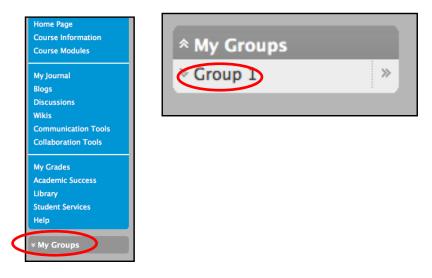
To access **File Exchange** within Group Tools, navigate to **Groups** the left-hand navigation. Then select the group you want to access.



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**.

Group 1 🗵	
Group Properties	
Group Description	
Group Members 🕅	
Group Tools	
Collaboration File Exchange Group Discussion Board Group Journal Group Tasks Group Wiki Send Email	
Group Assignments	

