

Accessing documents on the HBA Community

Last Modified on 04/02/2020 9:29 am EDT

Members can view shared documents in community libraries.

1. Navigate to the “**Library**” section of the Member Forum or a specific community.
 2. You will see a system of folders on the left side of the page where files are organized, as well as a list of documents on the right side of the page.
 3. When you have found the document you would like to access, double-click the title to open the document page.
 4. Scroll down the page to the file name and click the download button to save a copy of the file.
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