



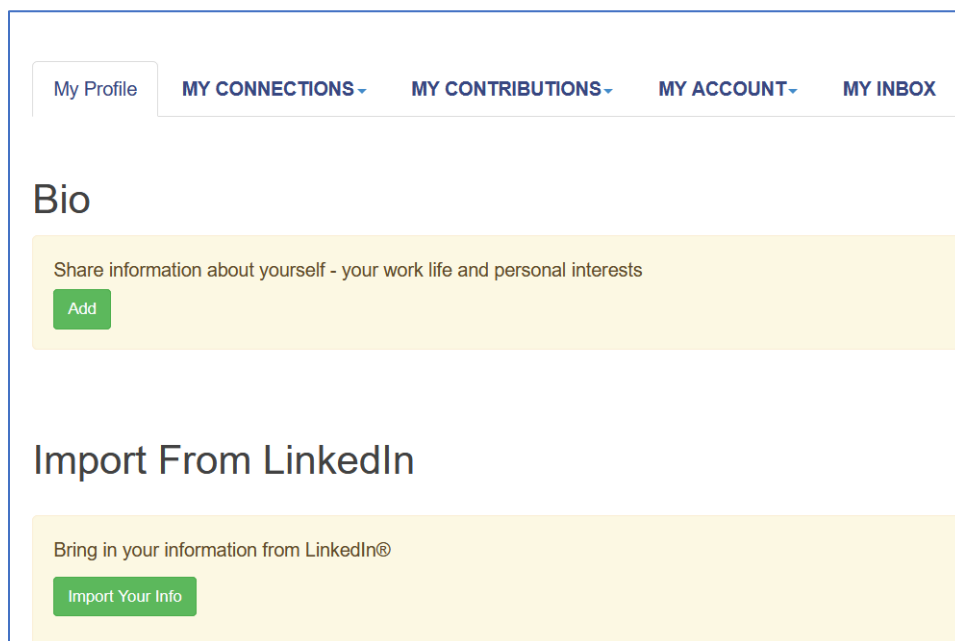
Community Association Lawyers Exchange User Guide

Access

Click the “Sign In” link at the top right of [Exchange](#) and sign in with your CAI email address and password. If you are already signed in on the CAI website, you won’t need to sign in again.

Profile

Your profile optionally displays your bio, photo, job history, links to your social media accounts, and education history for your peers. You may import your information from your LinkedIn profile to save time. Your profile is available in the top right corner of the site after signing in. Click the arrow next to your headshot or silhouette icon to view your profile. If you are a CCAL Member, you can select the states to which you have been admitted to the bar in the profile.



Community Notifications

From your Profile > My Account tab > Community Notifications > Notification Settings section, you may review your discussion email settings for each of your communities. The discussion email options are:

- **Real Time** - sends you an email message whenever a new discussion item is posted to the community
- **Daily Digest** - sends you one message daily and include all discussion items for the last day for the community
- **No Email** - no discussion messages will be sent to you for the community

You may access the discussion and other community features directly from the Exchange website, even if you have your community notification set to “No Email.”

My Profile MY CONNECTIONS MY CONTRIBUTIONS MY ACCOUNT MY INBOX

Community Notifications

Community notification will be delivered to your primary address:

aadler@caionline.org

To receive specific community notifications at an address other than your primary, set override(s) where desired.

Daily Consolidated Community Digest:
Deliver to your primary address.

Weekly Consolidated Community Digest:
Deliver on Sunday to your primary address.

Discussion Email:
You have no override email addresses for discussion emails. [add override addresses](#)

PRIVACY SETTINGS
EMAIL PREFERENCES
RSS FEEDS
COMMUNITY NOTIFICATIONS
DISCUSSION SIGNATURE

Privacy Settings

From your Profile > My Account tab > Privacy Settings option, you can review and change what other Exchange users can see when they view your profile.

My Profile MY CONNECTIONS MY CONTRIBUTIONS MY ACCOUNT MY INBOX

Privacy Settings

Your profile may be accessed through the member directory and community on your profile.

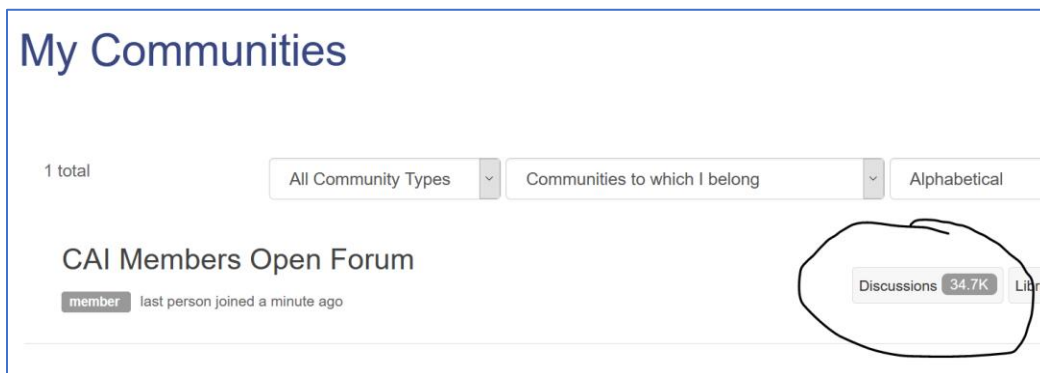
I would like to be included in the member directory and community rosters:

Picture

PRIVACY SETTINGS
EMAIL PREFERENCES
RSS FEEDS
COMMUNITY NOTIFICATIONS
DISCUSSION SIGNATURE

Participating in Discussions

To view discussion posts, navigate to Communities > My Communities. You will see a list of your communities. Click the “Discussions” button to the right of the community name to open the discussion threads.



To contribute to the conversation, you may post a new message or reply to a message from “Discussions” on the Exchange website or post via email. If you receive [community notifications](#), look for the “Post New Message” link and reply options in your notifications email message.