

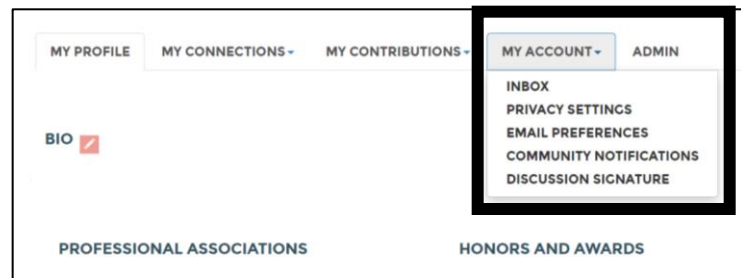
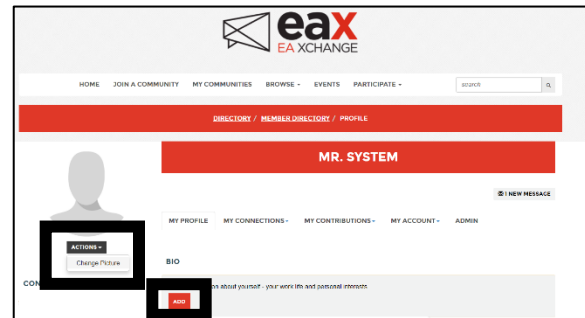
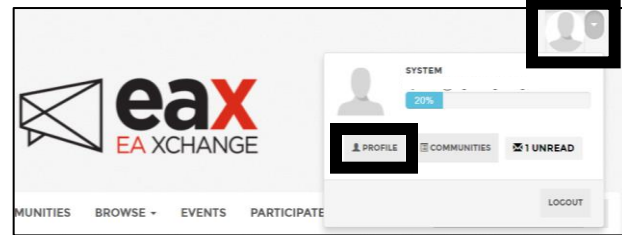
EA Xchange Quick Start Guide

Login

- Go to eexchange.engineersaustralia.org.au
- Enter your EA login credentials
- If logging in for the first time, you will be prompted to accept the terms and conditions

Update Your Profile

- Navigate to your Profile
 - Click the drop-down arrow next to the profile icon in the upper right-hand corner
 - Select the PROFILE button
- Add Profile Information
 - Add a Picture
 - Select the ACTIONS button under the profile icon
 - Click Change Picture
 - Follow directional prompts to add your photo
 - Update Demographics
 - Under the different profile categories, select ADD
 - Enter information & select SAVE when completed
 - Update Contact Details
 - Click the pencil icon located next to the title
 - *Note: This will redirect you to a central EA contact update page*
- Update Your Account Settings
 - Click the My Account tab to access your account settings:
 - **Inbox:** Your private inbox stores all of the messages you've received from other members and system generated notifications
 - **Privacy Settings:** Engineers Australia has set conservative default privacy settings for your profile information, but you can update these to your personal specifications at any time
 - **Email Preferences:** In addition to user messages and general notifications, you may also routinely receive email messages originating from the following categories: System, Community, Social, and Promotional (each category is described on this page). If you want to opt-out of receiving messages from any of these categories, toggle their associated category to NO.
 - **Community Notifications:** On this page, you can manage your community subscriptions, establish notification overrides, and create Consolidated Digests (combine multiple digests into one).
 - **Discussion Signature:** Generate a default signature that appears at the bottom of your discussion posts.



Community Membership

- Join A Community (Upper Navigation Option)
 - There are multiple types of communities including public (anyone can join) and invite only (restricted access)
 - *Note: If you are a member of an existing group (ex: Volunteers) you may automatically have membership to the specified invite only community → check your My Communities list to verify*
 - The communities that are open for you to join will be listed with a Join button visible
 - Click the Join button and choose a subscription setting (daily digest is recommended) to access the community and participate

- *Note: This list is will continue to grow and announcements will be shared as new communities are added*
- My Communities (Upper Navigation Option)
 - This will display a list of your current community memberships
 - *Reminder: If you are a member of an existing group (example: Volunteers) you may automatically have membership to the volunteer community and will not need to manually join the community*

Join & Start a Conversation

- Join a Conversation
 - via an EA Xchange Community
 - Click the REPLY INLINE button
 - Add reply & select SEND
 - Options:
 - Advance Editor: Access advanced editing tools including the ability to insert images
 - Save as Draft: Ability to save a draft and post at another time
 - To Access Your Saved Drafts
 - Navigate to profile
 - Click My Contributions and select List of Contributions
 - Drafted posts will have a DRAFT label next to them
 - Click post to open, edit, and post to community
 - via email Digest (Daily & Real Time Options)
 - Click the Reply via Email button next to the post
 - A new email will appear with the To & Subject line completed
 - Add your reply and select Send (the response will be posted as a reply in the community discussion)
- Start a Conversation
 - via an EA Xchange Community
 - Navigate to the desired community and click the DISCUSSION tab
 - Select the POST NEW MESSAGE button located at the top of the list
 - Generate your thread and select SEND to post
 - via email Digest (Daily & Real Time Options)
 - Select the Start a New Thread button at the top of the digest email
 - A new email will open with the To line completed
 - Enter a Subject Line and add the thread content
 - Select Send when complete to have thread added to the community discussion

