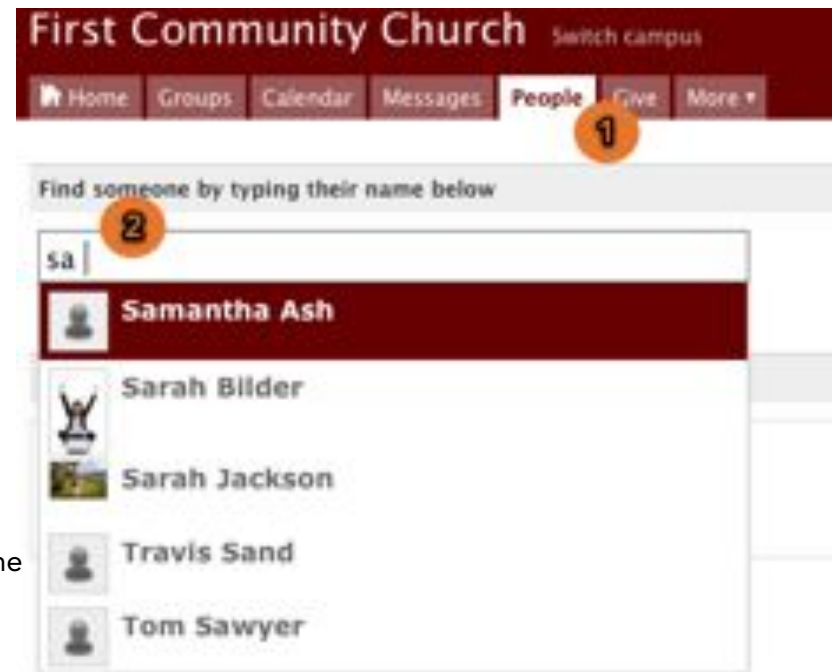


Viewing Other Profiles

To view a profile for another person in our online community, first click the People tab (1) at the top of the page. If you do not see a People tab, it means you have limited access to the community and will not be able to view any other profile besides yours and your family's, if applicable.

After clicking People, begin typing a name in the search box (2). You may type the first name, last name or a combination of both. As you type, the system will automatically narrow your results and generate a list of people who meet your criteria. Click the name

***TIP*:** You will only be able to find people who are listed to the online community.



The first time you access a profile after logging into the online community, you will land on the **Activity** page. In addition to the **Activity** page, which shows recent activity by the individual, you can view more information on the **Info** tab or see the individual's friends and other information on the Involvement tab.

Viewing People's Profiles Continued



Contact information (1) and a photo (2) will be visible in the top section of the profile. This info includes phone numbers and addresses, but visibility is based on the person's privacy settings.

On the **Info** tab, you will be able to see whatever information the individual has chosen to share with the online community. Anything not shared will be blank or show a message 'not enough privileges to view,' meaning administrative rights are required to view the information.

Because the tabs in profiles are 'sticky,' any profile you access will open to the same tab you were on previously (i.e. **Activity, Family, Info** or

TIP Adding people to your **Friends List** will allow those people to view information in your profile with privacy settings of 'friends only' or 'friends and my groups members'. In addition, it will give you easy access to those profiles if you wish to email them or view a phone number. This is a one-way add and does not require approval from the other person or allow any additional access to their profile.

