCUSSION: ONLINE**

Messages can be posted to an ASHHRA Exchange community through the website or via email. To start a new discussion online, navigate to "Participate" > "Post a Message."

To include an attachment:

- Click the "Attach" button under the message box.
- Browse to find the file or drag your file.
- Click "Upload."

Once your message is sent, your attachment will be automatically added to that community's library, giving other members easy future access.



✓ **START A NEW DISCUSSION: VIA EMAIL**

From any of the emails you received from the appropriate community (e.g., Open Forum, CHHR, etc.), click on the link "Post New Message via email"

To include an attachment, simply attach it to your email, like you do in a regular email. Once your message is sent, your attachment will be automatically added to that community's library, giving other members easy future access.



Open Forum (All ASHHRA Members)

[Post New Message \[Online\]](#) [Post New Message \[via Email\]](#)

[Reply to Group \[via Email\]](#)

[Reply to Sender \[Online\]](#)

✓ PARTICIPATE IN DISCUSSIONS

✓ PARTICIPATE IN DISCUSSIONS ONLINE

Once logged in to ASHHRA Exchange, you can access all discussion functionality in each community:

- “Add” a discussion post
- “Reply to Discussion”
- Use the Search box in the top right corner to find posts on a specific topic

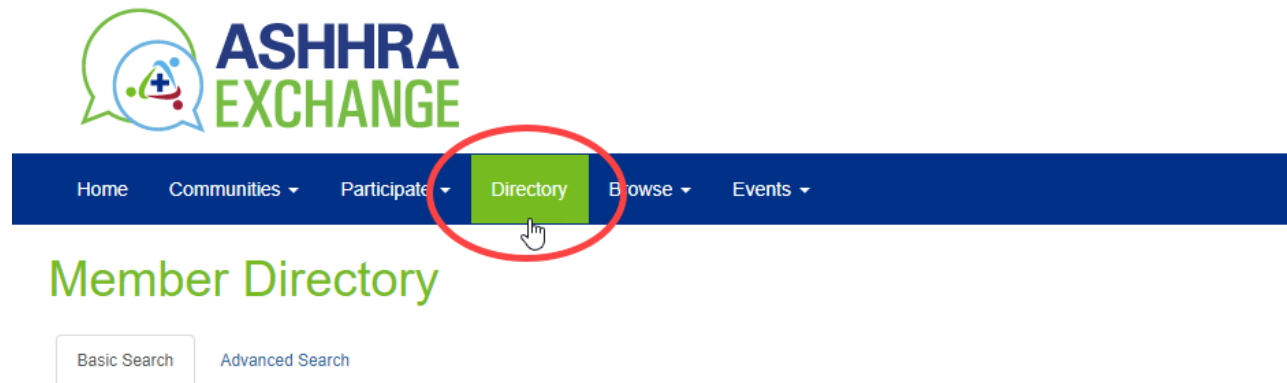
✓ PARTICIPATE IN DISCUSSIONS VIA EMAIL

If you prefer to use email to ask and/or reply to questions, you can do it easily with the following links displayed in the emails:

- “Reply to Group [via Email]”
- “Reply to Sender [Online]”

✓ CONNECT WITH YOUR PEERS

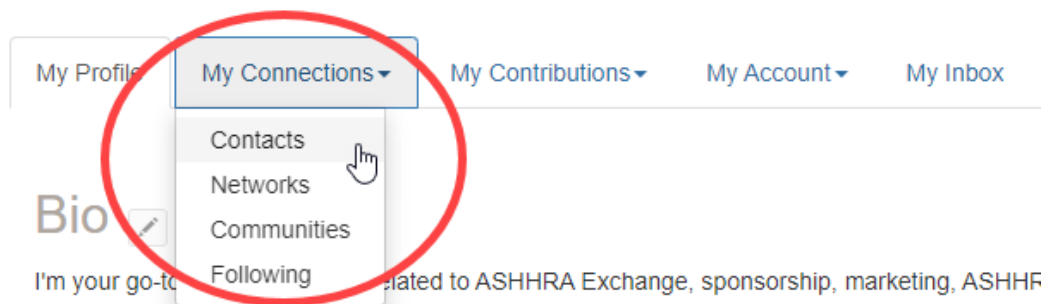
You can search for your ASHHRA peers by clicking on “Directory” on the navigation. The search fields (First Name, Last Name, Company Name, etc.) will perform a partial match. For example, a Last Name search for "Jo" will find everyone whose name starts with "Jo."



- ✓ You can connect with other ASHHRA members by hovering over someone’s name or picture and then clicking “Request Contact” or click on the “Add as Contact” button.
- ✓ You can also send them a message by clicking “Send Message.”



To view all of your connections, go to your profile and click on the “My Connections” tab:



Happy posting! Check out our [Help/FAQ page](#) for more information or contact ASHHRA@ashhra.org for any questions.