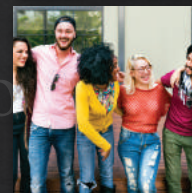
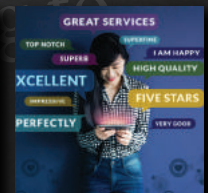
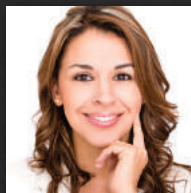




# inquireaboutme®

## Share, Provide, and View Video References

inquireaboutme allows others to put a face with the name, and actually see and hear what others say about a person, a place of business, university, or organization using video references.



**i.am** A New Way for Employee Prospects, Student Prospects, and Sport Athletes to Display References with Employers, Universities, and Organizations

**i.am** A New Way for Employers, Universities, and Organizations to Communicate with Employee Prospects, Student Prospects, and Membership references

**i.am** A New Way for Employers, Universities, and Organizations to showcase milestones and accolades using video References

## HOW-TO-GUIDE

# inquireaboutme.com

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## ref·er·ence

*/ˈref(ə)rens/*

*noun*

**1.** the action of mentioning or alluding to something.  
“he made reference to the enormous power of the mass media”

*synonyms:* mention of, allusion to, comment on, remark about

**2.** use of a source of information in order to ascertain something.

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**inquireaboutme**<sup>®</sup>

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Introducing  
**inquireaboutme**<sup>®</sup>  
[www.inquireaboutme.com](http://www.inquireaboutme.com)

i.am

**inquireaboutme (i.am)**, a free way to submit and show your professional and personal references with videos, via a web and app based social media network.

**inquireaboutme** allows others to see and hear what others are saying about a person, place of business or organization. On **inquireaboutme**, you save videos of references, and direct your audience to your **i.am** page to view. You can also invite professional or personal colleagues to write an attribute (blog) about you on your **i.am** page. The ideal and perfect method to assist potential employers, universities, and organizations with gaining a better understanding of your skill set, credentials, and past achievements.

At **inquireaboutme**, we offer an alternative to assist with your references on an application, and better your chances at landing the job of your dreams, attending the school of choice, obtaining membership, and accomplishing your goals.

Better  
Chances



# Be Heard

Ever wonder what your references say about you?

## About

### Employee/Student Prospects

Ever wonder what your references say about you? **inquireaboutme** eliminates the need to cold call a former boss for a letter of recommendation, or perhaps, asking a fellow colleague if you can list them as a reference time after time. On **inquireaboutme**, you can store multiple Video References, Accolade Videos/Pictures, and Blogs of others speaking on your behalf. **inquireaboutme** offers your potential employer a more inside look at your qualifications by word of mouth, instead of solely depending on your credentials listed on a resume, cover letter, or letter of interest. **inquireaboutme** eliminates the fear of what a reference will say about you, or if a reference has been contacted. Whether you're

a job-seeker, attempting to get into the college of choice, or seeking membership into an organization, **inquireaboutme** helps increase your credibility, which may be the deciding factor in reaching your goals.

### Employers/Universities/Organizations

Is it time consuming to contact a prospect references? What about the interim of waiting for a potential employee, student, or membership applicant's reference to contact you back? On **inquireaboutme**, you can view reference videos for potential employees, students, or membership applicants, and see what their former colleagues say about them. You can also view Accolade Videos

and pictures, and contact references through **inquireaboutme** to ask specific questions. Store Employee Prospect and Student Prospect video references, and Accolade Videos and pictures for future reference as long as you like. Eliminating the need to contact references, and no more will there be a need for your human resource department keep a paper trail of references. **inquireaboutme** helps expedite the hiring or approval process, and streamline efforts in relation to company, university, or organization protocol.

### Reference Verification

When contacting references, it is depended that the applicant is being truthful in relation to the job they've held past, their credentials, and the title of the person being listed as a reference. At **inquireaboutme**, users are required to verify their email address. If it is required a potential prospect list 3 to 5 references; Businesses, Universities, and Organizations can require that the reference is verified on **inquireaboutme**.

**inquireaboutme** makes the reference verification process legit and authentic.



i.am

ideal



# Our Brand

What makes us unique

## Who We Are

For Employee and Student Prospects, your **i.am** page keeps your audience in the know of your career achievements, and offers an opportunity for endless comments (blogs) of your past experiences. Making you look more ideal for the goals you seek.

- **Student Prospect** (For individuals seeking enrollment into a university or college; and/or to highlight scholastic achievements using video references and accolade videos/pictures.)
- **Sports** (For athletes seeking enrollment into a university, college, or professional ranks; and/or to highlight athletic achievements and highlights using video references and accolade videos/pictures.)
- **Employers** (For businesses seeking employees; to view video references and accolade videos/pictures of potential Employee Prospects. For businesses looking to post video references or accolade videos/pictures from staff, partners, to highlight company achievements.)
- **Universities** (For universities/colleges seeking students; to view video references and accolade videos/pictures of Student Prospects and Employee Prospects. University/Colleges looking to post video references or accolade videos/pictures from staff, partners, sponsors, to highlight university (or department) achievements.)
- **Organizations** (For non-profits, volunteer groups, Greek organizations, etc., seeking members; to view video references and accolade videos/pictures of potential members, and Employee Prospects. Groups looking to post video references or accolade video/pictures from staff, partners, sponsors, to highlight group achievements.)

For Employers, Universities, or Organizations, your **i.am** page keeps your audience abreast with company achievements, and allows others to see and hear of past experiences from other people.

## Who Are You?

# i.am

**inquireaboutme**

allows you to put your best foot forward when attempting to reach your goals, by using videos as your references. Whether you're applying for a job, college, membership, or highlighting your business or organization achievements, **inquireaboutme** does the talking for you with videos, pictures, and blogs. What better way to showcase your talents, skill set, and accomplishments, by letting others

speak of your attributes on your behalf. You can showcase receiving an award, speaking at a public event, someone else speaking highly of your hard work, or how great your place of employment, university, or organization is. **inquireaboutme** displays the positive moments of your career, business, or organization and offers others the opportunity to hear about milestones, by word of mouth from other people.

### Account Options

There are 6 options to chose from when creating an account on **inquireaboutme**:

- **Employee Prospect** (For individuals seeking a job; and/or to highlight career achievements using video references and accolade videos/pictures.)

# Show Who You Are



# Be Prepared

Employers can view videos from your references about you.

## Employee & Student Prospects

**Employee Prospects** - Employers can view videos from your colleagues about you. Post Accolade videos and pictures of your career achievements.

Send **i.am** Blog Requests to colleagues, or school affiliated personal to write on your page. Showing credibility of who you are, and highlighting your career or/and scholastic achievements.

not let videos of past supervisors or colleagues do the work for you? No more will there be a need to constantly ask colleagues to serve as a reference, or the need to request a letter of recommendation.

## Student Prospects/ Sport athlete

It's common for colleges to ask for two to three recommendation letters. These letters are normally generic. A Video Reference from a teacher, counselor, principal or coach will speak margins above a letter, and will truly showcase your character, accomplishments, goals, and abilities. On school applications, you provide a web link to your **i.am** page. Administration departments can then view your Video References, Accolade Videos/pictures, About Me Video, recommendations, and Resume Profile.

You can link, post and upload your SAT/ACT information, cover letter, and other pertinent information on your resume profile. At **inquireaboutme**, you better your chances at being accepted at the university or college of choice.

## Student Prospects/ Sport Athlete -

Universities/Colleges can view Reference Videos from your teachers, counselors, or/and trainers about you! Post Accolade Videos/Pictures of your scholastic and sport achievements.

## Employee Prospects

Along with your polished resume and cover letter, it is also a very important factor to chose the best references. Having good references could be the deciding factor in landing that dream job. At **inquireaboutme**, you send a Video Reference request (or **i.am** card) to the person of choice, in-turn, your reference uploads a video speaking of your positive attributes, and skill set.

How does it work? It's easy! Send your **i.am** card (to request a reference video or blog) to former supervisors or/and professional colleagues. Your reference then receives an email notification to provide a reference video, which is then uploaded to your **i.am** page. On job applications (or cover

letter), you direct the potential employer to your **i.am** page. You can also send a customized web link of your **i.am** page to the hiring manager or HR department to view. The potential employer can then view your Video References, Accolade Videos/Pictures, About Me Video, colleague recommendations, and Resume Profile. It's that simple!

Curious in knowing who has visited your page, or viewed your Video References? **inquireaboutme** offers a detailed list of employers or colleagues who have viewed your Video References, Accolades Videos/Pictures, and **i.am** page. No more inquiring or guessing what your job references are saying about you. Need a letter of recommendation? Why

# Stand Out





# i.am The Best

Scouts can view athletic highlights and videos of people speaking on your behalf.

## Sports

A Reference Video from a coach, trainer, teacher, or counselor will speak margins than just a letter.

No more inquiring or guessing what your coaches, teammates, or colleagues are saying about you.

submit your portfolio of sporting event highlights, or other required specifics. On **inquireaboutme**, you direct recruiters, coaches, or other related individuals to your **i.am** page, to view all your related credentials. Giving you an edge to achieve the goals you seek.

Provide an 'About Me' video that details who you are, and post 'Accolade' videos and pictures of your athletic milestone moments!

Comments or statements from coaches, teammates, opposing players, teachers, or counselors, can be achieved by sending **i.am** Blog Requests. This adds more credibility to your athletic abilities. 'Likes' (👍) from your audience helps grow your network, and highlight your sporting accomplishments.

At **inquireaboutme**, you better your chances at being accepted at the University or college of choice, and makes you more attractive to the professional league.

**inquireaboutme** offers a detailed list of Universities, Colleges, and other sport affiliates who have viewed your **i.am** page.

## Sports

High School and College athletes, **inquireaboutme** is the perfect platform to show what coaching staff, trainers, teammates, and/or teachers say about you being a sports phenomenon. For every touchdown, basketball shot, soccer goal, tennis ace, or any sport achievement highlight; you can post as many videos and pictures as you like as a 'Video Reference' or 'Accolade' video or picture.

You send your **i.am** card (to request a reference video or blog) to coaches, trainers, teachers, counselors, or/and professional colleagues. Your reference then receives an email notification to provide a Reference Video, which is then uploaded to your **i.am** page. On school or job applications

(or cover letter), or applications in relation to sports, you direct the potential school, team, or employer to your **i.am** page. Individuals can then view your 'My Top 5 Reference Videos' or 'My Reference Videos'. You can also send a customized web link of your **i.am** page to the person of choice to view. Individuals can then view your Video References, 'Accolade' videos/pictures, and school affiliated recommendations. It's that simple!

Within your resume profile there are areas to upload (or hyper-link) your SAT score, NCAA Clearing House eligibility info, and other pertinent information in relation to college athlete requirements, or use as a platform to be more appealing for the next level. No more will there be a need to gather resources to



i.am

# A Winner



# Be Organized

View Video References and  
read achievements of your  
Employee Prospects.

## Employers

Post 'Accolade' videos and pictures  
from staff, or extended partners of your  
**Employer** milestone moments.

page. Showcase videos or commercials about your company in your 'About Us' area that speaks of the foundation of your business, or what your business specializes in. Post staff video references in 'My Top 5 Reference Videos' and 'My Reference Videos' areas speaking on your behalf. Use staff Video References to highlight department achievements, upcoming events, or the results of a past event. This is the perfect method for staff and department engagement. It will also keep your audience and **i.am** contacts informed of future goals and milestones that have been obtained.

Comments and likes about your company achievements keeps your network in the know of special moments and achieved goals. At **inquireaboutme**, you can send **i.am** Blog Requests to fellow constituents or extended partners, to provide a comment of their experiences interacting with cohorts, or perhaps, from attending a company event.

**Employers** - View Video References of Employee Prospects and read achievements of your applicants. Highlight company milestones using Accolade Videos and Pictures from your staff and company partners.

## Employers

Is it time consuming to check references for Employee Prospects? On **inquireaboutme**, you can view Reference Videos of potential employees, and if need be, contact them through our network. How do you know if the credentials of the person serving as a reference are factual? You can require that references are verified through **inquireaboutme**, to ensure the authenticity of the person serving as a reference. Our requirements for verification are done by confirming that the provided email address is legitimate. After you have viewed the potential employee references (or 'Accolades') on **inquireaboutme**, you can save and store in a customized folder with the naming convention of choice (e.g. Human Resource Department) on

your **i.am** page private dashboard. This allows you to save video references for your new hire, and keep on file for future purposes, as well as save 'Accolade Videos' (or pictures) of your new employee's achievements, assisting with creating an employee profile. No more will there be a need for a paper trail of a new hire. At **inquireaboutme**, you eliminate the need to call references, and waiting for responses. With this innovative method of verifying references, your staff can better formulate a decision more efficiently.

Want to highlight your company's achievements and milestones? At **inquireaboutme**, you can use videos of your establishment achievements as company (or staff) references on your **i.am**

# Be Professional



# Be Collegiate

Use videos to view future Student Prospects and achievements.

## Universities

**inquireaboutme** is the perfect platform to gain popularity, and assist universities/colleges with communication efforts, audience engagement, and creating a loyal following.

**Universities** - View future student Video References and achievements! Highlight scholastic milestones using Accolade Videos and Pictures from your staff and extended sponsors.

of choice (e.g. Employee Prospects/History Dept, or Student Prospect/Art Department), on your **i.am** page private dashboard. This allows you to save all references for constituents of the department, admissions, and all other affiliated parties to view.

Showcase videos or commercials in your 'About Us' area that speaks of the motto of your university/college (or department), and post videos from staff or sponsors under 'My Top 5 Reference' videos or 'My Reference' videos speaking on the behalf of your University/College (or department). 'Accolade Videos' (or pictures) provides the opportunity to share and post videos/photos from staff, students, sponsors, or event related information to your audience.

Send **i.am** Blog Requests to fellow constituents or extended sponsors, to provide a statement of their experiences interacting with cohorts after attending your organization's event.

Comments of student achievements, departmental goals, event happenings, or professor awards on your university's **i.am** page allows you to reach alumni, students, stakeholders, and parents effortlessly.

## Universities

Have an endless amount of student enrollment applications? Viewing references, credentials, and accolades of Student Prospects and Employee Prospects on **inquireaboutme** allows all related departmental staff to gain a better understanding of the potential student's background.

Universities/Colleges can require all student applicants to submit their customized web link to their **i.am** page. This allows you to listen to counselors, teachers, principals, or affiliated persons speaking on the behalf of the student, eliminating the need for recommendation letters. You can also communicate with the student on the progress of his/her application status, or

inquire more of a student's background, using the functionality available on **inquireaboutme**. It eliminates a paper trail, and offers more insight of the potential student achievements, extra curriculum activities, and community service.

Universities/Colleges can create an **i.am** page per each department. This enables each department to have it's own administrator, eliminating the need to have one **i.am** page per university/college.

Signing up your university/college on **inquireaboutme** has many advantages with streamlining all efforts in relation to employee hiring as well. You can store Employee Prospects or Student Prospects reference videos or 'Accolades' in a customized folder with the naming convention



# Studios



# Our Mission

View Video References of your membership applicants.

## Organizations

**Organizations** - View potential members Video References and Accolades.

### Organizations

Need more organizational structure to gain sponsors or members? Could you benefit from a social media network that allows your non-profit, volunteer group, church, fraternity or club, to highlight events and milestones?

View and save 'Employee Prospects' or membership candidates 'Video References' or 'Accolades' in a customized folder with the naming convention of choice (e.g. Employee Prospects, Members, or Sponsors), on your **i.am** page private dashboard. This will assist with gaining a better understanding of their background, community service, or other related credentials. This allows you to save all references (and 'Accolades') of your

new employee, member, or sponsor, and keep on file for future purposes.

On **inquireaboutme**, you can stream endless videos from your staff speaking on behalf of your organization as 'My Top 5 Reference' videos or 'My Reference' videos. Post 'Accolade' videos and pictures of events to share with potential sponsors, members, and network to keep them abreast of your organization progress and efforts. This provides your organization with the opportunity to post videos from staff, volunteers, and/or recipients of an award from your organization.

Showcase videos or commercials in your 'About Us' area, that speaks of the mission of your

organization, or what your organization specializes in.

To enhance your organization's **i.am** page, posting comments (blogging) on goals, or event happenings is seamless. On **inquireaboutme**, you send **i.am** Blog Requests to fellow constituents or extended sponsors, to provide a statement of their experiences interacting with your organization. Statements from colleagues, staff, or sponsors, add more credibility to your organization's mission and efforts. 'Likes' (👍) from readers of blogs/statements help grow your network.

Signing up your organization on **inquireaboutme** has many advantages with streamlining all efforts in relation to employee hiring, membership efforts, obtaining members, and keeping your audience informed.

Using word of mouth through videos is a powerful marketing method, and **inquireaboutme** is the perfect platform to share ideas and insights.

View Video References of your membership applicants. Highlight your **Organization** mission events using Accolade Videos and Pictures from your staff and extended sponsors.

**i.am**

# Purpose





## i.am Pointers

### How to Record a Video

The functionalities on **inquireaboutme** will enable you to create an ‘About Me’, ‘Video Reference’, or ‘Accolade’ video live , live stream, or a video can be uploaded from a local work environment. For individuals who choose to record a video live, a webcam will appear while logged on **inquireaboutme**, and you will be prompted to record. The same applies for the recipient of a ‘Video Reference’ request.

If decided to create a video locally and then upload, there are several methods. To create and record a video, most desktop and laptop computers, and smart phones are already equipped with a web camera and software that allows you to do so. While a desktop computer provides a more stable foundation, a laptop can easily be fixed on a solid platform to make a video recording. A smart phone (held steady) is ideal for ‘Accolade’ videos.

### Video Formats

The accepted formats to upload ‘About Me’, ‘Video Reference’, or ‘Accolade’ videos (from a local work environment) to your **i.am** page are: .m4v, .mpg, and .wmv.

### Creating the Ideal Video Recording Environment

#### Video References / About Me Videos

The area that is viewed in the web camera live space, should be clean, and an office set up is ideal for reference videos. The area should be well-lit, with no additional movement in the background, or sound (other than your voice) for reference videos. Your attire should be professional, as though you’re conducting a Skype® interview. Practice ahead before recording, and only upload a solid presentation, with no breaks in conversation. Your video should be short, with the ideal recording time being 45 seconds to 1.5 minutes, no longer than 2 minutes. Eye contact should remain entirely on the web camera, reading from notes is not ideal, and speaking fluently (no pauses) makes your statement look more genuine. To end your video, have your hand and mouse ready to stop recording, eliminating the need to look away from the web camera. Remember, the goal is to present yourself in the best professional manner as possible. This information should be relayed to those that will serve as a reference for you as well.

### What to Say (i.am Employee/Student Prospect/ Sport athlete ‘About Me’)

Your ‘About Me’ statement should be of who you are, your skill set, achievements, goals, or/and what you aspire to be. It should be short, to the point, and use verbiage other than what’s in your bio area on your **i.am** page. Being generic is also ideal, to allow your ‘About Me’ statement to be applied and relevant to any type of position to which you may have applied (Employee Prospect) or pursuing, or to schools to which you may have applied (Student Prospect/Sport athlete). The following is an example of what to say as your ‘About Me’ statement as an Employee Prospect.

*Hello,*

*My name is Jane Doe, and I am an accomplished Creative Director with a notable record of achievement in the print, web, and digital design sector. I have over 10 years professional experience working with Fortune 500 and International Brand companies. I have successfully managed and directed teams with advertising strategies in the US and Global Markets, and monitored every step of brand execution to ensure adherence to International guidelines. Being a leader is a natural trait for me, and I believe in creating a positive work environment for the teams I manage, to keep them interested, and to help them thrive in their position. My philosophy to being a creative professional is simple; to find the best solution to meet objectives, and to take projects to heights unforeseen.*

### What to Say (i.am References)

A ‘Reference Video’ for an Employee Prospect, Student Prospect, or Sport athlete should be from a former boss, colleague, school administrator, teacher, counselor, coach, trainer, or perhaps a person who monitored your community service. Reference wording should be that of a recommendation letter, speak of your interactions with the person to whom you’re serving as a reference for, and length of time known. The person’s skill set, strengths, and any positive moments should be reflected. It should be as though you’re speaking directly to someone who is checking on a prospect references for employment, school admission, or admission into an organization. The following is an example of what to say serving as a reference.



Greetings,

My name is Robert Dow, Brand Director at Napple, and I had the opportunity to serve as Jane Doe's manager for 8 years, known her for 10 years, and have personally witnessed her professional work ethic, positive attitude, and pleasant demeanor. Jane served as the Creative Strategist Manager at Napple, and was in charge of advertising and marketing strategies in the US and Globally. Jane worked closely with me in planning and developing strategies to better promote our brand, particularly in an International market. She is very responsible and professional, and her ambition was evident in her ideas and performance. Jane has a thorough knowledge of multiple programs affiliated with print, digital, and web, has a keen eye for what 'pops' and what is considered eye catching. She is very much a student of her craft, and is diligent with staying abreast with new technology. She stood out amongst her peers, maintaining a distinct stature on positive change. Her focus was to make a difference, and be an influence within her cohorts. Jane demonstrated a great interest and dedication to the field of advertising, and I expect her to have a bright future in the field. She is truly an ideal employee, one I would rehire again, and I recommend Jane with confidence.

