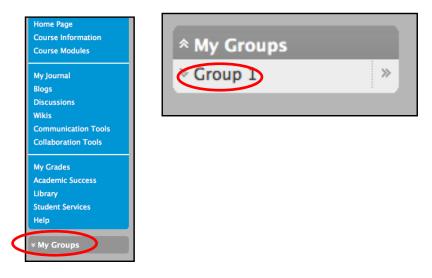# Getting Started with File Exchange in EriksonOnline

To access **File Exchange** within Group Tools, navigate to **Groups** the left-hand navigation. Then select the group you want to access.

Once you do this, you will see the group and all of the tools available to you within the group. To post or comment in the group journal, select **File Exchange**.