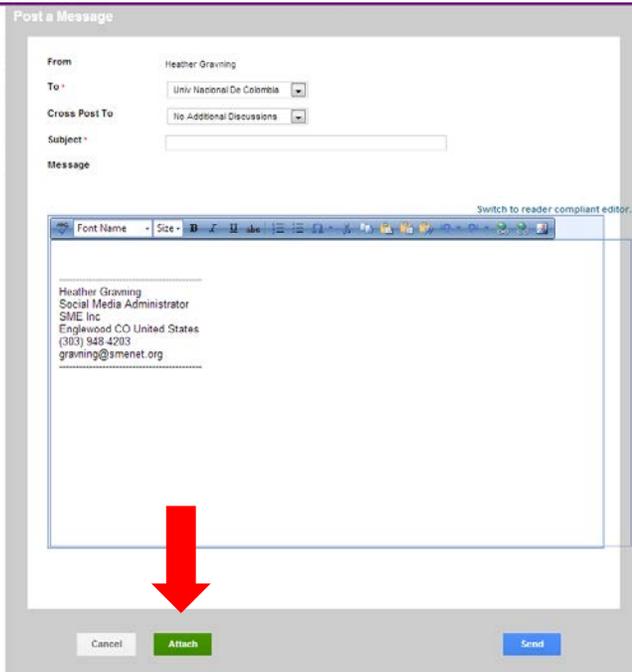


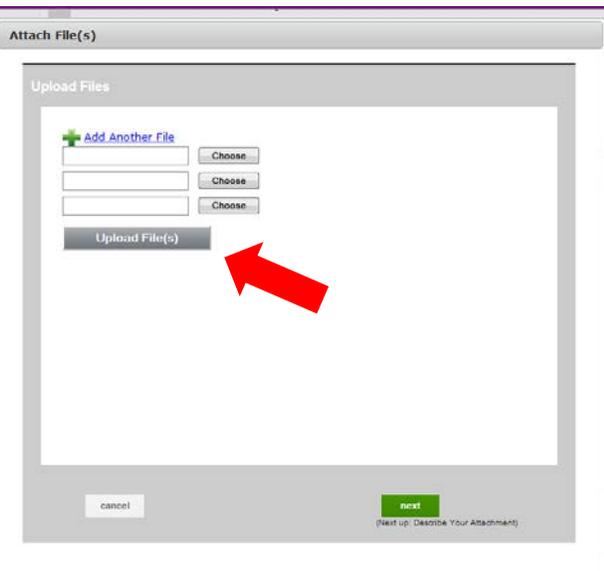
When you are posting messages to your group and attach a file to share, those files are automatically kept in your Resource Library which is a great feature of every group! This allows you to build a library of information that current & future members can search through. Almost any file type is allowed up to 1GB in size and only members of your group can view them.

Below are a few screen images of how to attach a file to a post. In this example, I attached the video file called "Mining Report".

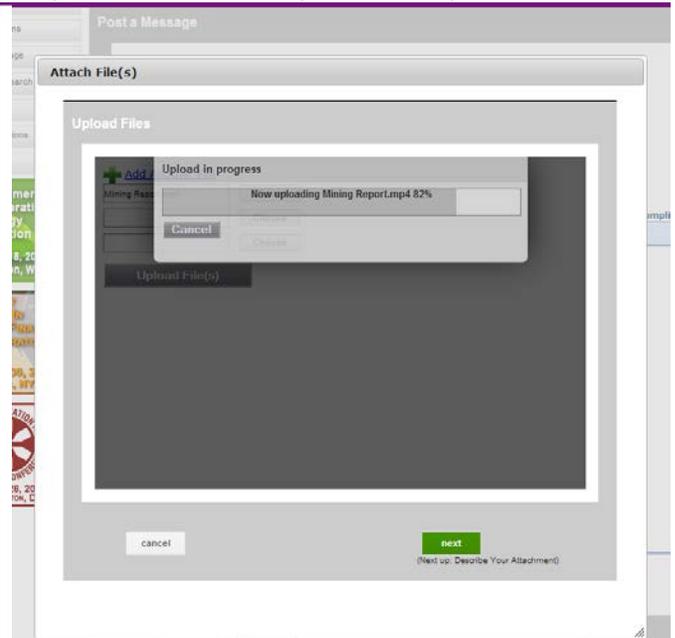
1. In the posting window, click on the green "Attach" button at the bottom.



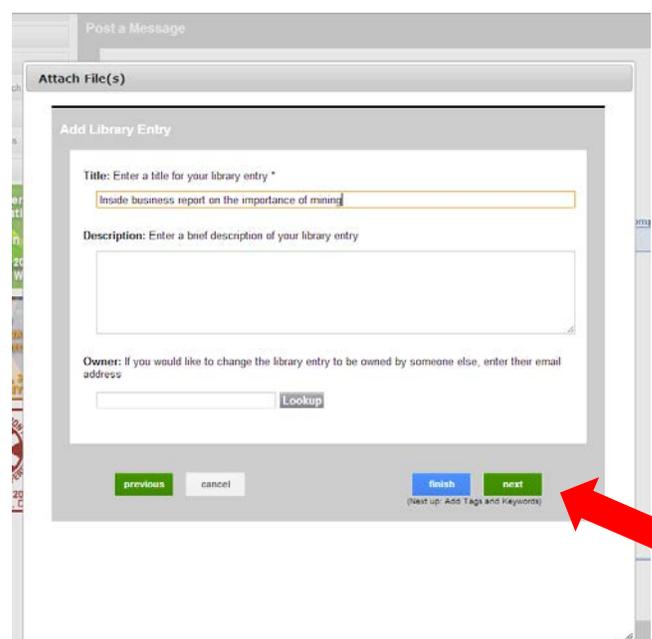
2. Select the file you wish to attach, then click "Upload File".



3. Depending on your file size and internet connection it may take a moment for your file to upload.



4. Give your file a Title and Description so everyone knows what it is and click "Next" if you would like to tag your file so it is easy to search for. (This next step will be important as your resource library grows.)



5. In this window, you have the ability to “tag” your file with keywords from different categories by checking the box next to the name. Create your own “tag” by entering it under the “User tags” box and click “Add”. Now click “Finish”.

6. Back on the post window, you can see your file is now attached to your post.

Enter your message and click "Send" to share with your group members!

If you would like to share this post with more than one group, click on the “Cross Post To” drop down menu for other groups you belong to and choose the group you would like to share your post with.

#### Post a Message