For 'Reference Videos' or 'Accolade' Videos that are from staff, or that will speak in relation to a business or organization, this is a perfect marketing opportunity to highlight an upcoming event, the results of an event, or any pertinent information that is related to your cause.

## Reference Verification

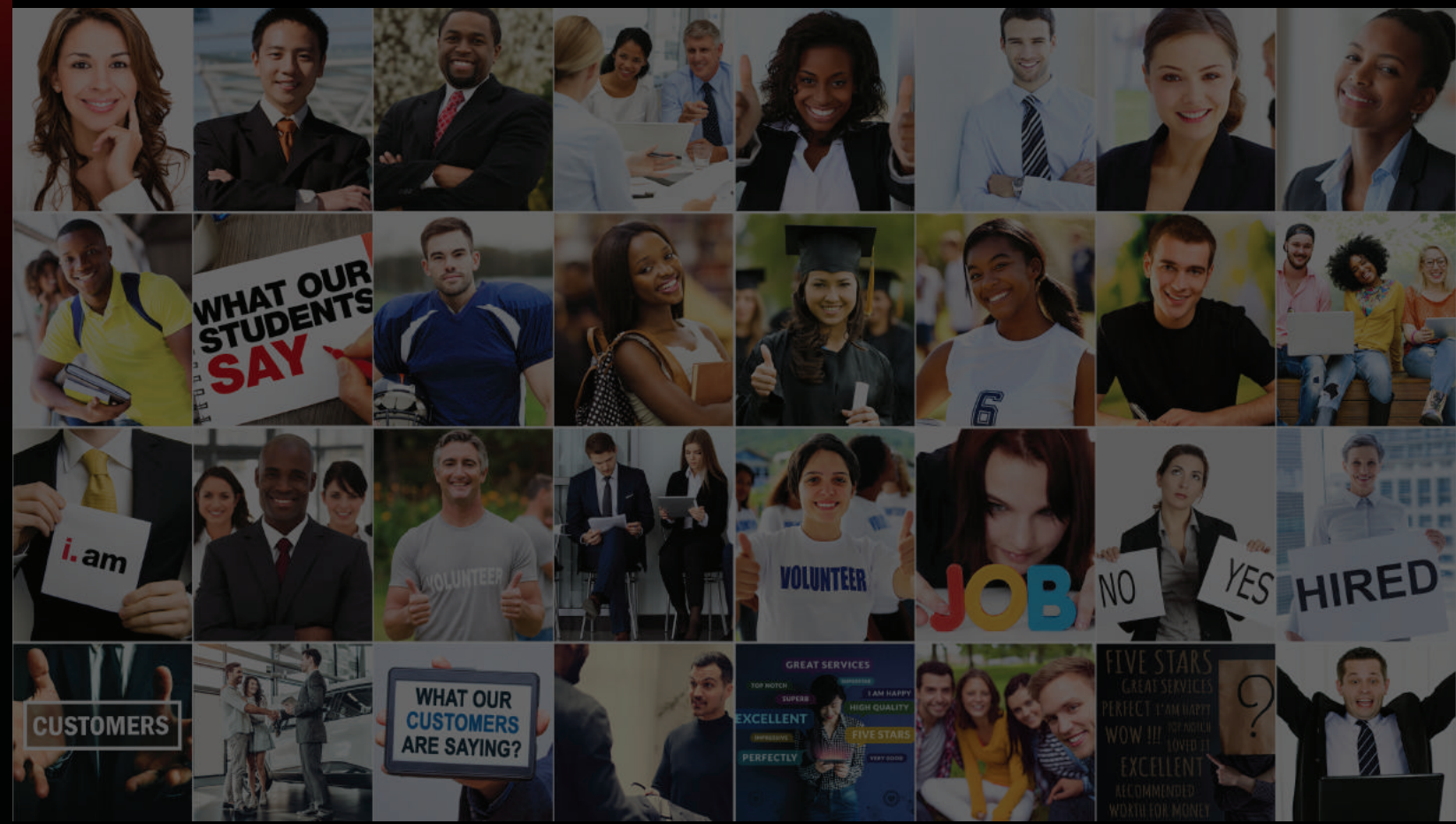
To ensure authenticity, users of **inquireaboutme** must be verified by providing their personal or company email address, and reply to a computer generated email verification. When a user is verified, an icon '✓' is prominent on the reference **i.am** page. The icon will be evident in respective areas on users **i.am** page. Requiring verification is ideal for human resource departments, hiring management teams, organizations, or school admissions, in making sure an employee or student's reference is factual. Staff or employee verification (for individuals providing a video reference for an Employer, University, or Organization), is also ideal.



## Summary

**Employee Prospects, Student Prospects, Employers, Universities, Organizations, and Sport** athletes all benefit from **inquireaboutme**. It streamline efforts in relation to landing a job, university/college admission, becoming a member of an organization, sponsorship, or simply to highlight your company or organization achievements. Organization is seamless, and tracking your efforts is easily done using the functionality on **inquireaboutme**. **Employee Prospects, Student Prospects** and **Sport** athletes are now able to present themselves in a manner that shows the positive aspects of their life and career. For Human Resource departments, the myth of checking an **Employee Prospect** references after a decision is made is ancient. See what other's say about your **Employee Prospects**, to assist with making a more sound decision.

You better your chances at meeting your goals on  
**inquireaboutme®**







# inquireaboutme®

Share, Provide, and View Video References

inquireaboutme allows others to put a face with the name, and actually see and hear what others say about a person, a place of business, university, or organization using video references.

# INSTRUCTION GUIDE inquireaboutme.com

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- FEATURES
- ORGANIZATION



NEWS FEED



MY ACCOUNT



MEDIA



MY CONNECTIONS

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- How to record a 'LIVE' Accolade Video using a webcam

- How to make Accolade videos or pictures private or public
- How to conduct a 'LIVE STREAM' Accolade Video
- How Accolade Videos and Photos appears to public and in user dashboard

## 28-29 .. BLOGS

- How to initiate a Blog
- How to view, reply, and delete a Blog
- How Blogs appears to public and in user dashboard

## 30-31 .. MESSAGES

- How to access message inbox
- How to view messages
- How to initiate, compose, and send messages
- How to retrieve messages
- How to reply to messages
- How to create folders for organization
- How to save messages

## 32-33 .. NOTIFICATION CONTROL CENTER PANEL

- How to access email notification control center
- How to view notifications for requests, likes, and comments
- How to delete a notification
- How to enable and disable emails

## 34-37 .. NEWSFEEDS

- How to post, add photos and videos to main newsfeed
- How to post reference videos to main newsfeed
- How to post accolade videos and photos to main newsfeed
- How to comment on a post
- How to conduct 'LIVE' Accolade Videos to main newsfeed
- How to tag another user
- How to add hyperlink
- How to navigate a i.am user individual newsfeed
- How an i.am user individual newsfeed appear before others
- How to distinguish if another i.am user is currently on inquireaboutme

## 38-40 .. GROUPS

- How to access groups
- How to join a group
- How to unjoin a group
- How to create a group
- How to invite other users to a group
- How to post within a group newsfeed

## 41 ..... SHARE, SAVE, DOWNLOAD POSTS

- How to save a post to a media folder or My Prospect Area
- How to share a post
- How to save a post
- How to download a video or photo from a post to local environment

## 42-43 .. FOLLOW/MY CONNECTIONS

- How to follow a person, employer, university or organization
- How to view who you're following
- How to view who's following you
- How to view who's following another user
- How to view contacts of another user

## 44 ..... WHO'S VIEWED MY VIDEOS, MY ACCOUNT, MY ACCOLADES

- How to view users who've viewed your account, videos, or accolades
- How to message a user who's viewed your account, videos, or accolades

## 45 ..... SEARCH

- How to other i.am users by account type
- How to search for i.am users by City, State, Employer, or by School

## 46-47 .. RECOVER PASSWORD

- How to initiate recovering your login password
- How to create a new password
- How email notification appears to reset your password

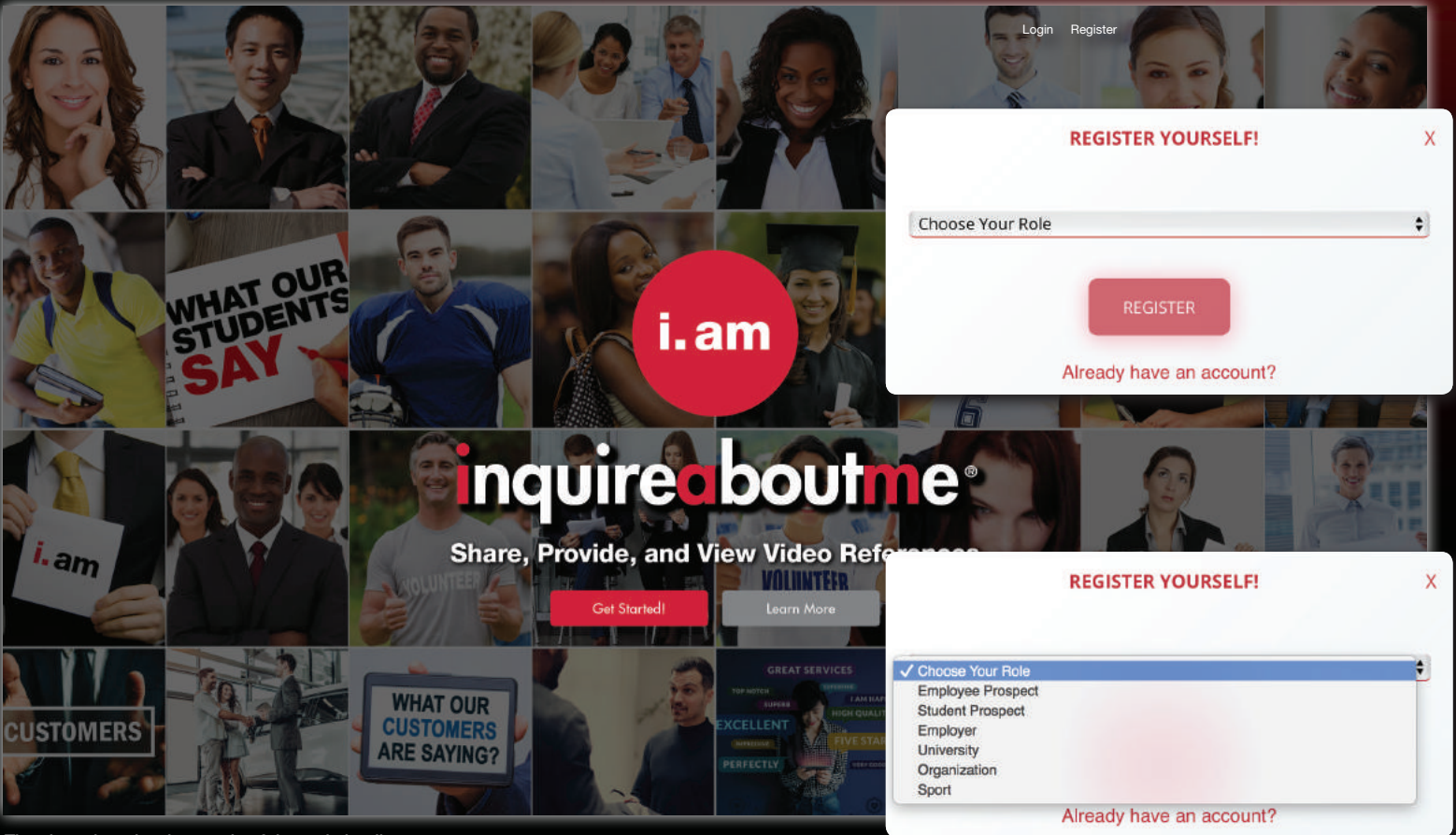


# Signing Up

Creating an i.am page and signing up is simple and easy.

- 1. Click 'Register' to select user type: **Employee Prospect, Student Prospect, Sport, Employer, University, or Organization**
- 2. Provide Name, or Employer/School/University/ or Organization Name
- 3. Provide a valid email address
- 4. Create your password
- 5. Provide City and State
- 6. Provide Address (optional)

Below is a visual example of the main landing page.



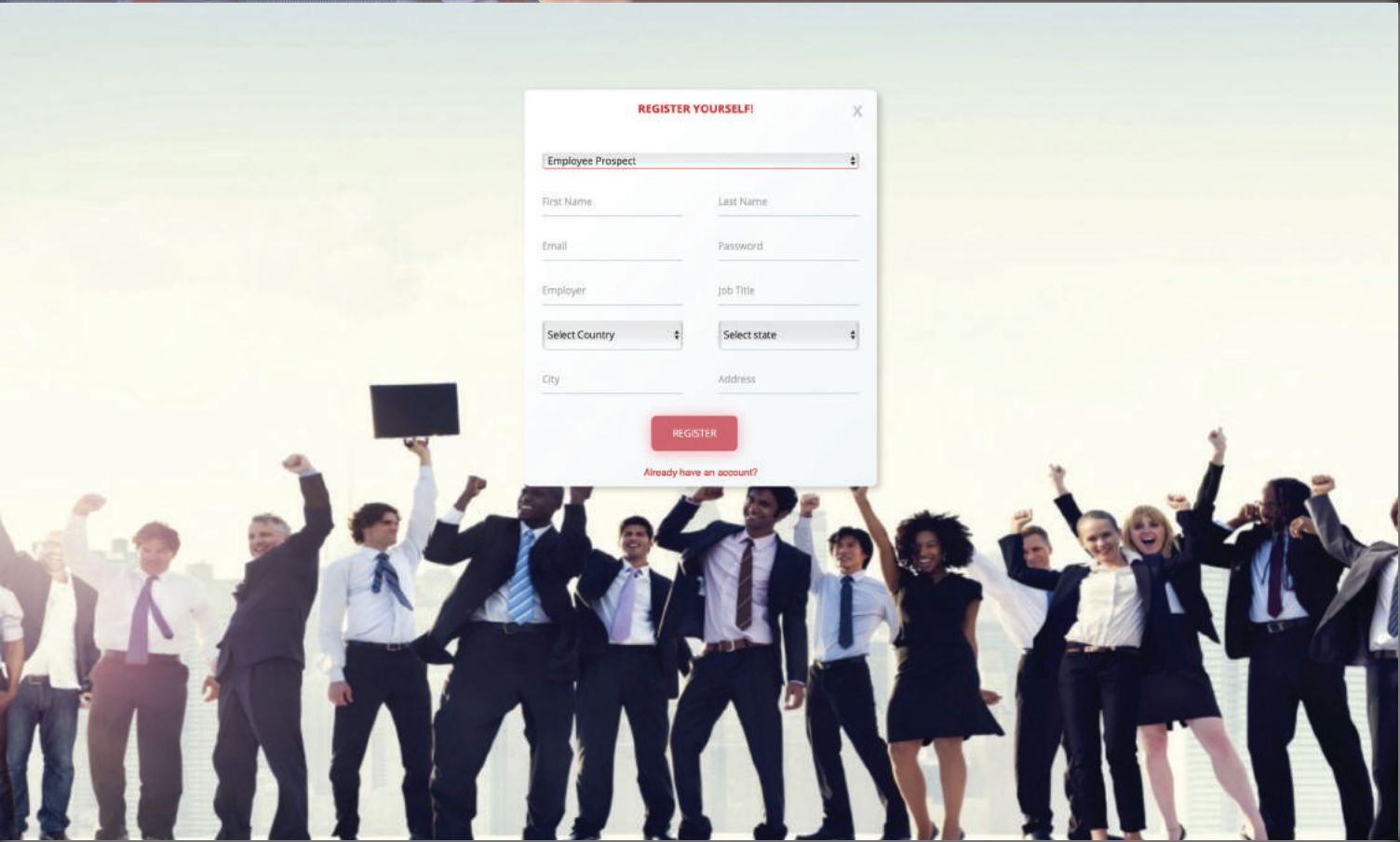
The above is a visual example of the main landing page.

## Employee Prospect

After selecting **Employee Prospect** as your user type, your **Employee Prospect i.am** page will allow you to upload your self photo, bio, about me video, accolade pictures/videos, and reference videos. Place your videos and/or pictures in the appropriate subcategories ('**My Reference Videos**', '**My Top 5 Reference Videos**', and/or '**Accolade Videos or Pictures**').

There is also an option to create your resume profile and/or upload a resume, cover letter, hyperlink to a source of choice, and/or other related material.

This is considered the basic set up for an **Employee Prospect i.am** page.

A 'REGISTER YOURSELF!' modal form. It has a dropdown menu for 'Employee Prospect'. Below are input fields for 'First Name', 'Last Name', 'Email', 'Password', 'Employer', 'Job Title', 'Select Country', 'Select state', 'City', and 'Address'. A red 'REGISTER' button is at the bottom, with a link 'Already have an account?' below it.

The above is a visual example of a Employee Prospect registering on inquireaboutme.com.



i.am Student Prospect

After selecting **Student Prospect** as your user type, your **Student Prospect i.am** page will allow you to upload your self photo, bio, about me video, accolade pictures/videos, and reference videos. Place your videos and/or pictures in the appropriate subcategories ('**My Reference Videos**', '**My Top 5 Reference Videos**', and/or '**Accolade Videos or Pictures**').

There is also an option to create your resume profile and/or upload a resume, cover letter, hyperlink to a source of choice, and/or other related material.

This is considered the basic set up for an **Student Prospect i.am** page.

REGISTER YOURSELF!

Student Prospect

First Name

Last Name

Email

Password

Select Country

Select state

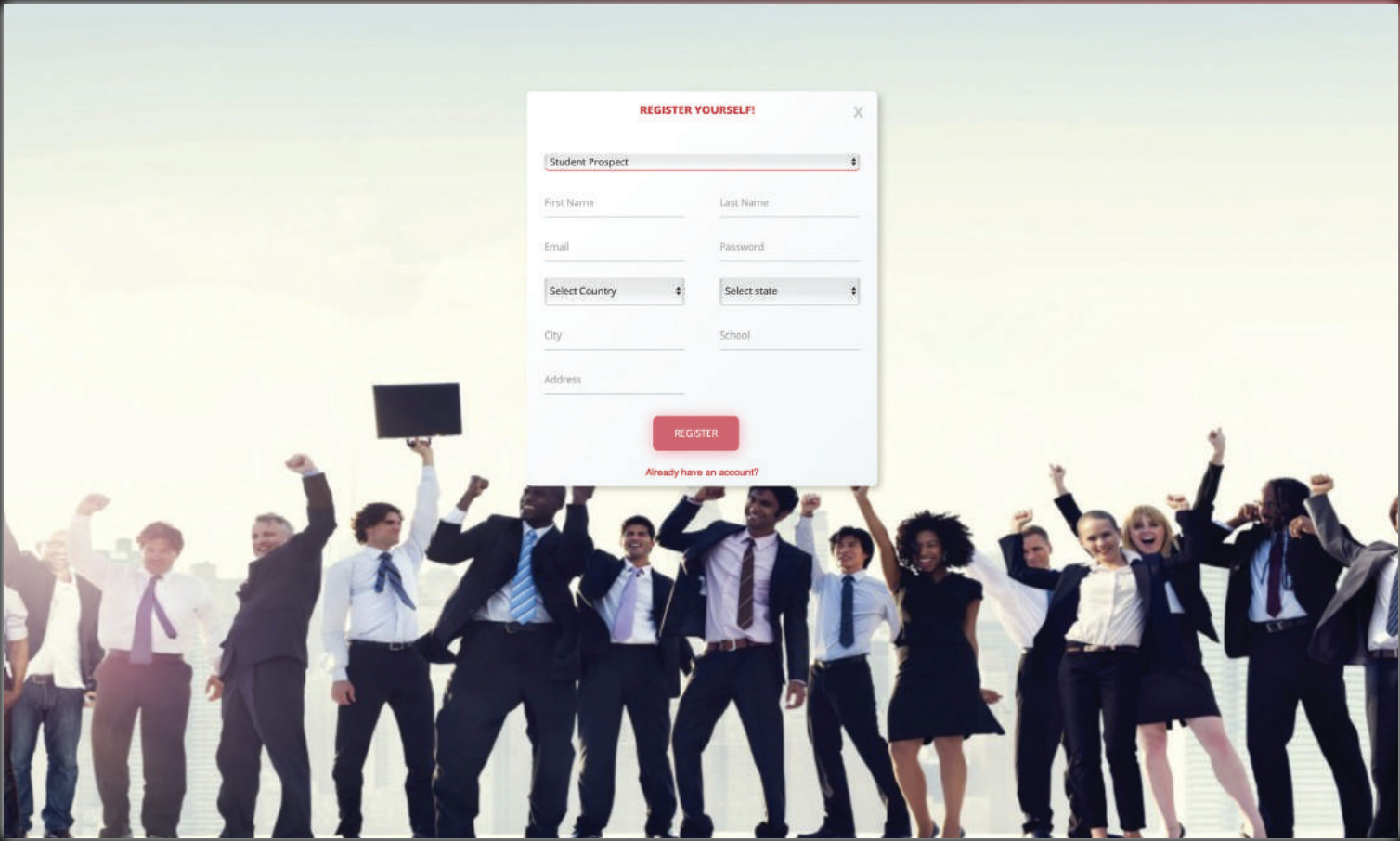
City

School

Address

REGISTER

Already have an account?



