

## **USING MY NETWORK**

Using this new feature, you can network with other members and view their activities in real time on the My Network window. You can determine if you want to connect with a member or simply follow their activity.

### **CONNECTIONS**

*To connect with a member:*

1. Search for the member to which you want to connect. The My Page window opens.
2. Click the Add Member to My Network button. The Add Member to My Network light box opens.
3. Click the Request button. The label connection window opens.
4. Select the appropriate label for the connection.
5. Click the Ok button.

Once you have requested to connect with another member, they will have to accept the request before the connection is made online.

*To accept a connection request:*

From the My Network window, click on the Connections tab. This tab displays a listing of all your connections. Next to any connection in pending status, click the Accept button. The Label Connection light box opens.

1. Select the appropriate label for the connection.
2. Click the Ok button.

The member's recent activities now appear in the Activity Stream on the My Network window.

*To disconnect with a member:*

1. From the My Network window, click on the Connections tab. This tab displays all of your connections.
2. Find the user that you want to disconnect and click the Disconnect button.

### **FOLLOWERS**

Followers are members that have subscribed to another member's activities, even if they aren't connected. Members can follow other members on the site in order to stay up to date on their participation.

To follow a member:

1. Search for the member for which you want to follow. The My Page window opens.
2. Click the Add Member to My Network button. The Network with Member light box opens.
3. Click the Follow button. You are now following the member.

To un-follow a member:

1. From your profile window, click the My Network button in the About This User column. The My Network window opens.
2. Click on the Following tab. The following tab opens.
3. Find the user that you want to unfollow and click the Unfollow button. The member will be removed from the listing on the following tab.

### **BLOCKED MEMBERS**

You can also block connections or followers, if you determine that you don't want another member to be able to see your site activity. Blocked members cannot request to connect with you or follow you and if they are currently connected or following, those relationships will be disabled.

To block connections:

1. From the My Network window, click on the Connections tab. The Connections tab opens.
2. Find the user that you want to block and click the Block button. The member will be removed from the listing on the Connections tab and now appear in the listing on the blocked tab.

To block followers:

1. From the My Network window, click on the Followers tab. The Followers tab opens.
2. Find the user that you want to block and click the Block button. The member will be removed from the listing on the Followers tab and now appear in the listing on the blocked tab.