Getting Started on the Philanthropy Exchange

**How to log in**
1. Visit the exchange at http://exchange.cof.org
2. Log in with your e-mail and password for the Council’s website. If you don’t know it, e-mail membership@cof.org
3. Once you are logged in, click on “my profile” and pull in information from your LinkedIn profile or fill it in manually
4. Hover over the "Communities" tab. Select "Browse All Communities"
5. Join a community!

**How to post**
You can post through your e-mail or through the website. Below, you will see a diagram of the e-mails you will receive from the Exchange.

**Post rule of thumb**
Use the **public reply** for information that everyone can benefit from.
- On the Exchange website, you do this by clicking *Reply to Discussion*
- On e-mail, you do this by clicking *Reply via E-mail* or *Reply Online*

Use the **private reply** for confidential information or replies that only the sender needs to see (e.g. "thanks" "me, too")
- On the Exchange website and, you do this by clicking *Reply to Sender*
- On e-mail, you do this by clicking *Private Reply*

**Changing your e-mail frequency**
1. Visit your profile and click on "My Settings"
2. The drop down menu next to your picture should say "Subscriptions"
3. Scroll to the community you are interested in changing your frequency of emails
# List of Communities

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To join groups for specific roles or foundation types, e-mail membership@cof.org.

## Community Diagram

The picture below is what communities look like on the Exchange. They include a homepage (pictured below) a discussion board, a shared library, events, and a member directory.

- Click here to post a message in a community.
- Click here for help, FAQs, and tutorial videos.
- Click here to visit your profile, see your communities, or log out.
- Click here to search the Exchange for keywords and topics.
- Click here to see all discussions.
- Click here to see the shared library.
- Click here to see the members in that community.

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