The above is a visual example of a Student Prospect registering on inquireaboutme.com.

i.am Sports

After selecting **Sport** athlete as your user type, your **Sport athlete i.am** page will allow you to upload your self photo, bio, about me video, accolade pictures/videos, and reference videos. Place your videos and/or pictures in the appropriate subcategories ('**My Reference Videos**', '**My Top 5 Reference Videos**', and/or '**Accolade Videos or Pictures**').

There is also an option to create your resume profile and/or upload a resume, cover letter, hyperlink to a source of choice, and/or other related material.

This is considered the basic set up for an **Sport athlete i.am** page.

REGISTER YOURSELF!

University

University Name

Employer Name

Department Name

Email

Password

Select Country

Select state

City

Zip\_Code

Address

REGISTER

Already have an account?



The above is a visual example of a Sports athlete registering on inquireaboutme.com.



## **i.am** Employer

After selecting **Employer** as your user type, your **Employer i.am** page will allow you to upload your employer logo, bio, about me video, accolade pictures/videos, and reference videos. Place your videos and/or pictures in the appropriate subcategories ('My Reference Videos', 'My Top 5 Reference Videos', and/or 'Accolade Videos or Pictures').

**Employer i.am** users can create an account per department, or can create folders per department.

This is considered the basic set up for an **Employer i.am** page.

The screenshot shows the 'REGISTER YOURSELF!' form for an Employer. The form includes a dropdown menu for 'Employer' at the top. Below it are input fields for 'Employer Name', 'Department Name', 'Email', 'Password', 'Select Country' (dropdown), 'Select state' (dropdown), 'City', 'Zip\_Code', and 'Address'. A red 'REGISTER' button is at the bottom, with a link 'Already have an account?' below it.

## **i.am** University

After selecting **University** as your user type, your **University i.am** page will allow you to upload your University logo, bio, about me video, accolade pictures/videos, and reference videos. Place your videos and/or pictures in the appropriate subcategories ('My Reference Videos', 'My Top 5 Reference Videos', and/or 'Accolade Videos or Pictures').

**University i.am** users can create an account per department, or can create folders per department.

This is considered the basic set up for an **University i.am** page.

The screenshot shows the 'REGISTER YOURSELF!' form for a University. The form includes a dropdown menu for 'University' at the top. Below it are input fields for 'University Name', 'Employer Name', 'Department Name', 'Email', 'Password', 'Select Country' (dropdown), 'Select state' (dropdown), 'City', 'Zip\_Code', and 'Address'. A red 'REGISTER' button is at the bottom, with a link 'Already have an account?' below it.

This visual example shows the Employer registration form overlaid on a background image of a diverse group of business professionals in suits, some holding up blackboards, suggesting a corporate or educational setting.

The above is a visual example of a Employer registering on inquireaboutme.com.

This visual example shows the University registration form overlaid on a background image of a diverse group of business professionals in suits, some holding up blackboards, suggesting a corporate or educational setting.

The above is a visual example of a University registering on inquireaboutme.com.



**i.am Organization**

After selecting **Organization** as your user type, your **Organization i.am** page will allow you to upload your University logo, bio, about me video, accolade pictures/videos, and reference videos. Place your videos and/or pictures in the appropriate subcategories ('My Reference Videos', 'My Top 5 Reference Videos', and/or 'Accolade Videos or Pictures').

**Organization i.am** users can create an account per department, or can create folders per department.

This is considered the basic set up for an **Organization i.am** page.

REGISTER YOURSELF!

Organization

Organization Name

Department Name

Email

Password

Select Country

Select state

City

Zip\_Code

Organization Type

Address

REGISTER

Already have an account?

REGISTER YOURSELF!

Organization

Organization Name

Department Name

Email

Password

Select Country

Select state

City

Zip\_Code

Organization Type

Address

REGISTER

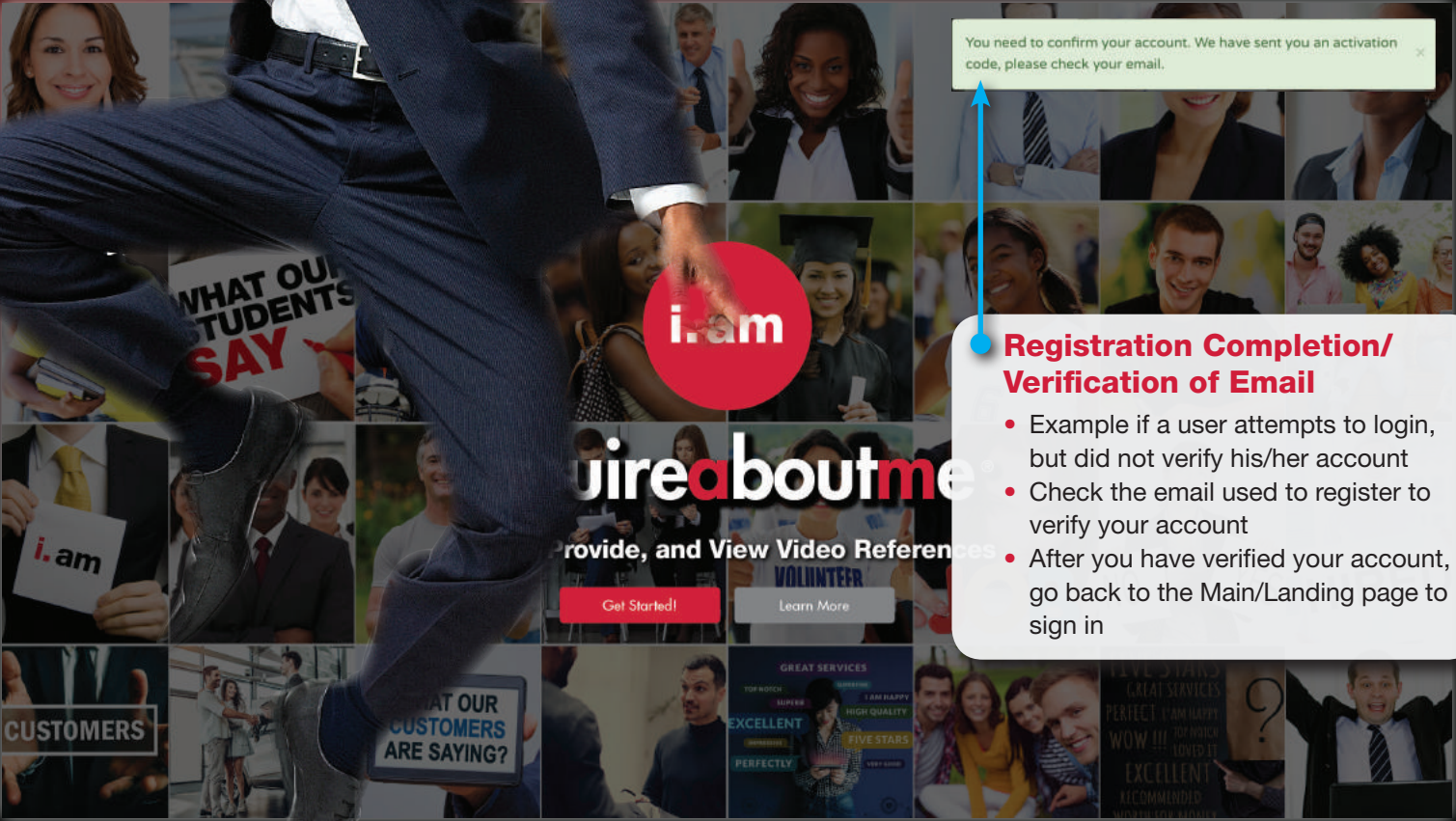
Already have an account?

**i.am Create An Account**

- After registering, all users are required to verify their email address to access your account



- Registration Completion/ Verification of Email**
- Example of a successful completed registration
  - Check your email used to register to verify your account



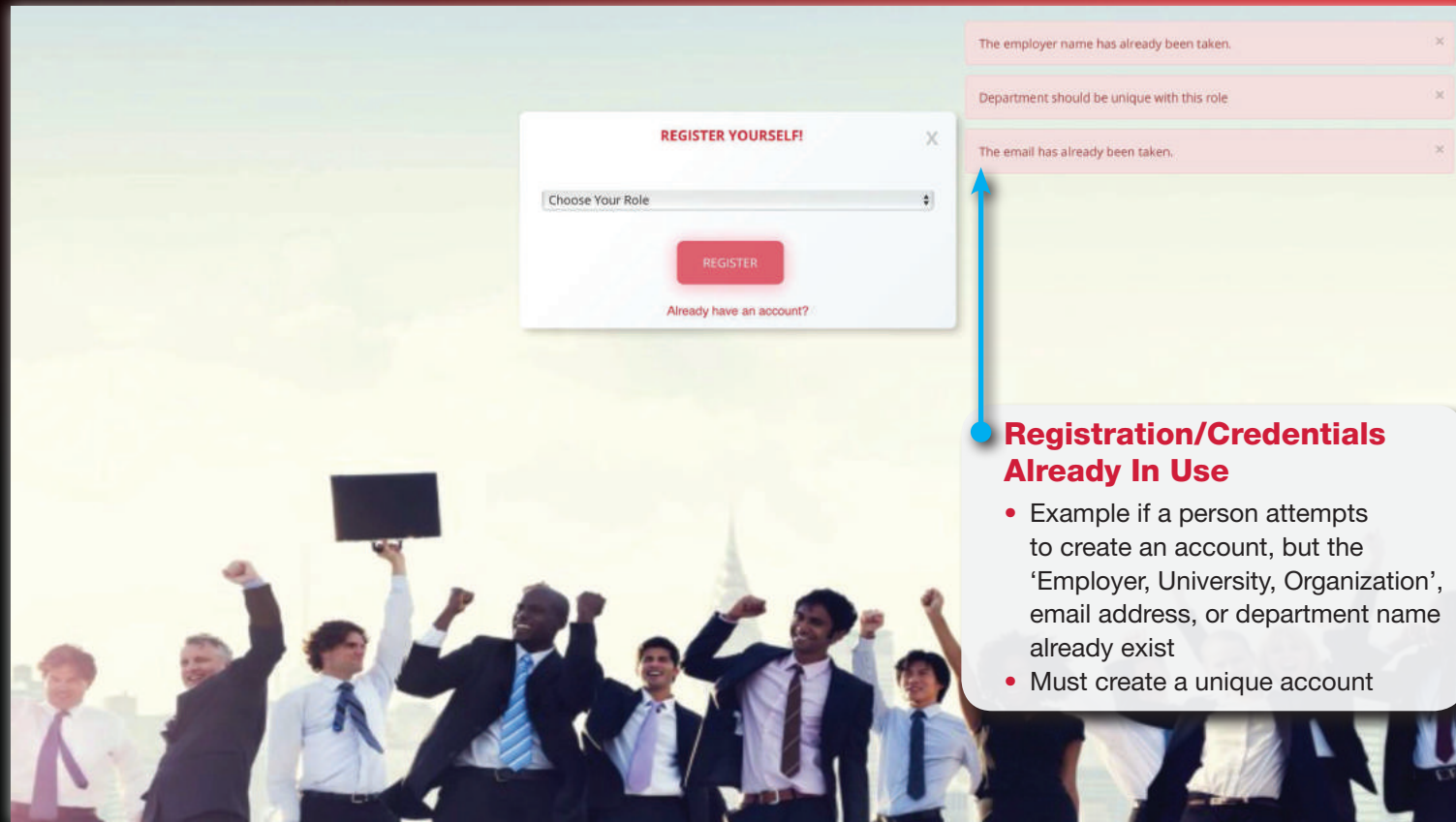
- Registration Completion/ Verification of Email**
- Example if a user attempts to login, but did not verify his/her account
  - Check the email used to register to verify your account
  - After you have verified your account, go back to the Main/Landing page to sign in

The above is a visual example of a Organization registering on inquireaboutme.com.



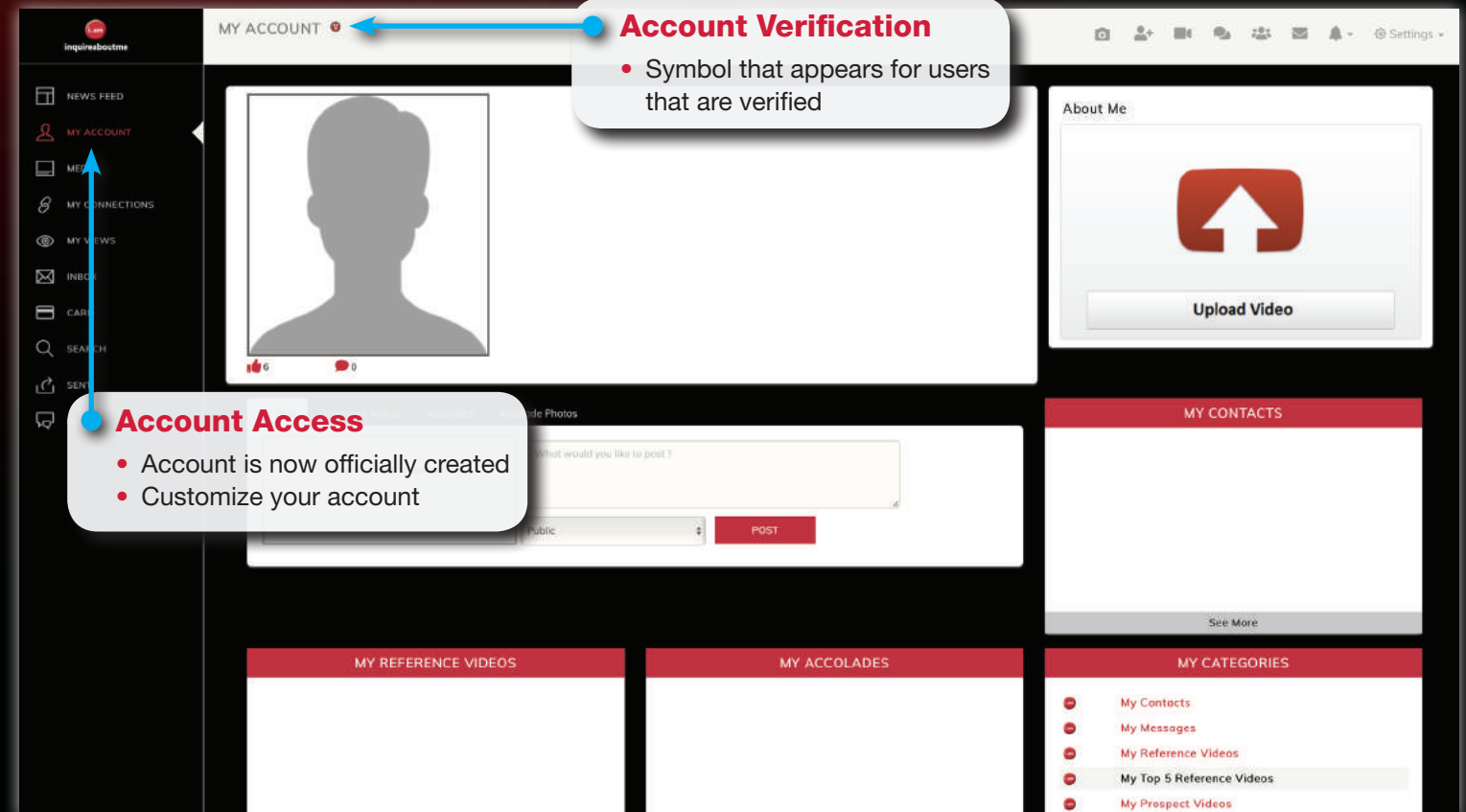
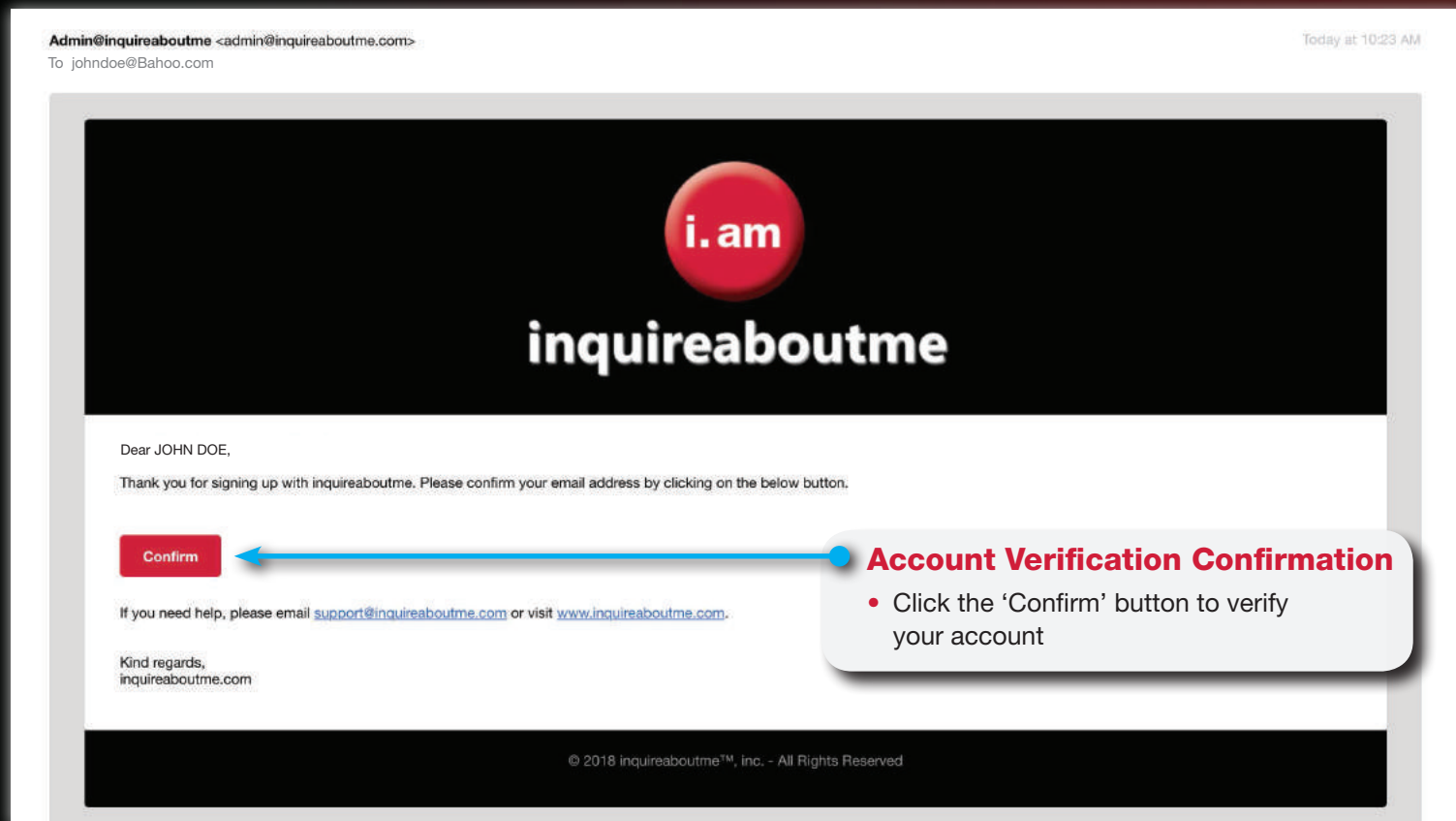
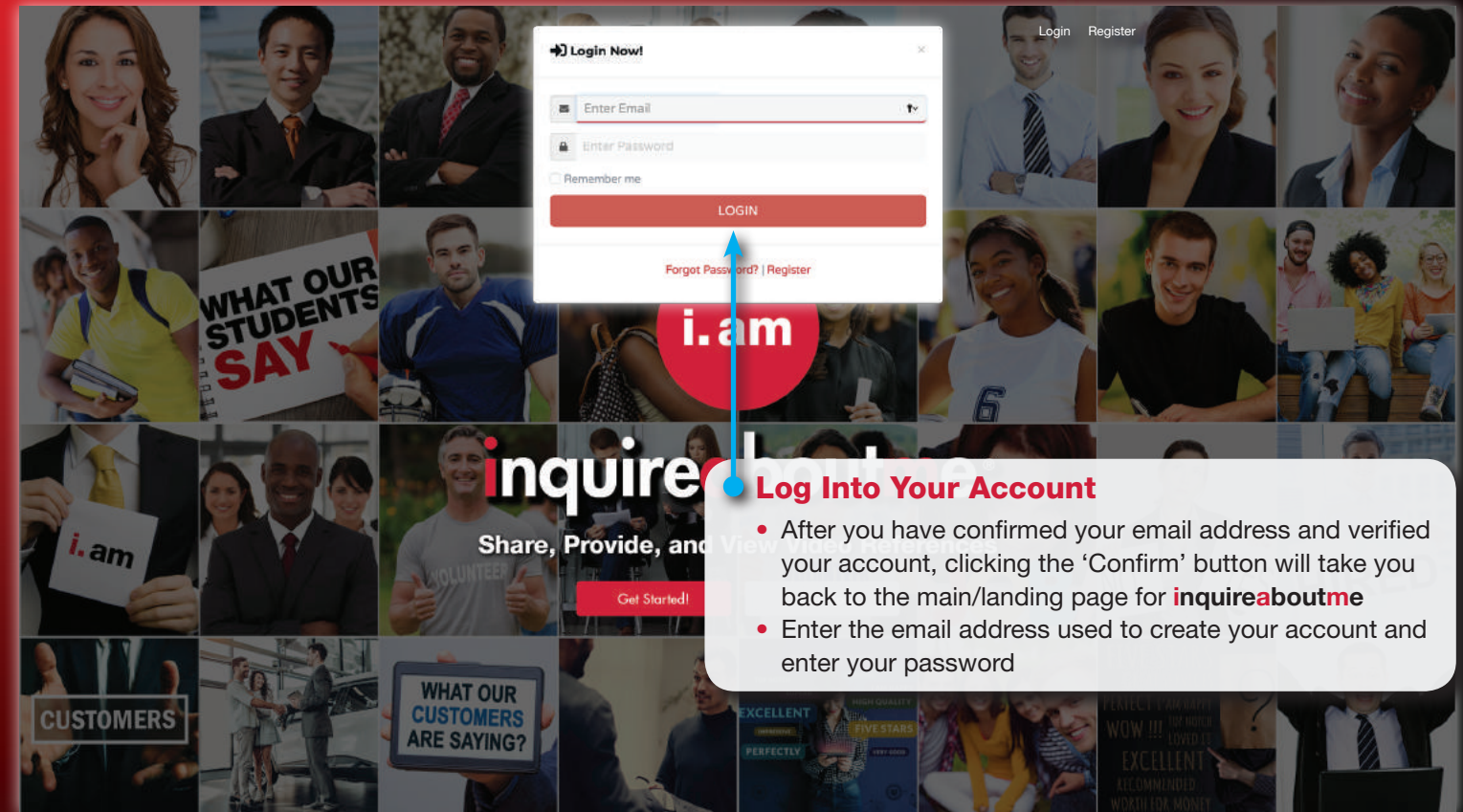
## Email Verification Confirmation

- After registering, all users will receive an email notification (sent to the email address provided during signing up) to verify their email address to access account



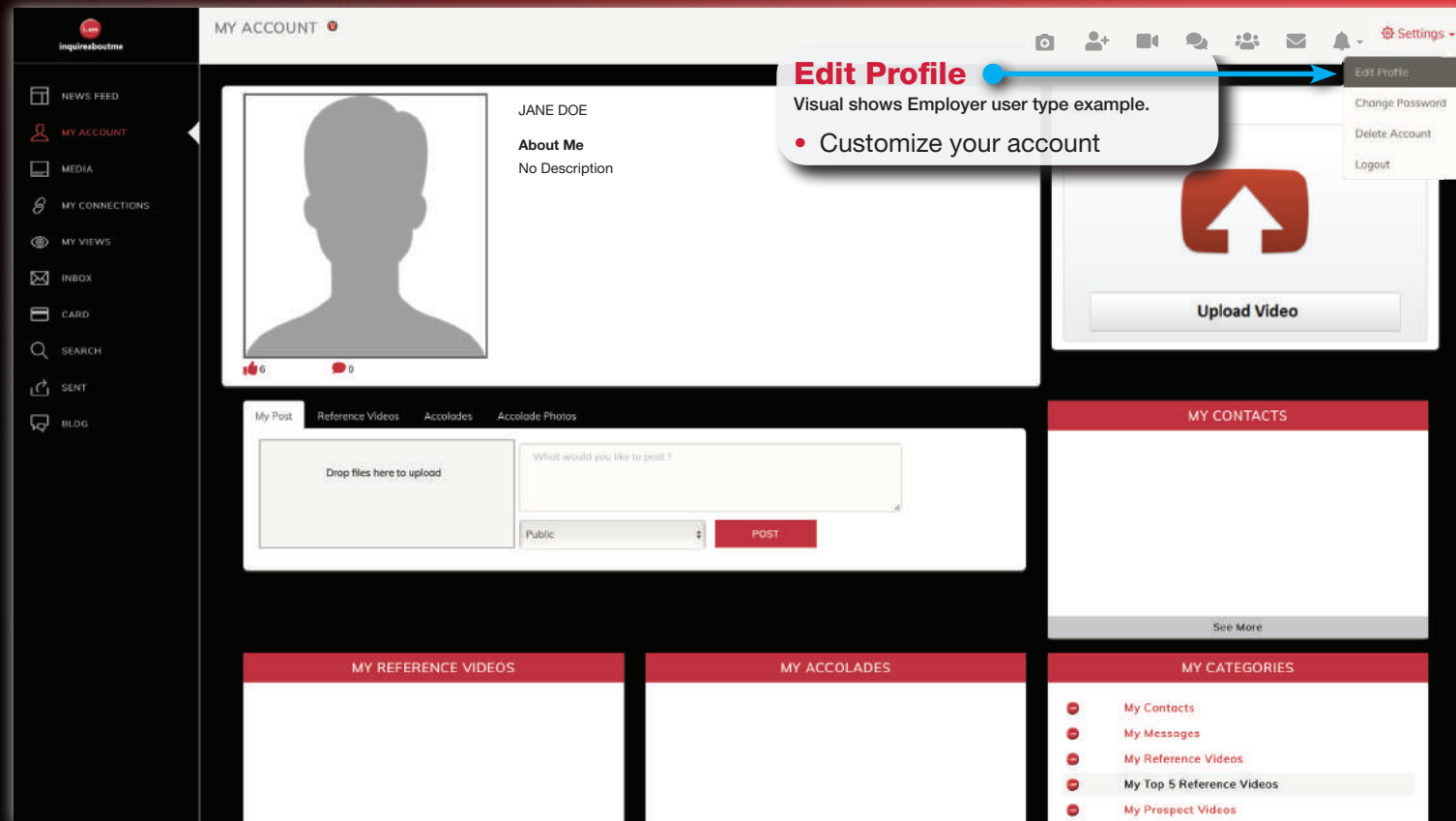
## Account Login

- After registering and verifying your account, click the 'Confirm' button from the email notification to go to the main landing page to access your account

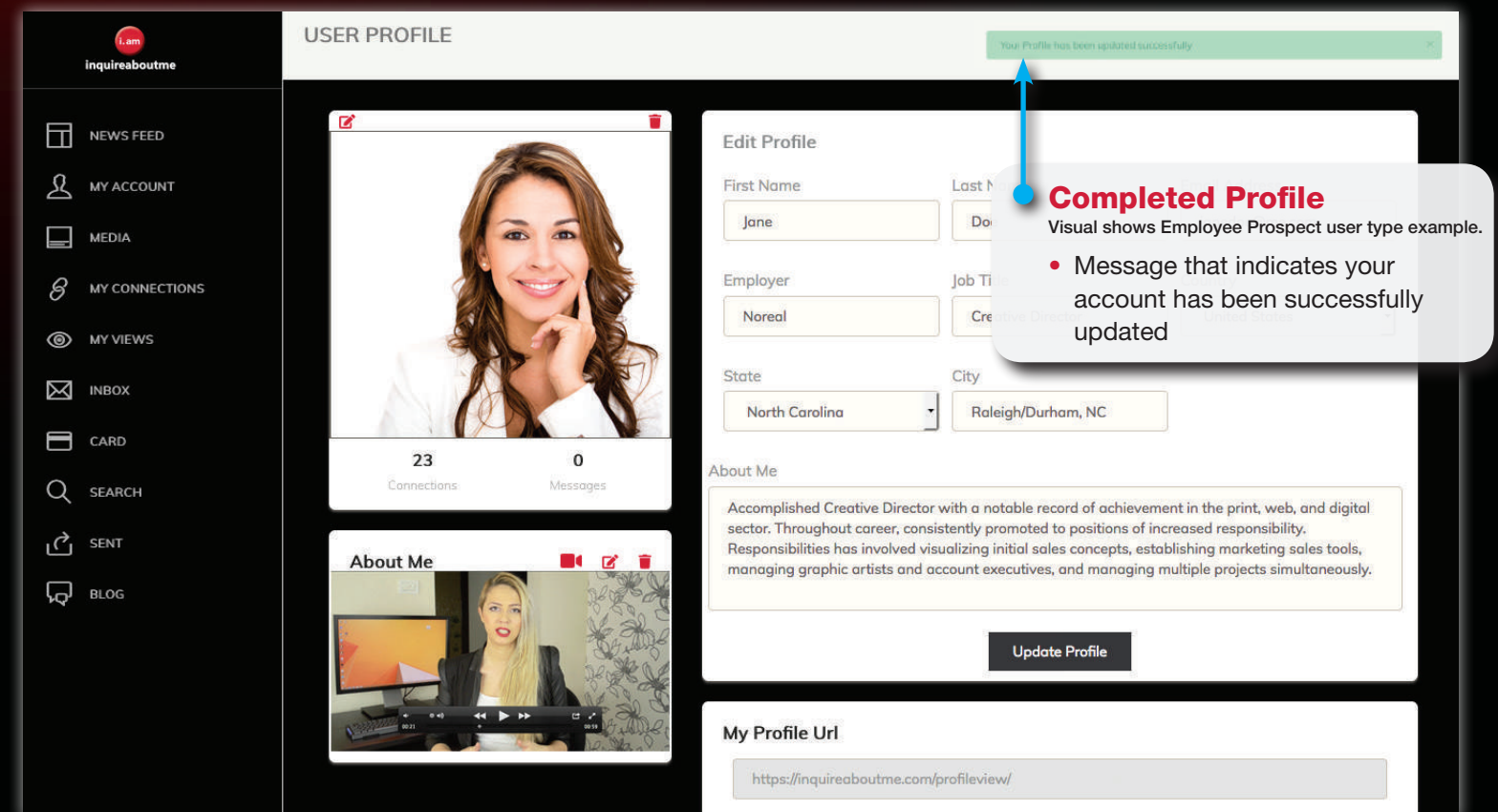
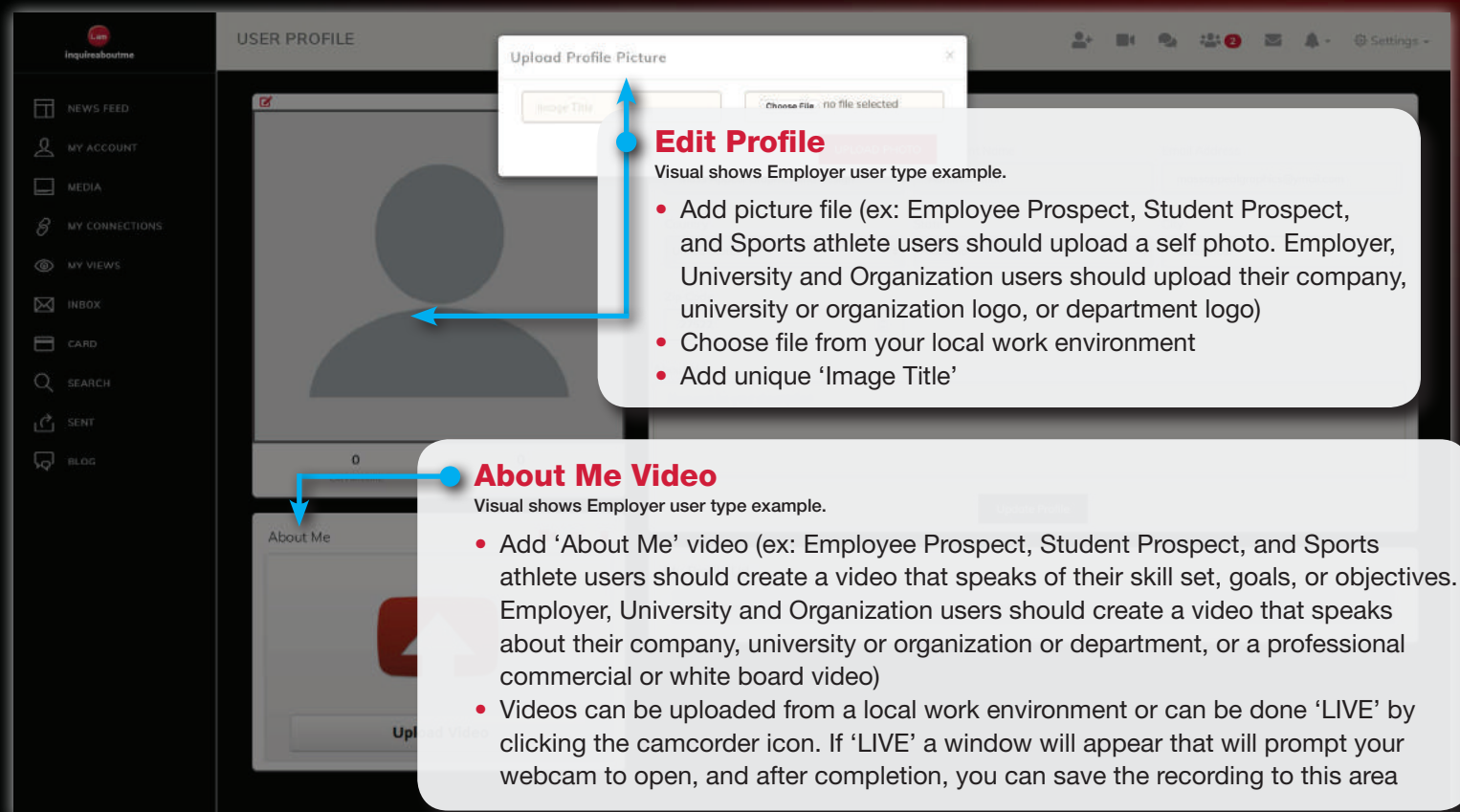
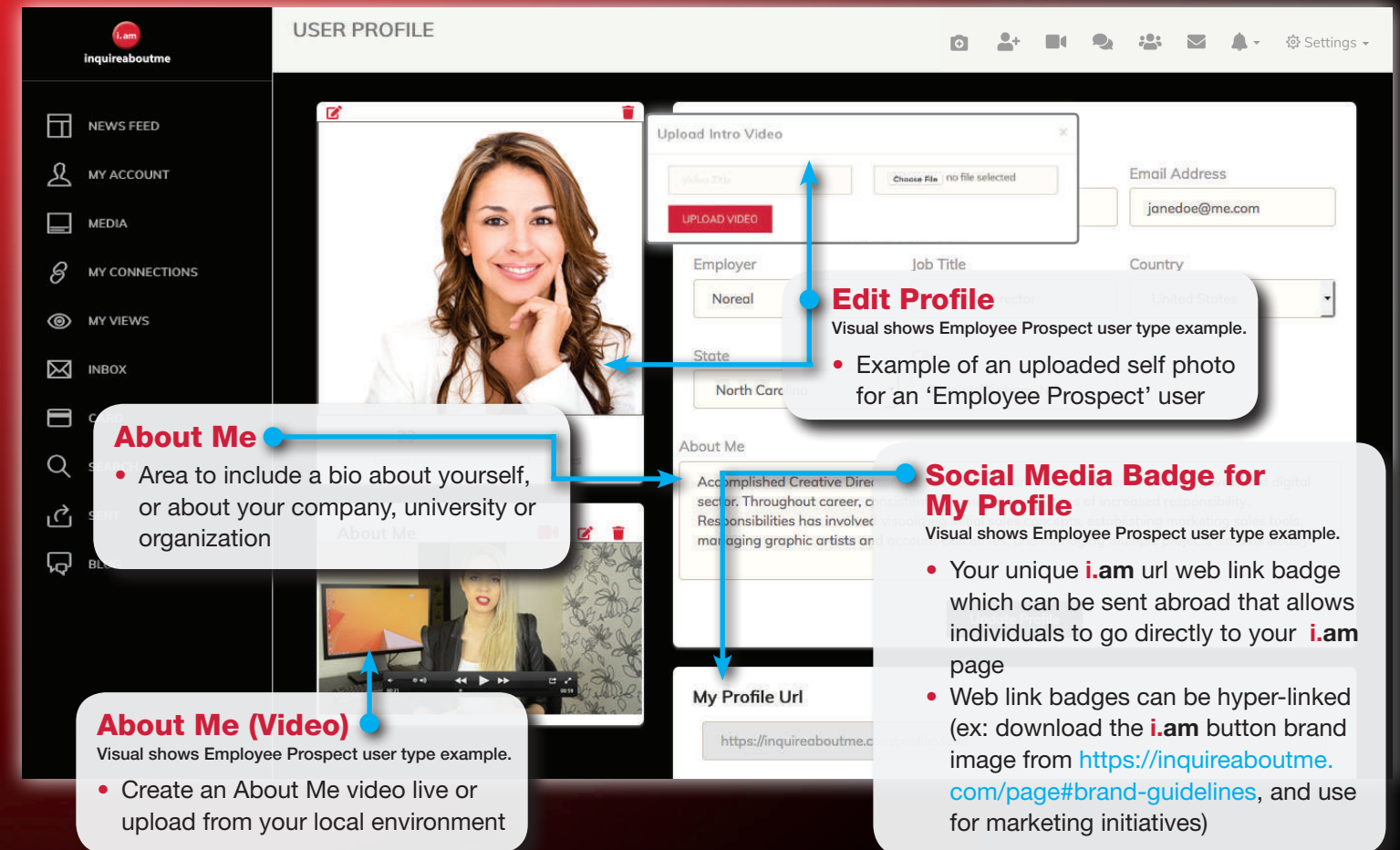




- All users can customized their accounts by uploading his/her self photo (**Employee Prospects/Student Prospects/Sports athletes**), or business logo (**Employer, University, Organization**)

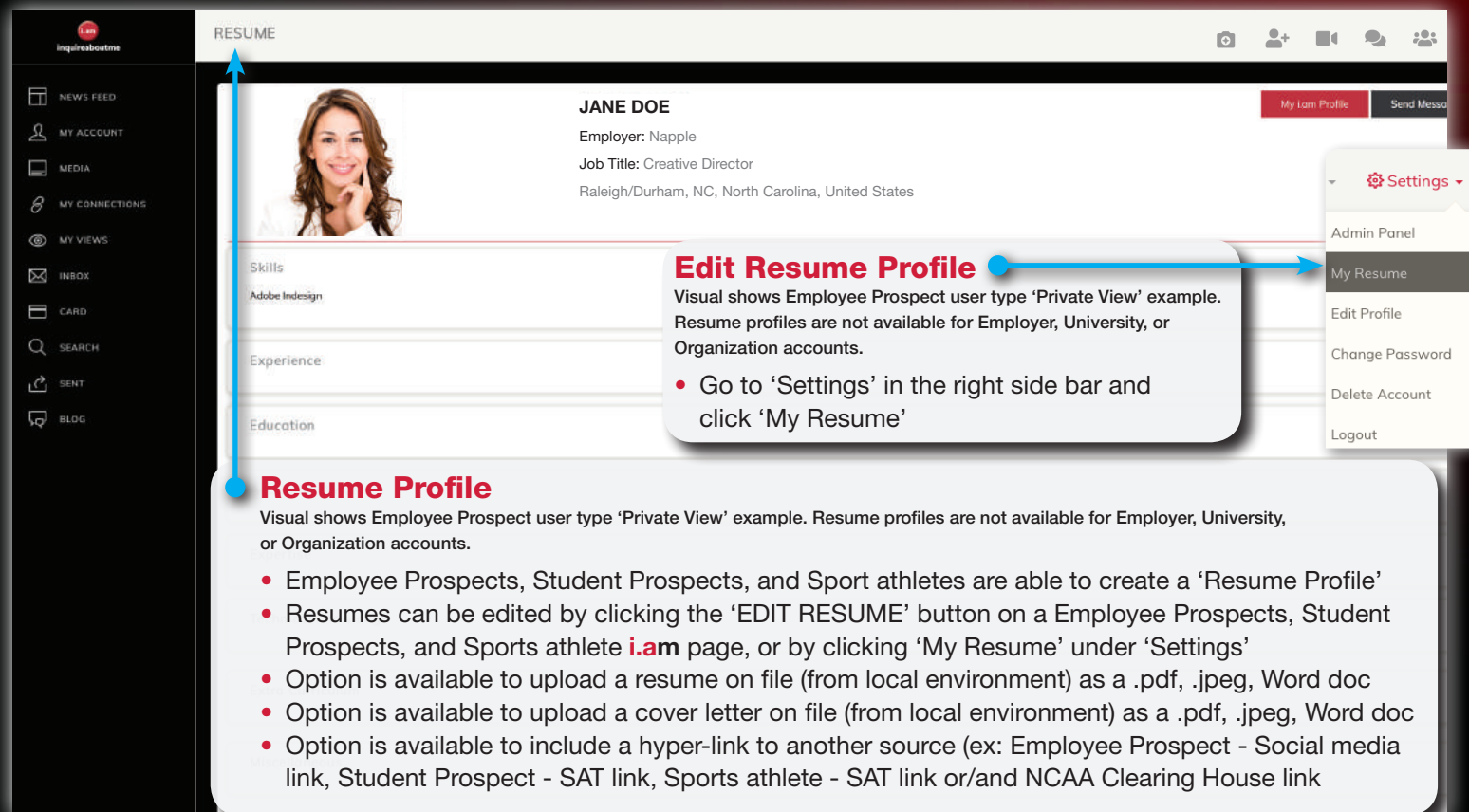
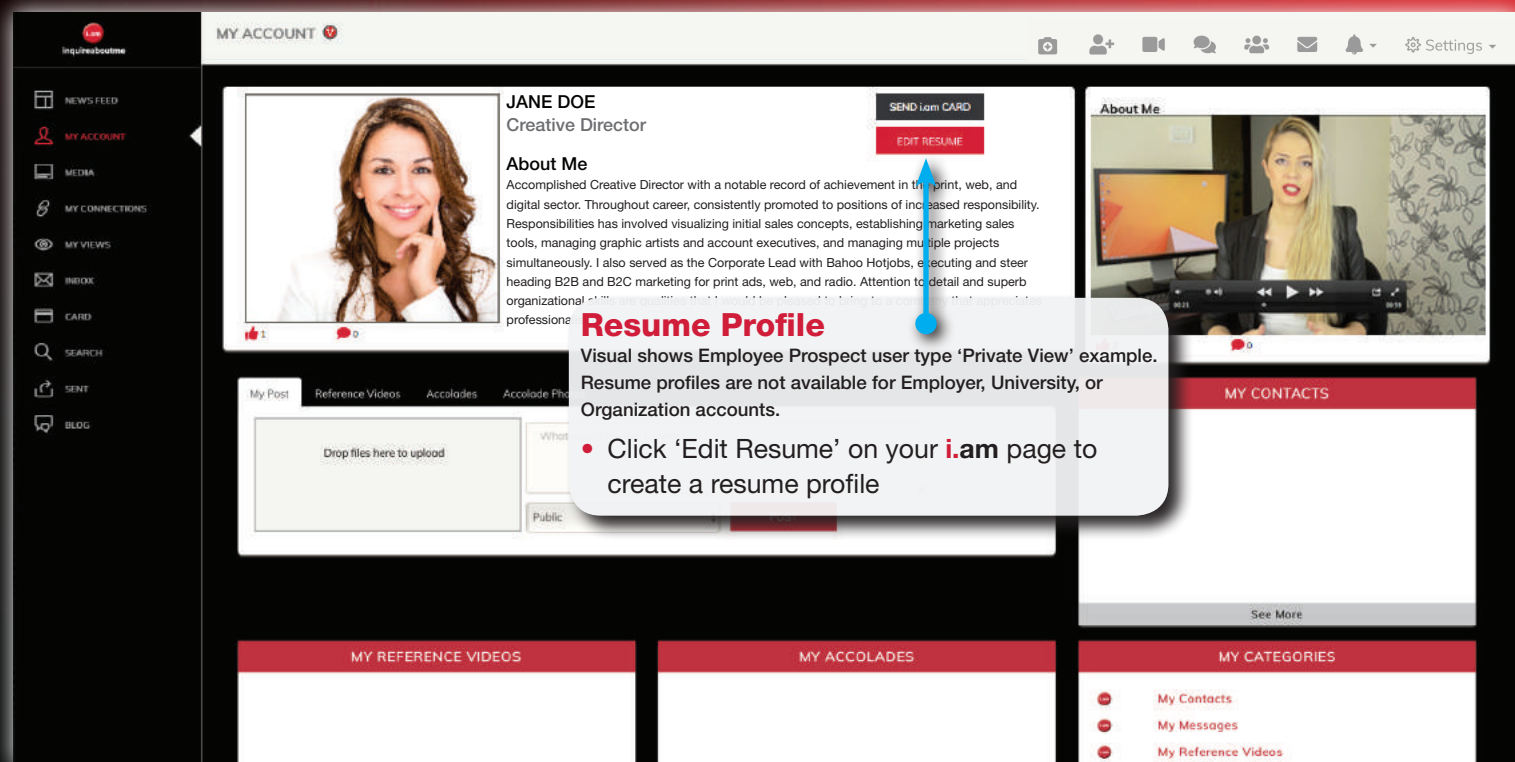


- After users have completed their profile (Self photo or logo, About Me video, and bio/employer description)

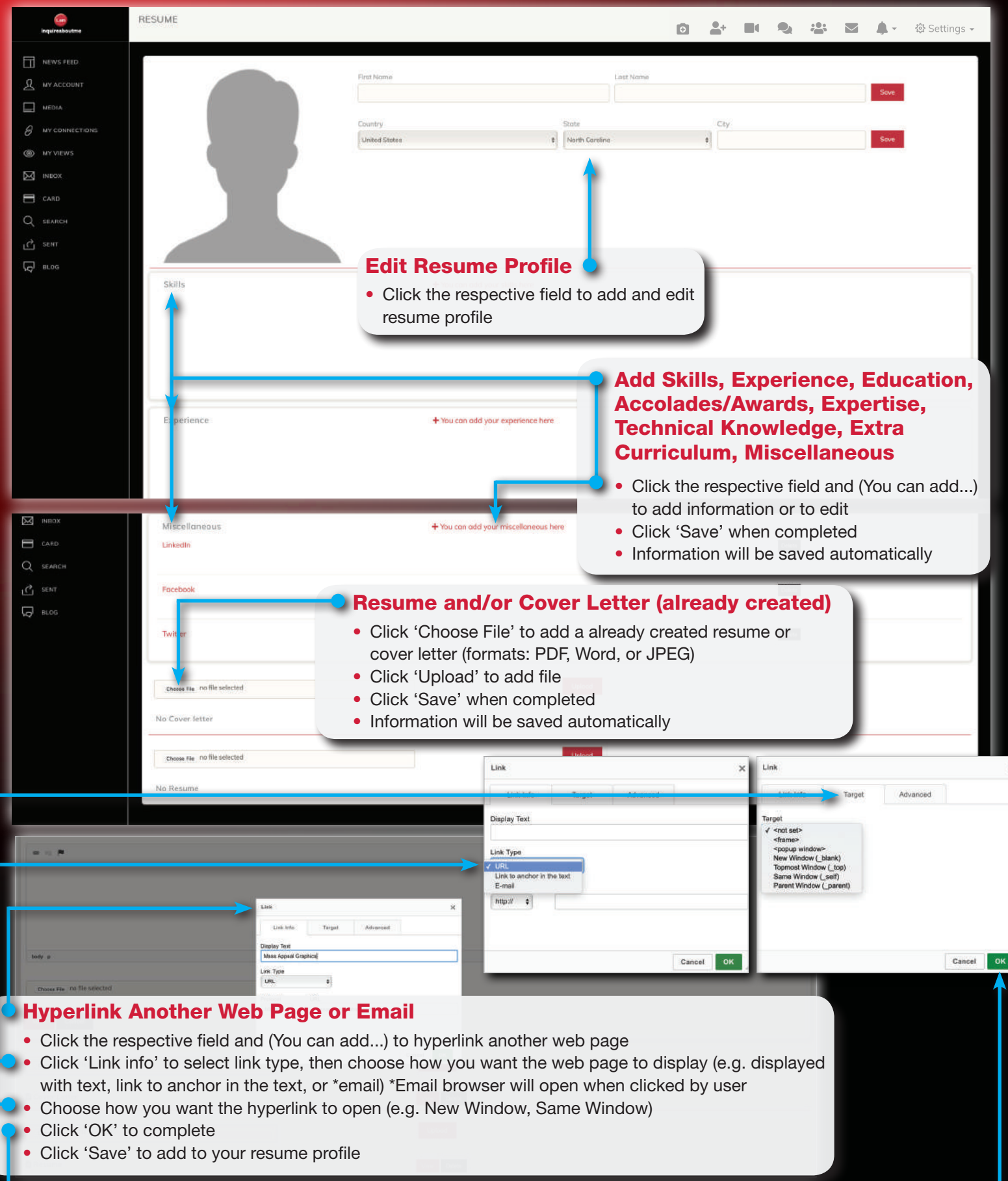




- **Employee Prospects, Student Prospects, and Sports athletes** can create a resume profile, and/or upload a resume or cover letter on file, or a hyperlink to a source of choice



- How to edit resume profile
- How to add other materials (e.g. already created resume/cover letter) and hyperlinks (e.g. other social media)





## i.am Connect Request, Video Reference Request, Blog Request

- Grow your network and start seeing items flow through your Newsfeed by sending 1 of 3 requests:
  - **Connect Request, Video Reference Request** or a **Blog Request**

**Connect Request, Video Reference Request, or Blog Request (To Grow Your Network/Newsfeed)**  
Visual shows Employee Prospect user type example.

- To 'Connect' with another **i.am** user, simply go to their page, and click the **+** icon. A window will open to allow you to send a 'Connect' request
- To send a 'Video Reference' request to another **i.am** user, simply go to their page, and click the **📺** icon. A window will open to allow you to send a 'Video Reference' request
- To send a 'Blog' request to another **i.am** user, simply go to their page, and click the **📝** icon. A window will open to allow you to send a 'Blog' request

**Connect Request, Video Reference Request, or Blog Request (To Grow Your Network/Newsfeed)**  
Visual shows Employee Prospect user type example.

- Window that appears when a **i.am** user sends a 'Connect Request' to another **i.am** user (windows are consistent regardless of the type of request sent)

## i.am Connect Request, Video Reference Request, Blog Request

- Alternative option to send all 3 request types
- How all 3 request types appear before recipient

**Send Connect Request, Video Reference Request, or Blog Request**  
Another option to send all 3 request.

- Click, then input the first character of the first or last name of a user, or of an Employer, University, or Organization
- Window will appear with users who's name begin with the typed character

**Connect Request**  
Visual shows Employer user type example.

- Notification that you have received a connect request

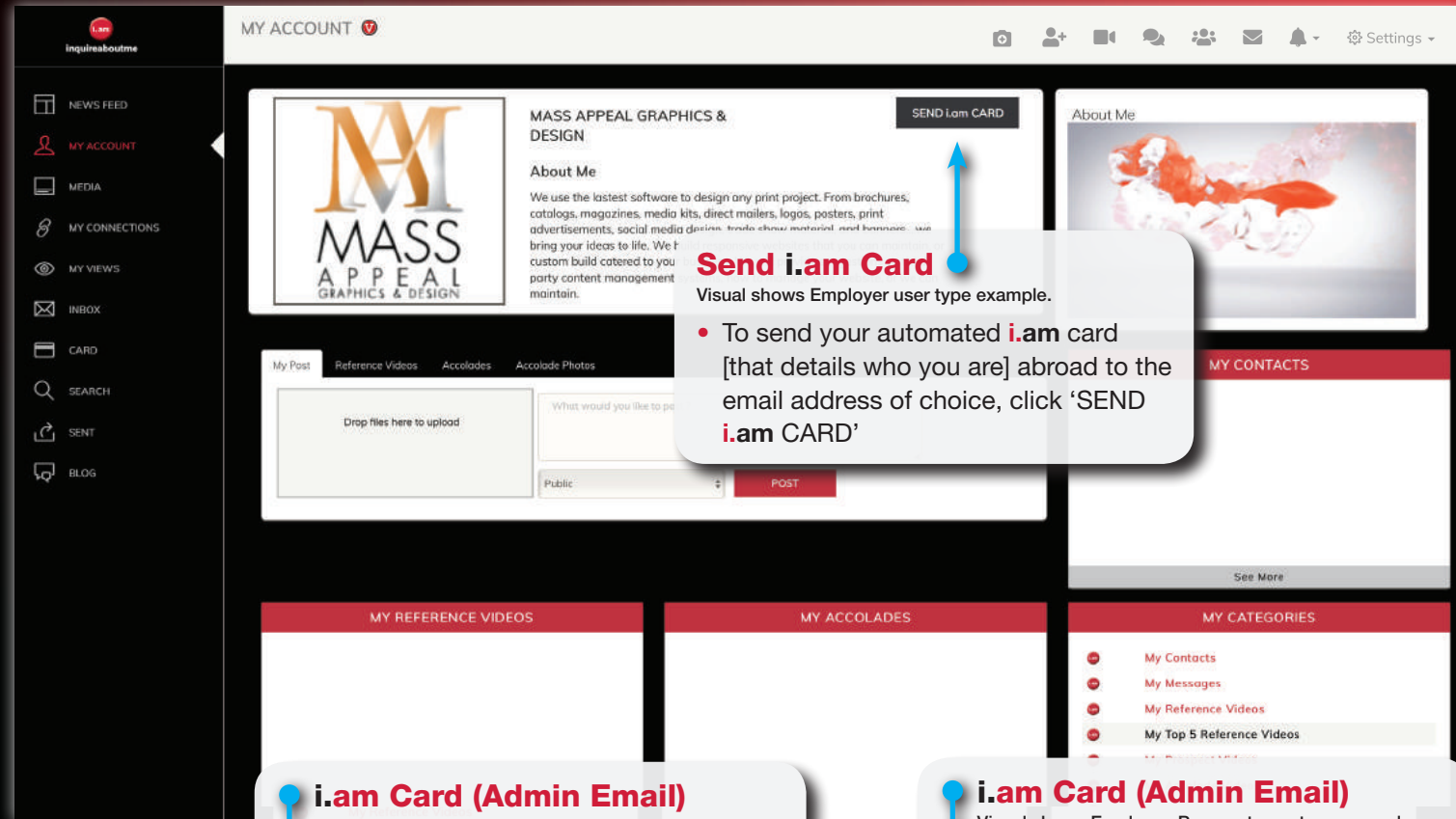
**Connect Request, Video Reference Request, or Blog Request (To Grow Your Network/Newsfeed)**  
Visual shows Employer user type example.

- How a 'Connect Request' appears before a recipient on their **i.am** page
- Click 'Connect' to add to your network





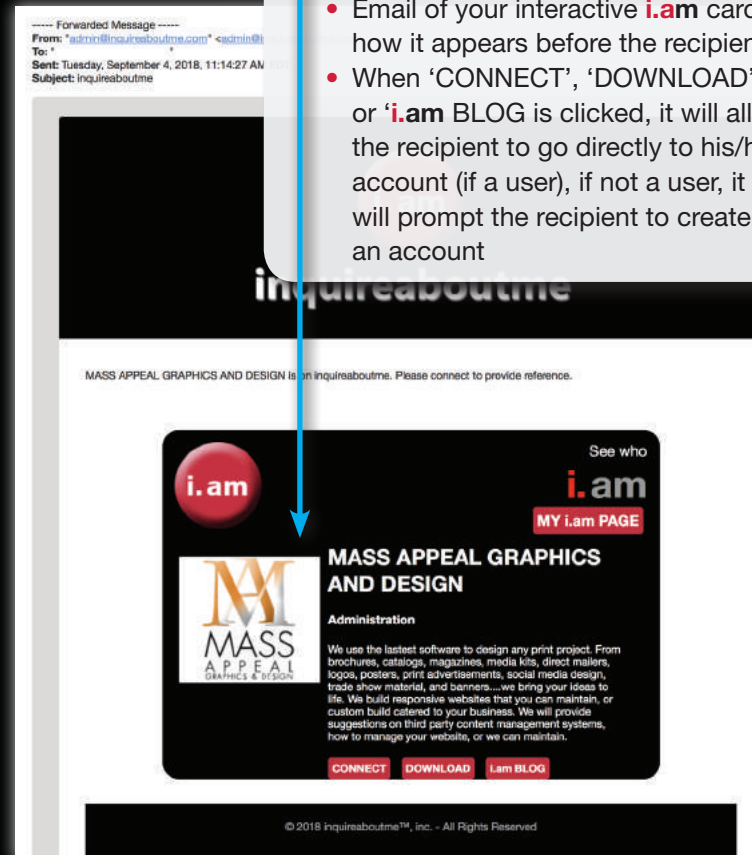
- Grow your network and send your **i.am Card** to anyone via email, with all 3 request options: **Connect Request**, **Video Reference Request** or a **Blog Request**



## **i.am Card (Admin Email)**

Visual shows Employer user type example.

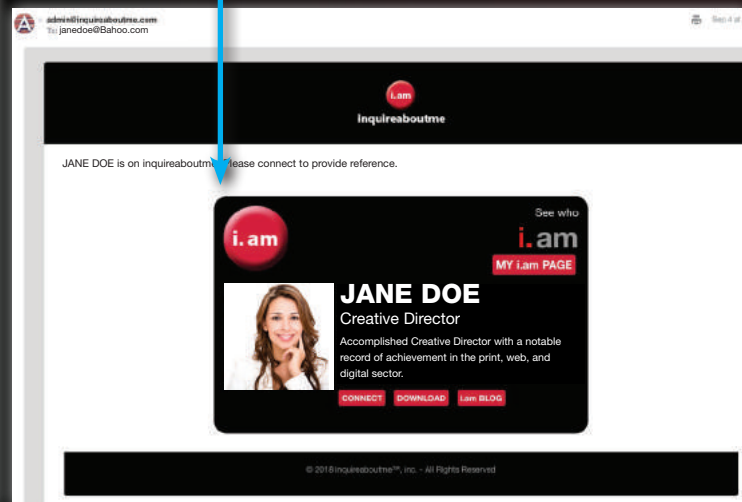
- Email of your interactive **i.am** card and how it appears before the recipient
- When 'CONNECT', 'DOWNLOAD', or '**i.am** BLOG' is clicked, it will allow the recipient to go directly to his/her account (if a user), if not a user, it will prompt the recipient to create an account



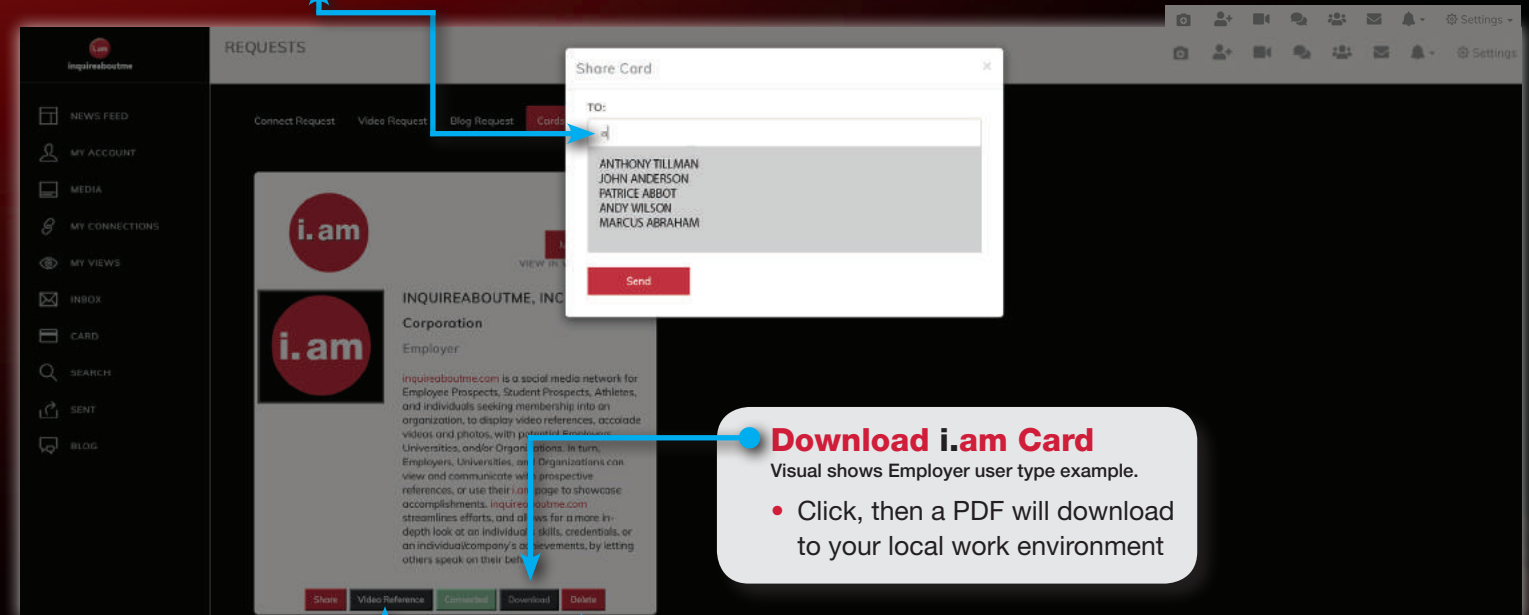
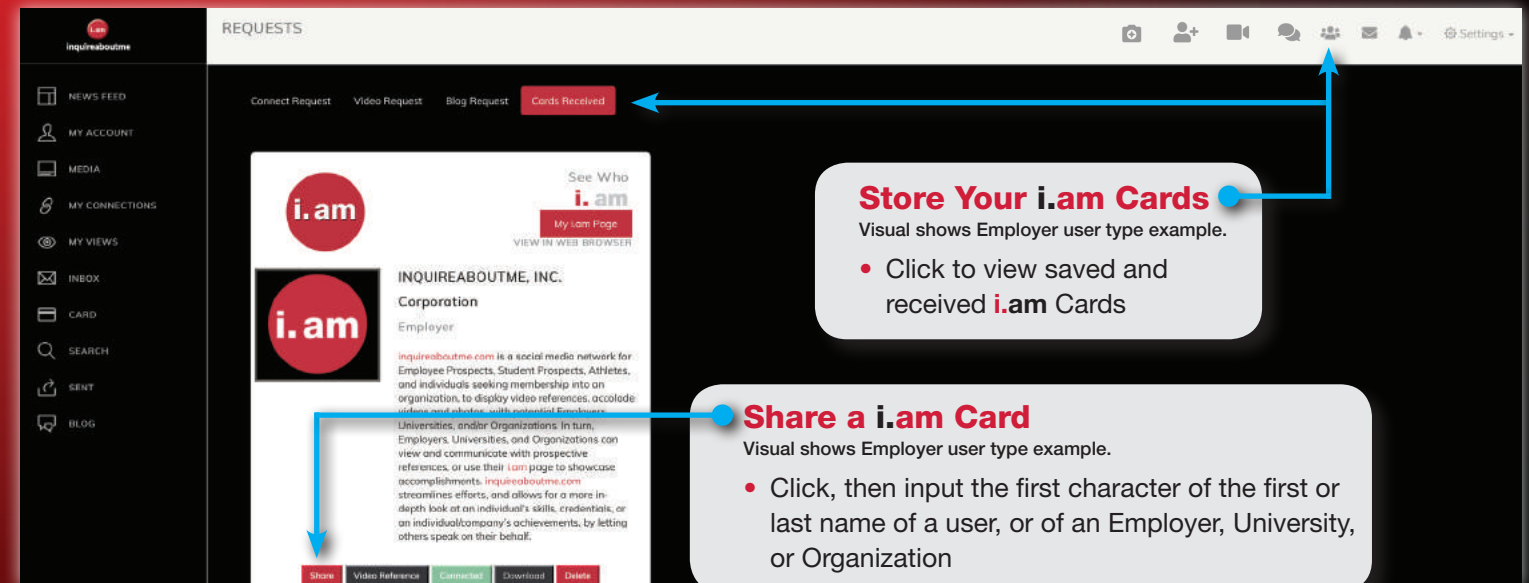
## **i.am Card (Admin Email)**

Visual shows Employee Prospect user type example.

- Email of your interactive **i.am** card and how it appears to recipient
- When 'CONNECT', 'DOWNLOAD', or '**i.am** BLOG' is clicked, it will allow the recipient to go directly to his/her account (if a user), if not a user, it will prompt the recipient to create an account



- Share your **i.am Card** with other users, with all 3 request options: **Connect Request**, **Video Reference Request** or a **Blog Request**
- Store received **i.am** cards
- How to share, store and download **i.am** cards



## **Provide Video Reference using a saved i.am Card**

Visual shows Employer user type example.

- Click to provide a Video Reference

## **Delete i.am Card**

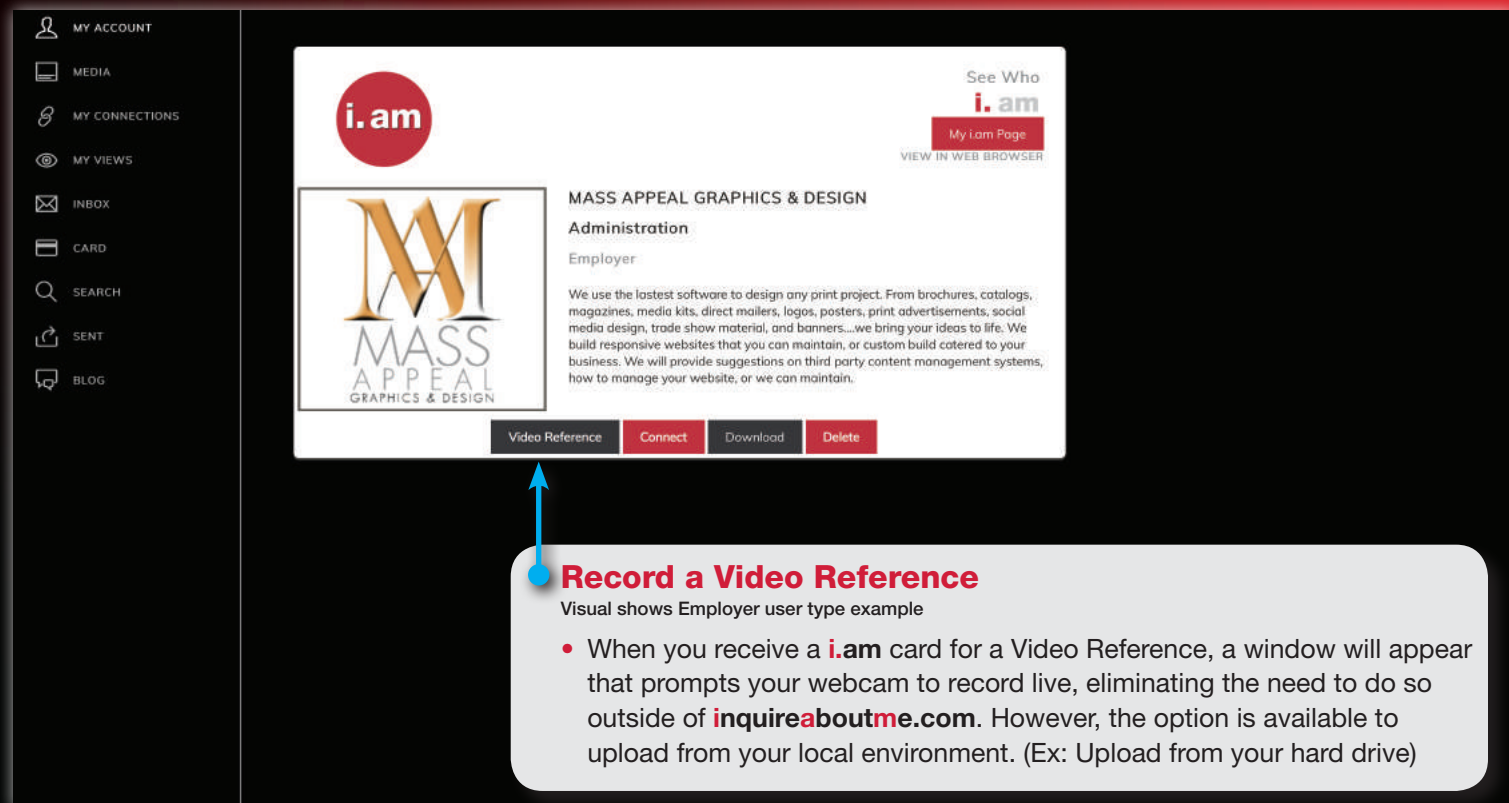
Visual shows Employer user type example.

- Click to delete **i.am** card



## i.am Video Reference Request

- How to provide a **Video Reference** live
- How to provide a **Video Reference** from a local environment



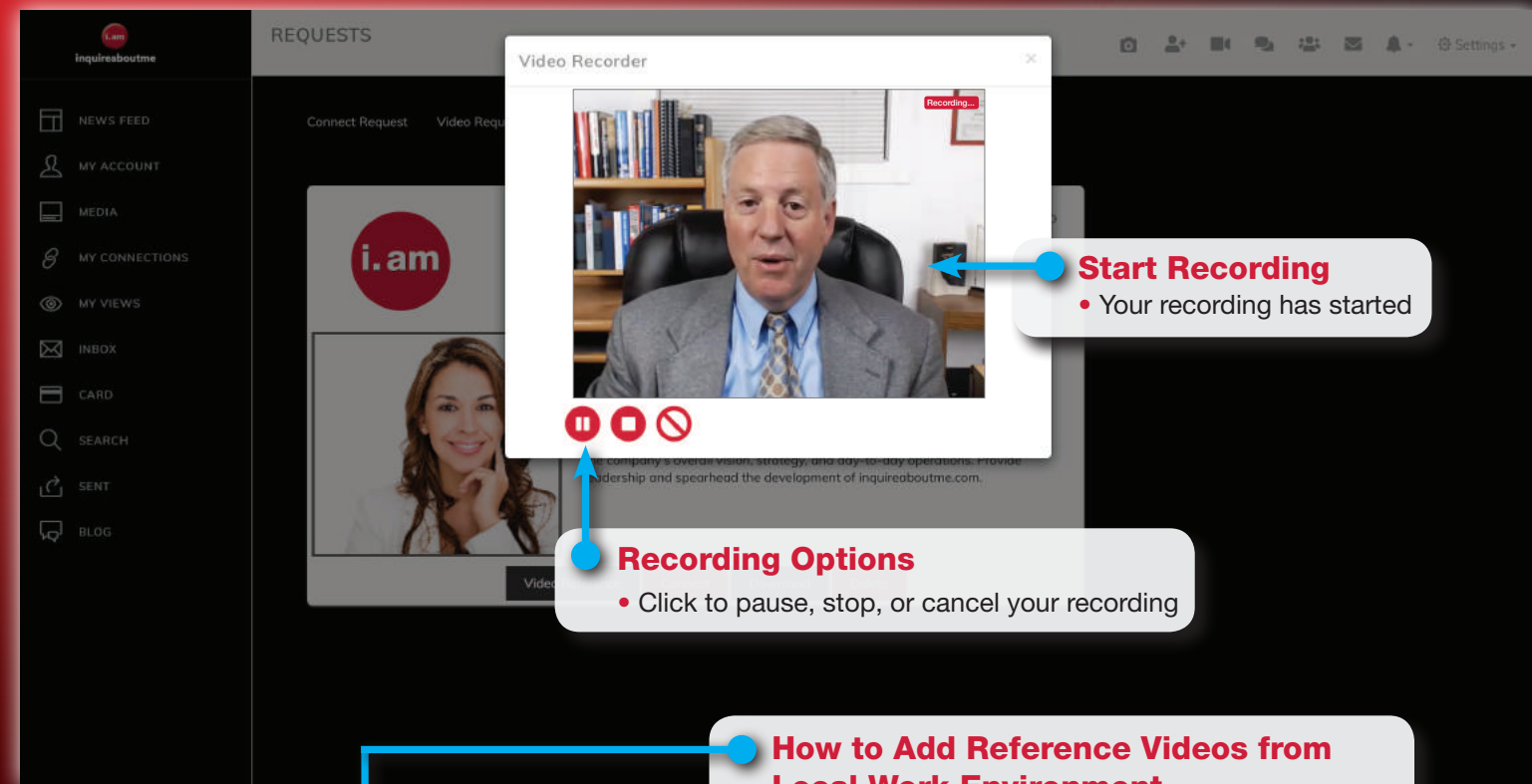
**Record a Video Reference**

Visual shows Employer user type example

- When you receive a **i.am** card for a Video Reference, a window will appear that prompts your webcam to record live, eliminating the need to do so outside of **inquireaboutme.com**. However, the option is available to upload from your local environment. (Ex: Upload from your hard drive)

## i.am Video Reference Request

- How to record a **Video Reference** live
- How to upload **Reference Video** from local environment

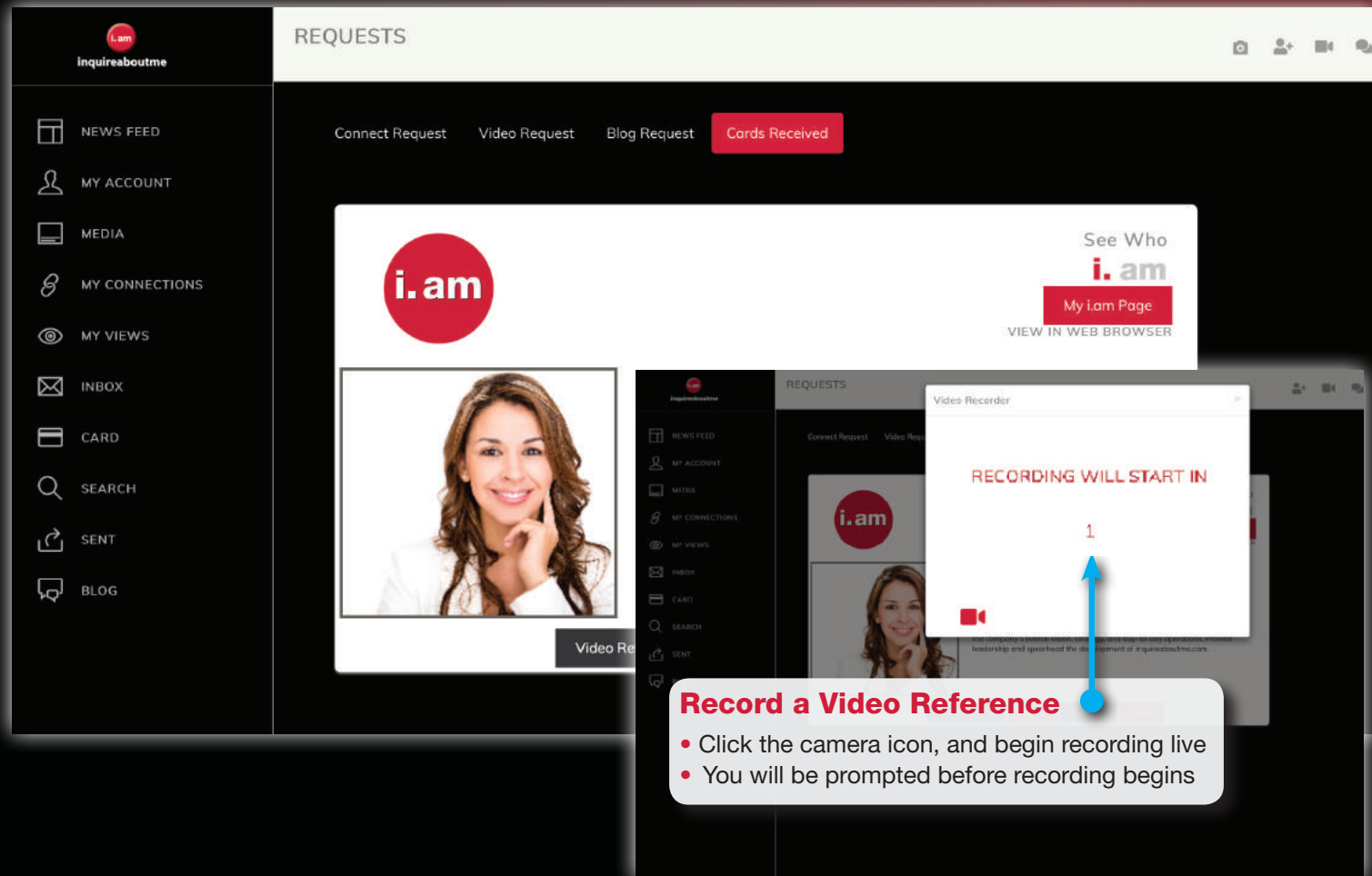


**Start Recording**

- Your recording has started

**Recording Options**

- Click to pause, stop, or cancel your recording



**Record a Video Reference**

- Click the camera icon, and begin recording live
- You will be prompted before recording begins



**How to Add Reference Videos from Local Work Environment**

- Click 'Drop files here to upload' to select video file
- Drag and drop video

**How to Upload Reference Video**

- Click 'Upload Video' to upload a reference video to media area
- If Public, video will appear in newsfeeds
- If Private, video will appear in Media area only

**How to Access Reference Videos**

- Click 'MEDIA' in the left side bar area

**How to Add Video Title**

- Click within the 'Video Title' area to add title to reference video
- Title will appear when viewed in newsfeeds

**How to Add Comments to Video**

- Click within the 'Comments' area to add comments about the reference video
- Comments will appear when viewed in newsfeeds

**How to Make Reference Videos Public or Private**

- Click to select public or private
- If private, reference videos will not appear in newsfeeds



## i.am Store Video References

- How to store Video References in 'My Top 5 Reference Videos' and 'My Reference Videos' areas
- How to search for Video References

**Search Video References**

- Click 'Search Videos', then type within the 'Search Video Based on Title' area to find Video References by naming convention

**My Top 5 Reference Videos**

- Click the star icon ★ to add videos to your 'MY TOP 5 REFERENCE VIDEOS' area

**Public View**

- How your i.am page appears before others

**My Top 5 Reference Videos**

Visual shows Employee Prospect user type example.

- How your top 5 reference videos appear before others

**My Top 5 Reference Videos and Reference Videos**

Visual shows Employee user type example.

- How your top 5 reference videos appear before others
- How your reference videos appear before others

## i.am Accolade Videos and Photos

- How to add and store Accolade videos and Accolade photos
- How to make Accolade videos and Accolade photos public or private

**Record a live Accolade Video**

- To record a live accolade video, click the camera icon. A window will appear that prompts your webcam, eliminating the need to do so outside of **inquireaboutme.com**. However, the option is available to upload from your local environment. (Ex: Upload from your hard drive or smart phone)

**How to Make Accolade Videos Public or Private**

- Click to select public or private
- If private, accolade videos will not appear in newsfeeds

**How to Make Accolade Photos Public or Private**

- Click to select public or private
- If private, accolade photos will not appear in newsfeeds

**Upload Accolade Photos**

- Upload Accolade photos from your local environment. (Ex: Upload from your hard drive or smart phone)

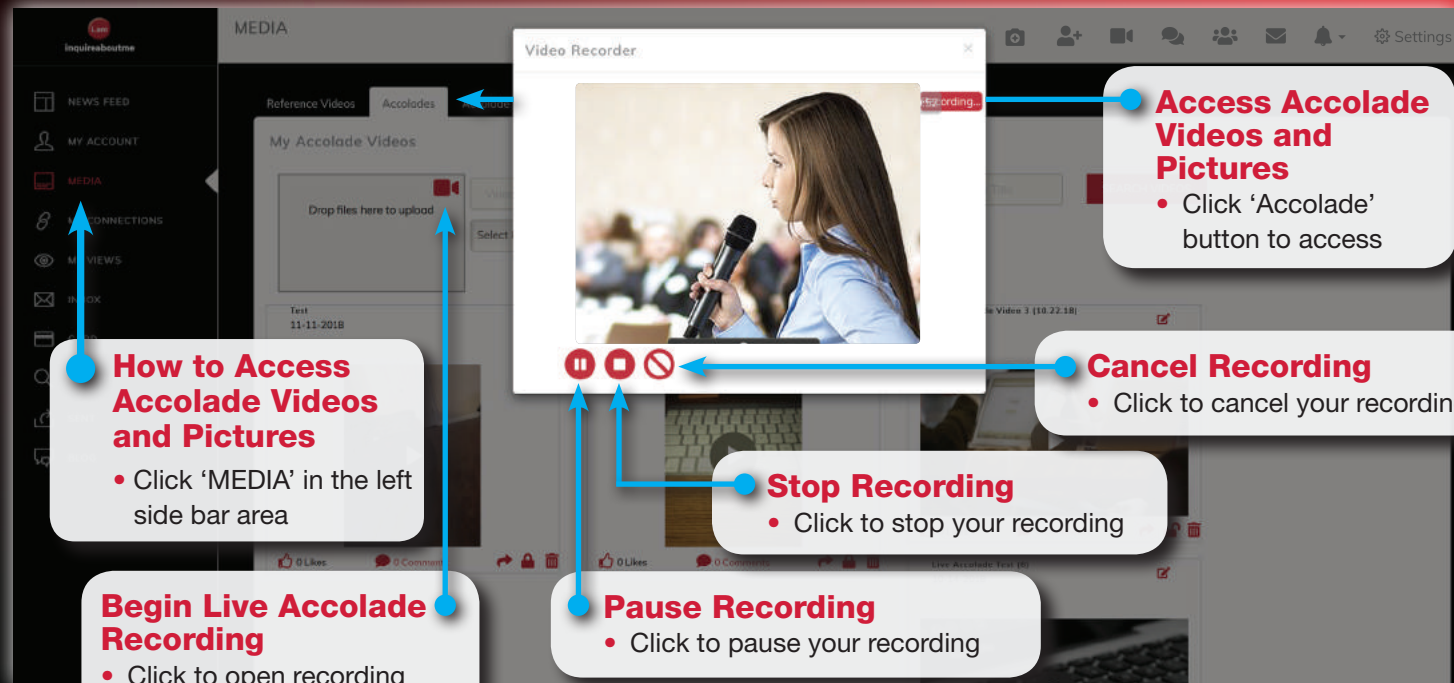
**Add Accolade Photos**

- Drag and drop 'Accolade' pictures from your hard drive or lap top



## i.am Record Live Accolade Videos

- How to access and record live Accolade videos



**How to Access Accolade Videos and Pictures**

- Click 'MEDIA' in the left side bar area

**Access Accolade Videos and Pictures**

- Click 'Accolade' button to access

**Begin Live Accolade Recording**

- Click to open recording window

**Cancel Recording**

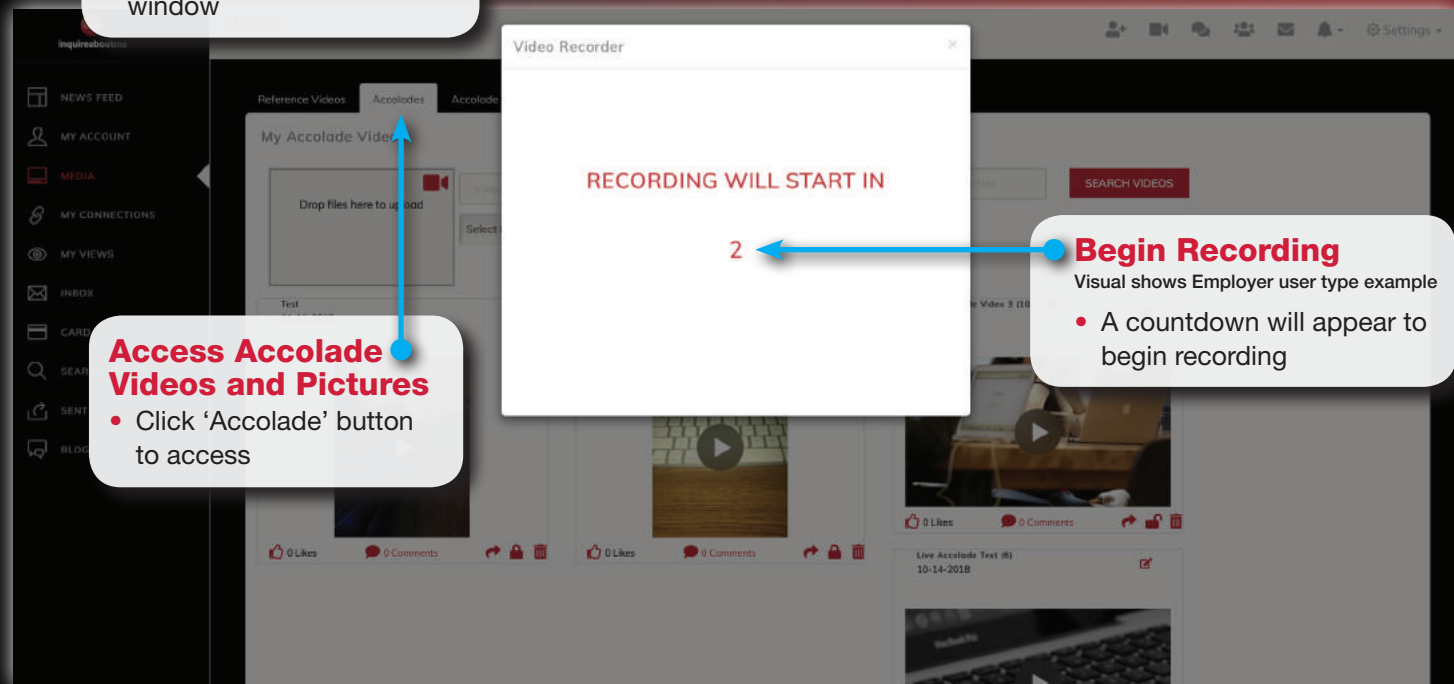
- Click to cancel your recording

**Stop Recording**

- Click to stop your recording

**Pause Recording**

- Click to pause your recording

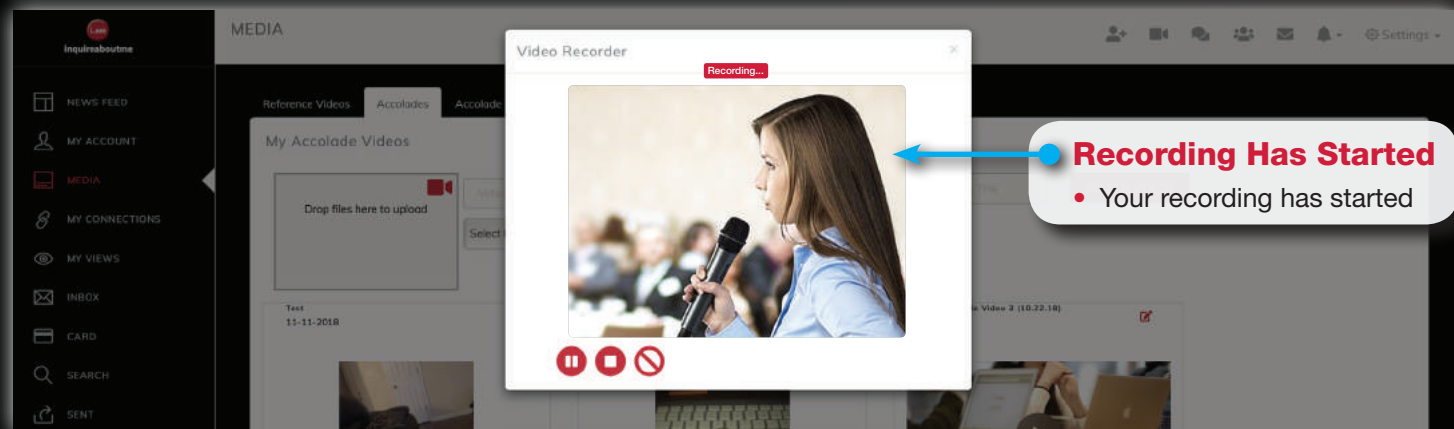


**Access Accolade Videos and Pictures**

- Click 'Accolade' button to access

**Begin Recording**

- Visual shows Employer user type example
- A countdown will appear to begin recording

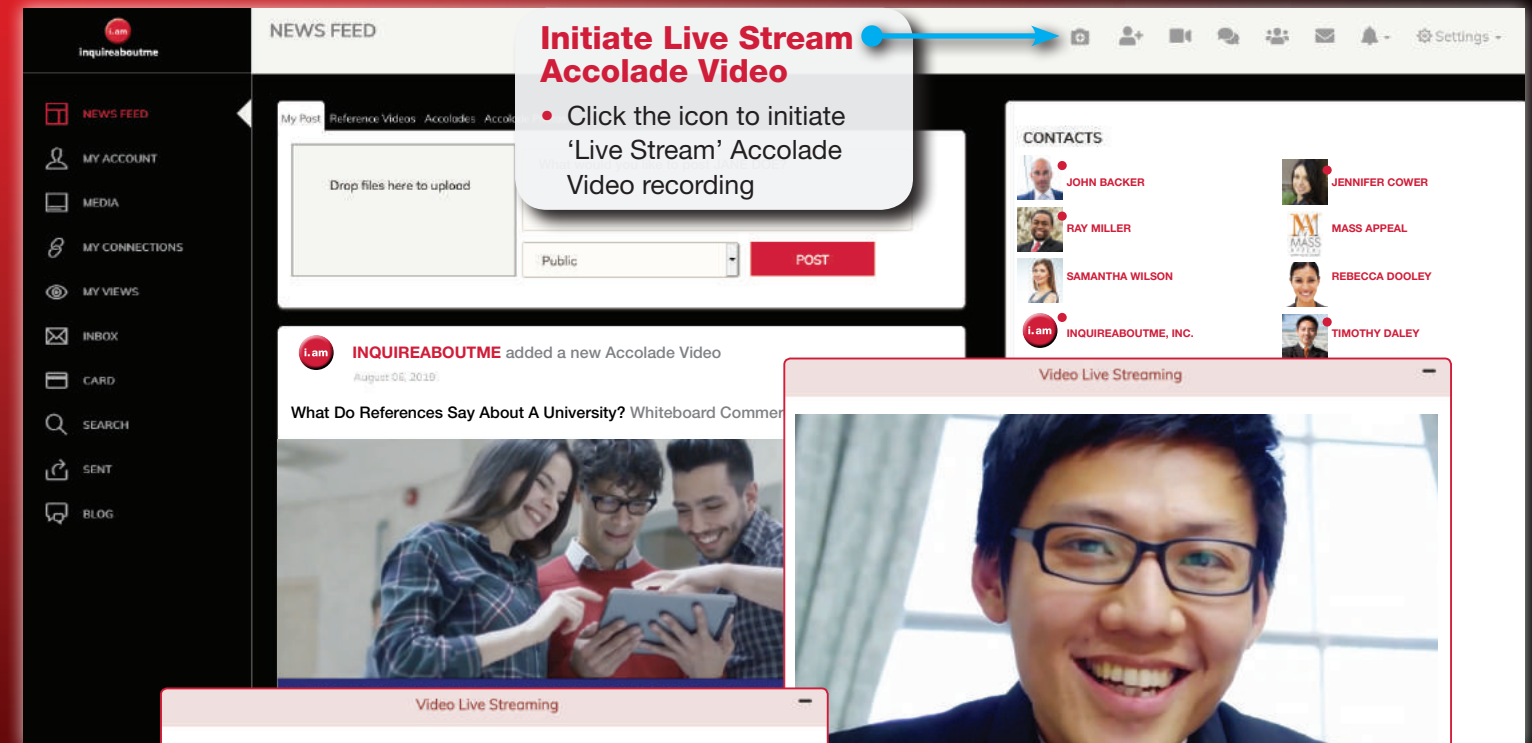


**Recording Has Started**

- Your recording has started

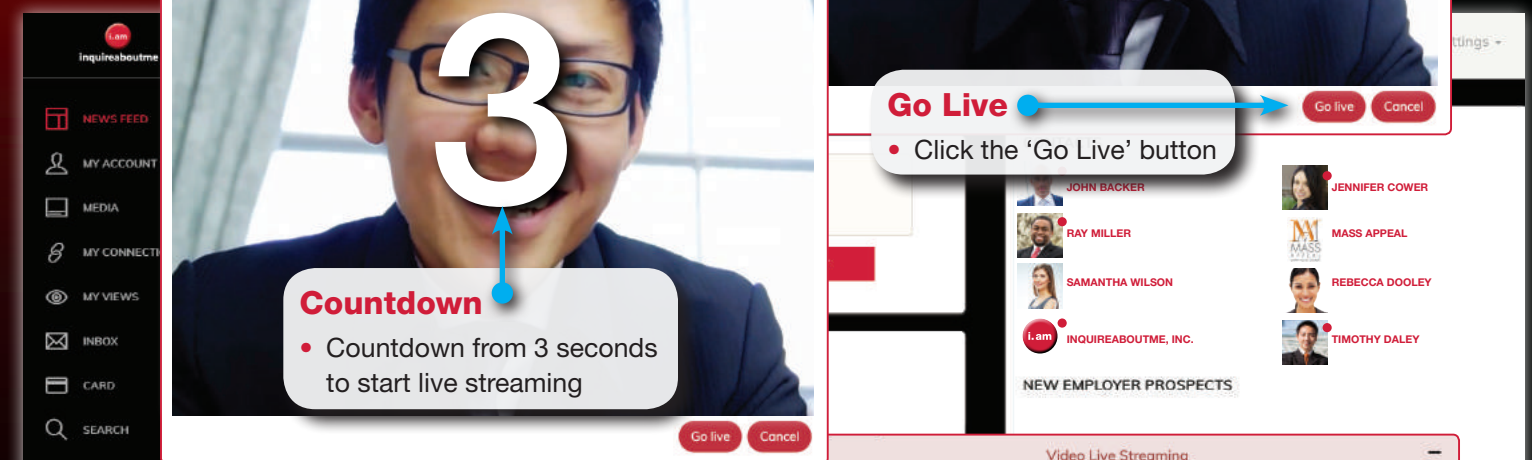
## i.am Live Stream Accolade Video

- How to initiate and conduct a 'LIVE' stream Accolade video



**Initiate Live Stream Accolade Video**

- Click the icon to initiate 'Live Stream' Accolade Video recording

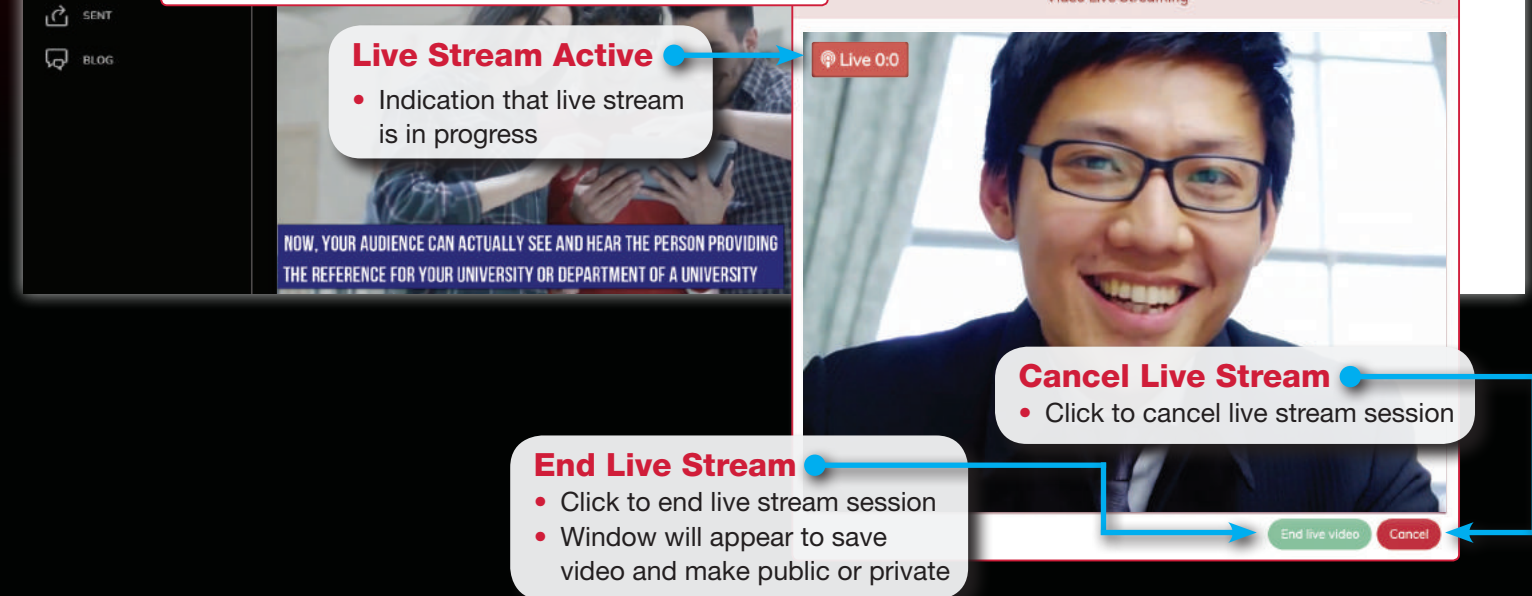


**Go Live**

- Click the 'Go Live' button

**Countdown**

- Countdown from 3 seconds to start live streaming



**Live Stream Active**

- Indication that live stream is in progress

**Cancel Live Stream**

- Click to cancel live stream session

**End Live Stream**

- Click to end live stream session
- Window will appear to save video and make public or private



## i.am Save Live Stream Accolade Video

- How to save a LIVE stream Accolade video
- How to view and store a LIVE stream Accolade video

### Live Stream Video Notification

- Notification will appear within your contacts newsfeed

### Live Stream Timer

- Video time length

### Live Stream Video Title

- Click within this area to add title to video
- Title should be added before ending and uploading live stream video

### Delete Live Stream Accolade Videos

- Click 'Delete' icon to remove live stream accolade video

### How to Make Live Stream Accolade Videos Public or Private

- Click to select public or private
- If private, live accolade video will not appear in newsfeeds

### End and Upload Live Stream Video

- Click 'Upload' to save video

### Live Stream Videos

- Live streaming videos appear within the main newsfeed while recording

### Access Live Stream Accolade Videos

- Click 'Accolade' button to access

### View Live Stream Accolade Video

- Placement of Live Stream Accolade Video

### How to Access Live Stream Accolade Videos

- Click 'MEDIA' in the left side bar area

### Web Browser Support

- Window will appear if your web browser is outdated
- Adjust your preferences within your web browser to use feature

## i.am Blogs

- How to send a **Blog Request** (a comment about you (Employee Prospect, Student Prospect, Sport athlete), or a place of business (Employer), University, Organization)

### Blog

Visual shows a blog from an Employee Prospect user type to another Employee Prospect

- When on another user **i.am** page, to request a 'Blog' click the icon
- A window will appear to confirm the 'Blog' request

### Blog

Visual shows Employer user type example

- Click the 'Blog' icon to send to another **i.am** user (must be already registered on **inquireaboutme.com**)

### Shortcut to Request Blog from Another Users

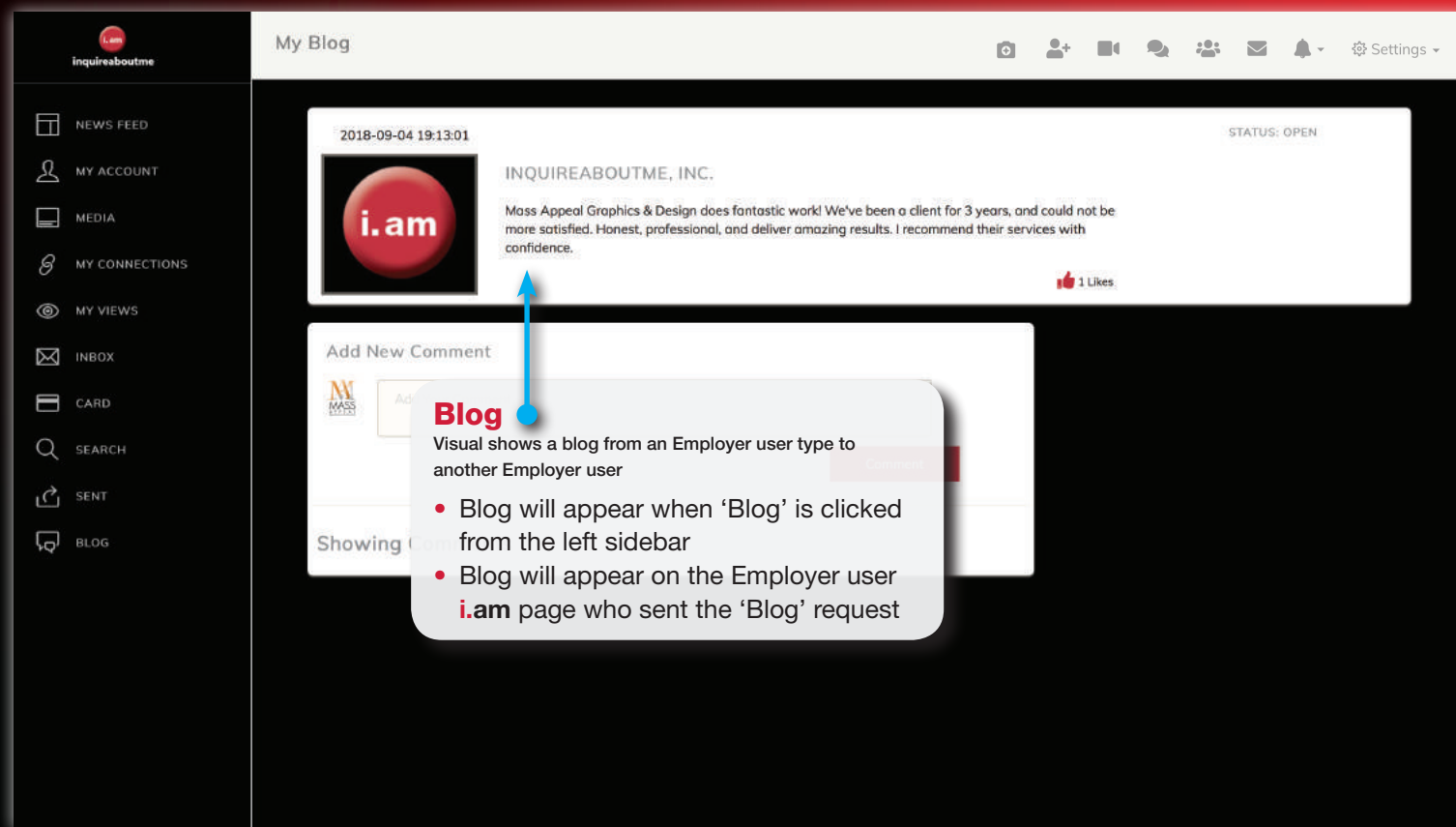
- Input email address of another **i.am** user (must be already registered on **inquireaboutme.com**)
- Type a character used in the name of whom you would like to send the request to
- Window will appear with users who's name begin with the typed character

### Blog

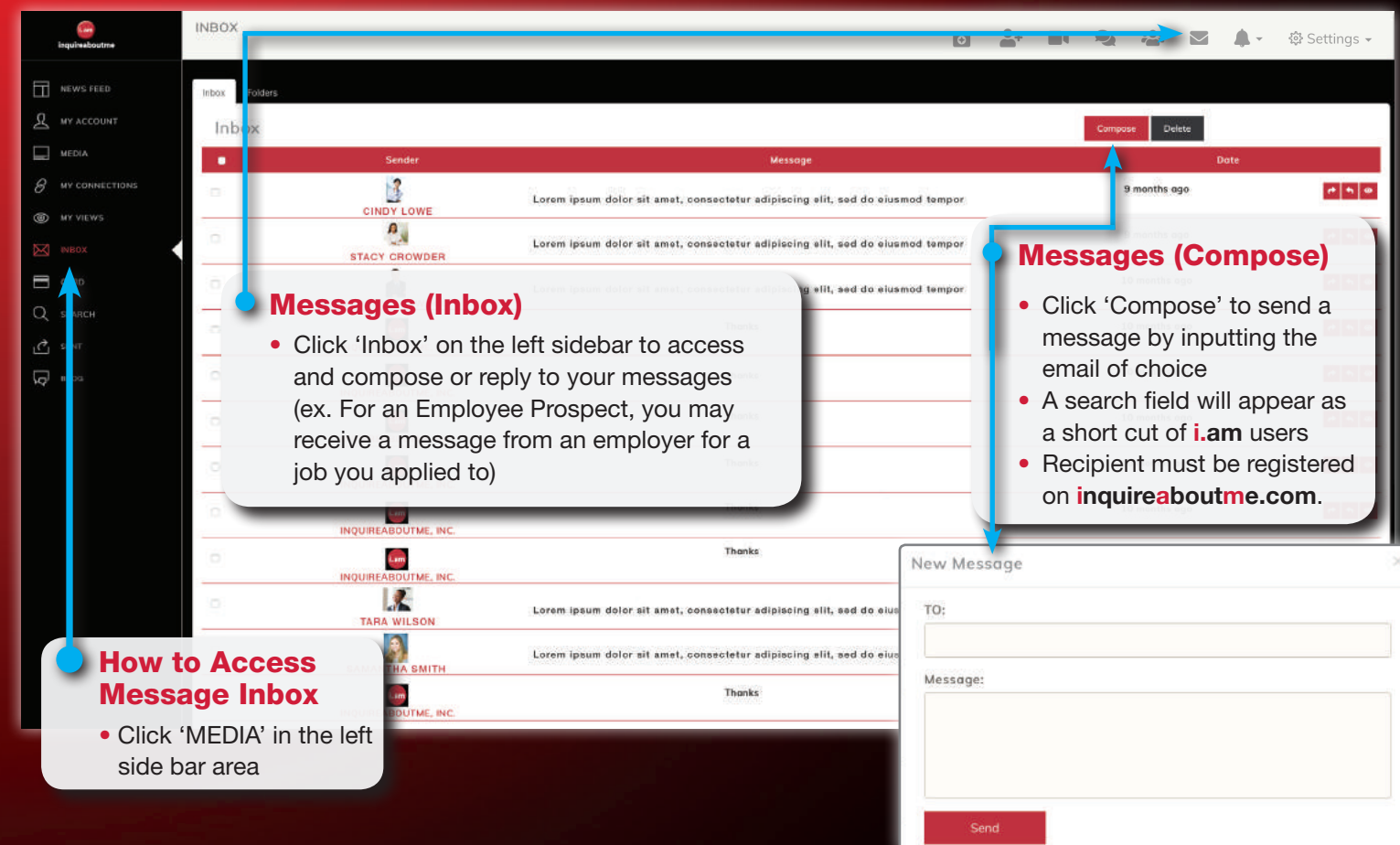
- Click 'BLOG' from the left sidebar to view blogs you have requested



- How Blog Requests appear on my i.am page

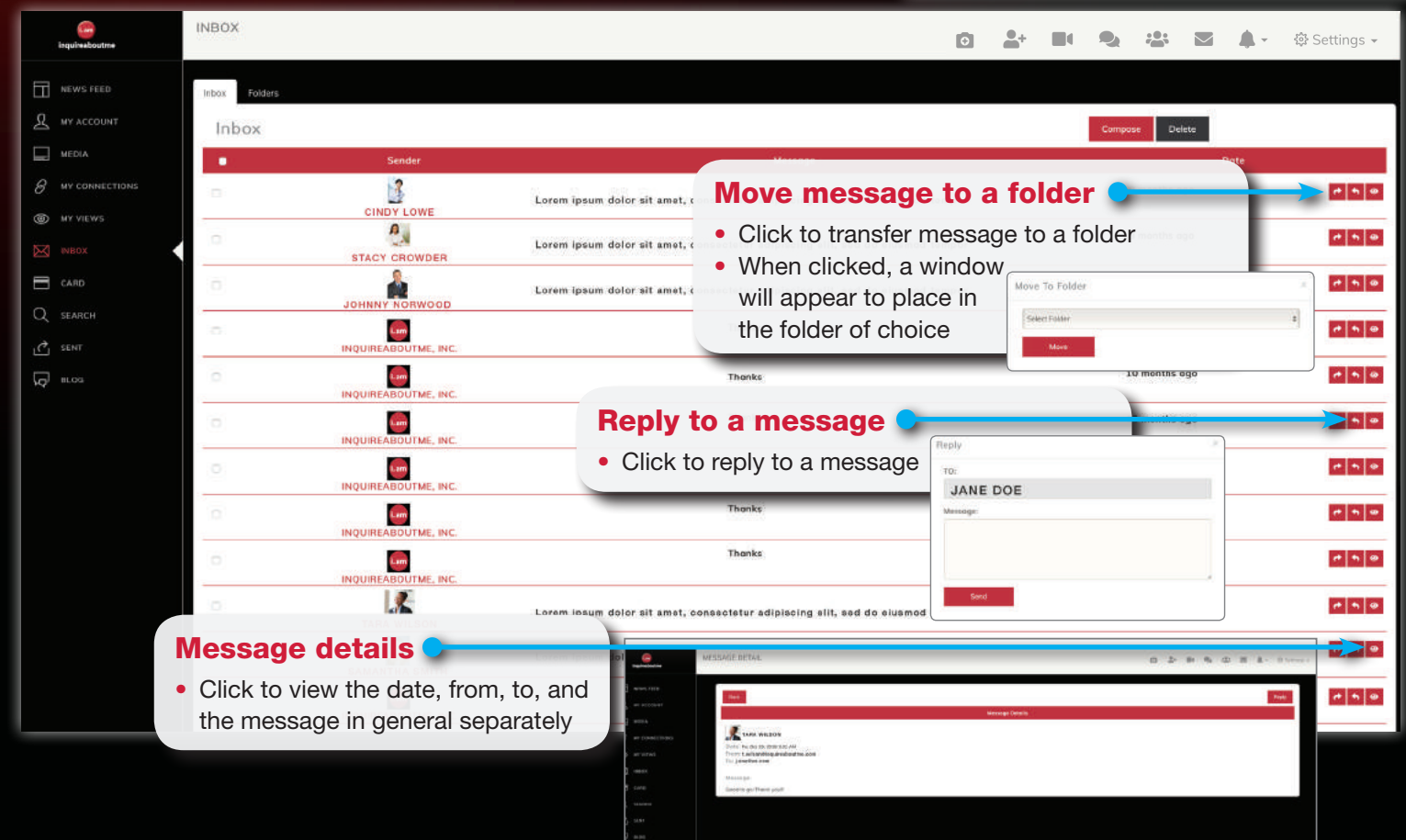
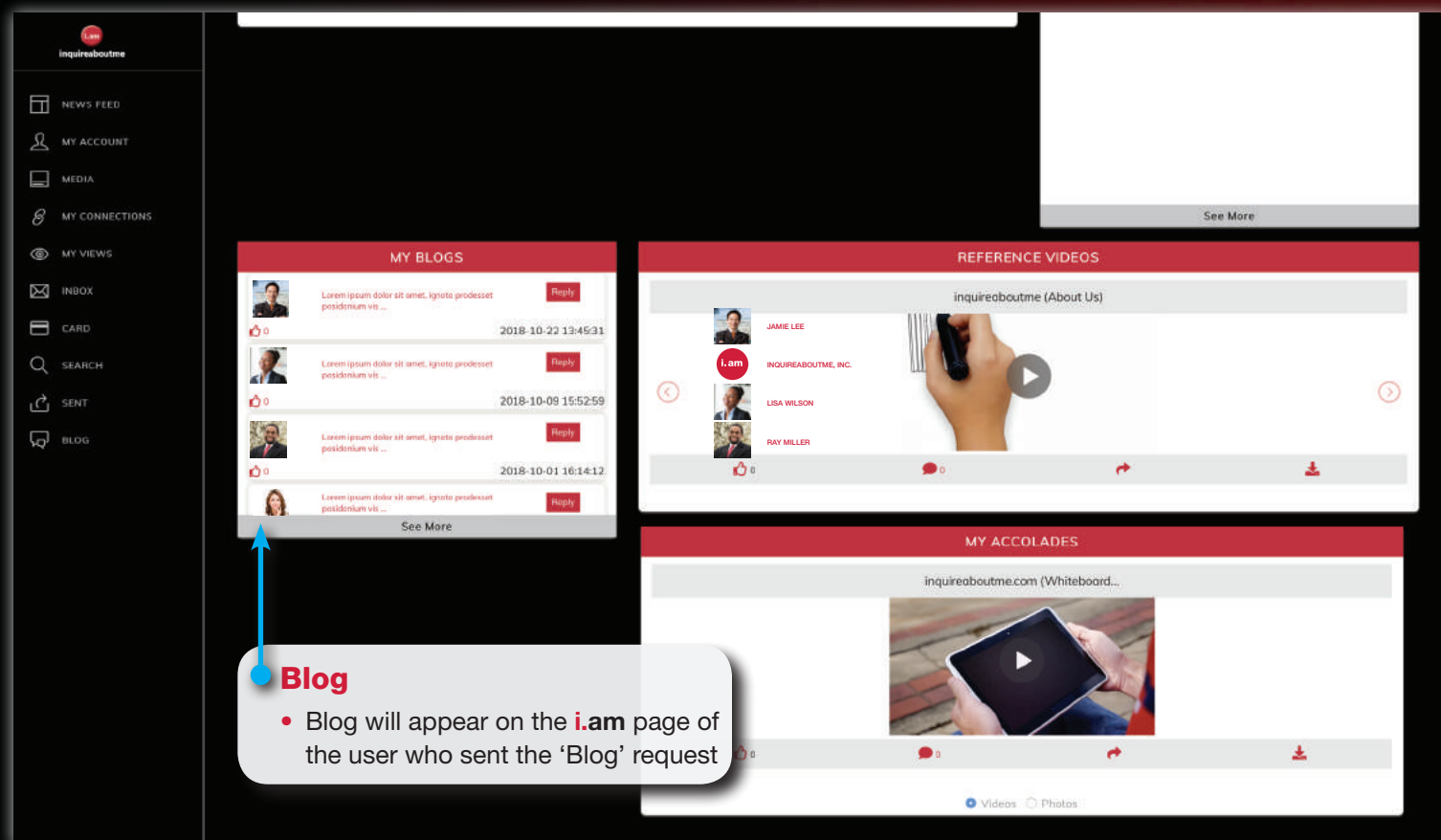


- How initiate, compose, send, retrieve and view messages



## How to Access Message Inbox

- Click 'MEDIA' in the left side bar area





## i.am Message (Folders/Naming Convention)

- Create folders with preferred naming convention for organization
- How to change folder naming convention and conduct folder searches

**How to Access Message Inbox**

- Click 'MEDIA' in the left side bar area

**How to Access and Create Folders**

- Click the 'Folders' tab to access

**How to Create Folders**

- Add naming convention
- Then click 'Create Folder' to create a folder

**How to Change Folder Name**

- Click the edit icon
- Then change naming convention

**How to Search for a Specific Folder**

- Type the name or beginning characters in the 'Search Based on Title' field
- Then click 'Search Items'

**How to Delete a Folder**

- Click the trash icon
- Then confirm to delete folder

**Delete!!!**

Are you sure you want to delete this folder?

YES

**Folders**

Visual shows Employee Prospect user type example

- Indication that a folder was created successfully

**Folders**

Visual shows Employee Prospect user type example

- Folders can be created with a unique naming convention (for organization), for placement of items of choice (ex: An Employee Prospect user may choose to collect videos (or pictures) of Employer users for jobs he/she has applied to. An Employer may choose to create a folder for a position, and store their Employee Prospects 'About Me' video, 'Reference Videos', 'or Accolade' videos/pictures.

**Your Folder has been created successfully!**

## i.am Notifications

- Notifications for 'Likes' and 'Comments' for Blogs, videos and photos

**Comments/Likes Notification**

Visual shows Employer user type example

- Shows who 'liked' or 'commented' on your 'Blog, About Me Video, Reference Video, or Accolade Video/Photo'
- The icon will change colors as indication of new 'liked' or 'commented' item

**How to Delete a Notification**

- Click the trash icon to delete a notification

**How to Access Notification Control Panel**

- Under settings, hover to 'Notifications' and click the tab

**My Resume**

**Edit Profile**

**Groups**

**Notifications**

**Change Password**

**Delete Account**

**Logout**

**Notification Control**

Please uncheck the box to stop email notifications.

☒ Connect  
When someone sends you a connect request

☒ Video reference  
When someone sends you video a request

☒ Comment  
When someone comments on your post

☒ Shared  
When someone shares your post or on your Newsfeed

☒ Blog  
When someone sends you a blog request

☒ Message  
When you receive a message

☒ View Account  
When someone views your account

☒ Tagged  
When someone tags you

**Save**

**Enable and Disable Email Notifications**

- Email notifications are enabled by default
- To stop receiving emails, unclick the type notification you would like to stop receiving



- How to enable and disable email notifications

**Notification Control**

Please uncheck the box to stop email notifications

☒ Connect  
When someone sends you a connect request

☒ Video reference  
When someone sends you video a request

☒ Comment  
When someone comments on your post

☒ Shared  
When someone shares your post or on your Newsfeed

☐ Message  
When you receive a message

☐ View Account  
When someone views your account

☐ Tagged  
When someone tags you

**Save**

**Successful Notification to Stop Receiving Emails**

- Click the save button after you have unchecked the notification of choice
- A window will appear if the notification update was done correctly

**Successful Notification to Receive Emails**

- Click the save button after you have unchecked the notification of choice
- A window will appear if the notification update was done correctly

- How to post and add photos, videos to the main newsfeed of your network
- How to post reference videos, titles, and comments

**Post**

- Click 'My Post' tab to make a post into the main newsfeed

**Add Video or Picture to Post**

- Drag and drop picture or video in this area
- Click in area to search for file in local environment

**Contacts**

- Shortcut to view contacts in your network

**Newsfeed**

- To view the latest from your network, click on 'NEWSFEED' in the left sidebar, to view Posts, Video References, Accolade Videos, Accolade Photos, Blogs and About Me Videos from your contacts
- Click 'Load More' to view other posts from your network of contacts

**Post Type**

- Click within area to type a post

**Complete Post**

- Click to add and complete post
- Post will appear in main newsfeed

**Right Side Bar (Short Cuts)**

- View the right sidebar of the newsfeed to view your contacts, or new Employee Prospects, Student Prospects, Employers, Universities, or Organizations who recently signed up on **inquireaboutme**

**Comments**

- Post or/and view comments from contacts in your network or from other **i.am** users in the comment area or by clicking the icon

**Add Reference Videos**

- Click 'Reference Videos' tab to add a reference video into the main newsfeed

**Add Reference Video Title**

- Click within area to add a title for post

**Add Reference Video Comments**

- Click within area to add comments for post

**Complete Reference Video Post**

- Click 'Upload Video' tab to complete reference video post
- Reference video post will appear in main newsfeed

**How to Add Reference Video to Post**

- Drag and drop picture or video in this area
- Click in area to search for file on local environment



- How to post Accolade Videos and pictures to the main newsfeed of your network
- How to post LIVE Accolade Videos, titles, and comments

**Add Accolade Videos**

- Click 'Accolades' tab to add a accolade video into the main newsfeed

**How to Make Accolade Videos Public or Private**

- Click to select public or private
- If private, accolade videos will not appear in newsfeeds

**Add Accolade Video Title**

- Click within area to add a video title

**How to Add Accolade Video to Post**

- Drag and drop picture or video in this area
- Click in area to search for file in local environment

**Complete Accolade Video Post**

- Click 'Upload Video' tab to complete accolade video post
- Accolade video post will appear in main newsfeed

**Conduct 'LIVE' Accolade Video Post**

- Click camera icon to initiate a live accolade video post
- Click camera icon in the 'Video Recorder' screen to start recording
- Pause, stop, or delete accolade recording
- Click the save icon to post Accolade Video in newsfeed
- Click the camera icon to restart Accolade Video
- Accolade video will appear on user i.am page and media area

**Add Accolade Videos**

- Click 'Accolades' tab to add a accolade video into the main newsfeed

**How to Make Accolade Photos Public or Private**

- Click to select public or private
- If private, accolade videos will not appear in newsfeeds

**Add Photo Title**

- Click within area to add a video title

**How to Add Accolade Photo to Post**

- Drag and drop photo or video in this area
- Click in area to search for file in local environment

**Add Photo Comments**

- Click within area to add comments for post

**Complete Accolade Picture Post**

- Click 'Upload Photo' tab to complete accolade picture post
- Accolade picture post will appear in main newsfeed

- How to tag and hyperlink a person, employer, university or organization
- How to hyperlink another web page

**Tag**

- To tag a person, employer, university, or organization; type a character of whom you would like to tag
- Highlight the person, employer, university or organization, then click to tag
- The tagged item will change color and is now a hyperlink, and when clicked by a user, it will go to the i.am page of the tagged item

**Red Dot**

- Indicates user is currently logged on inquireaboutme

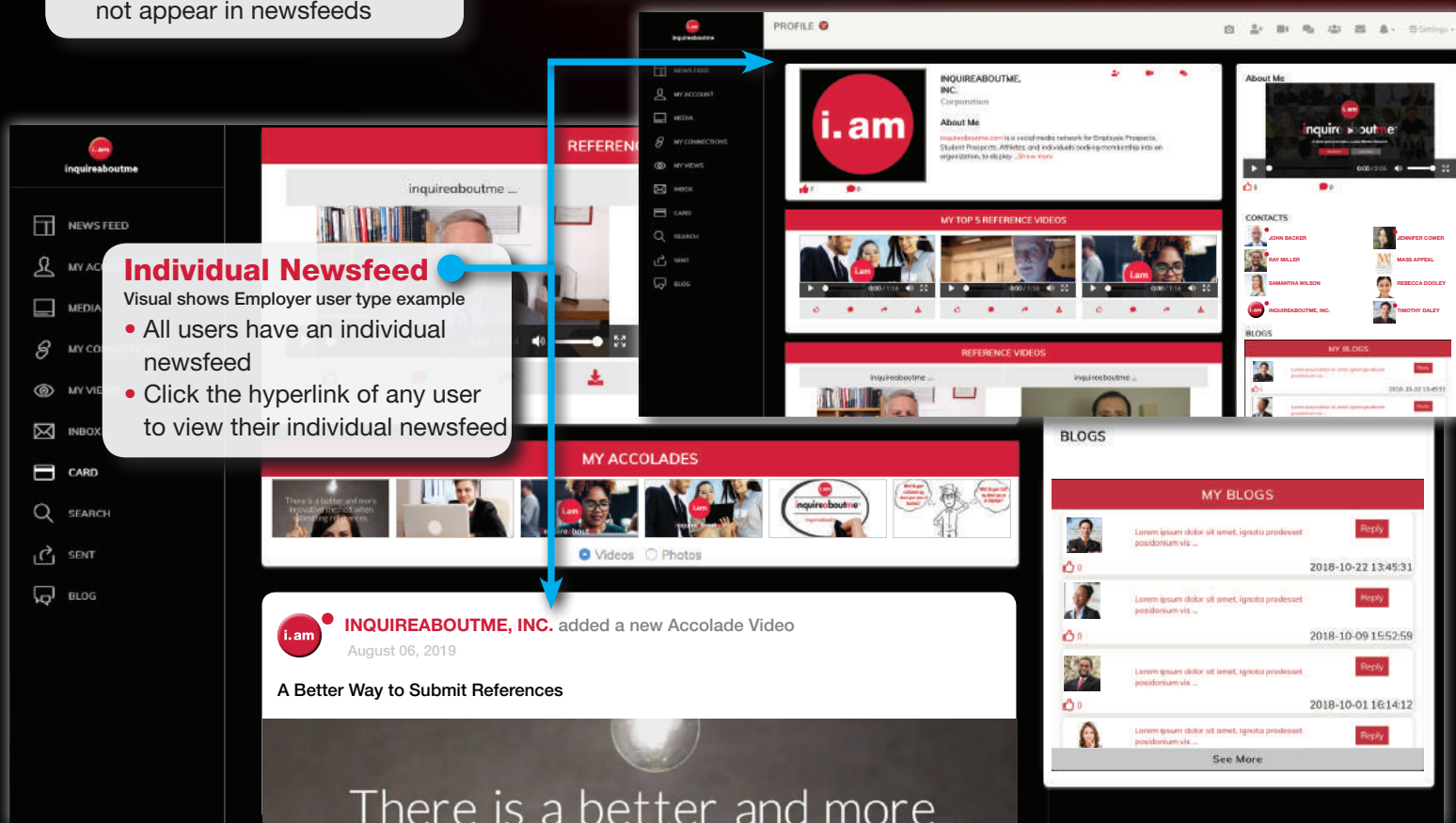
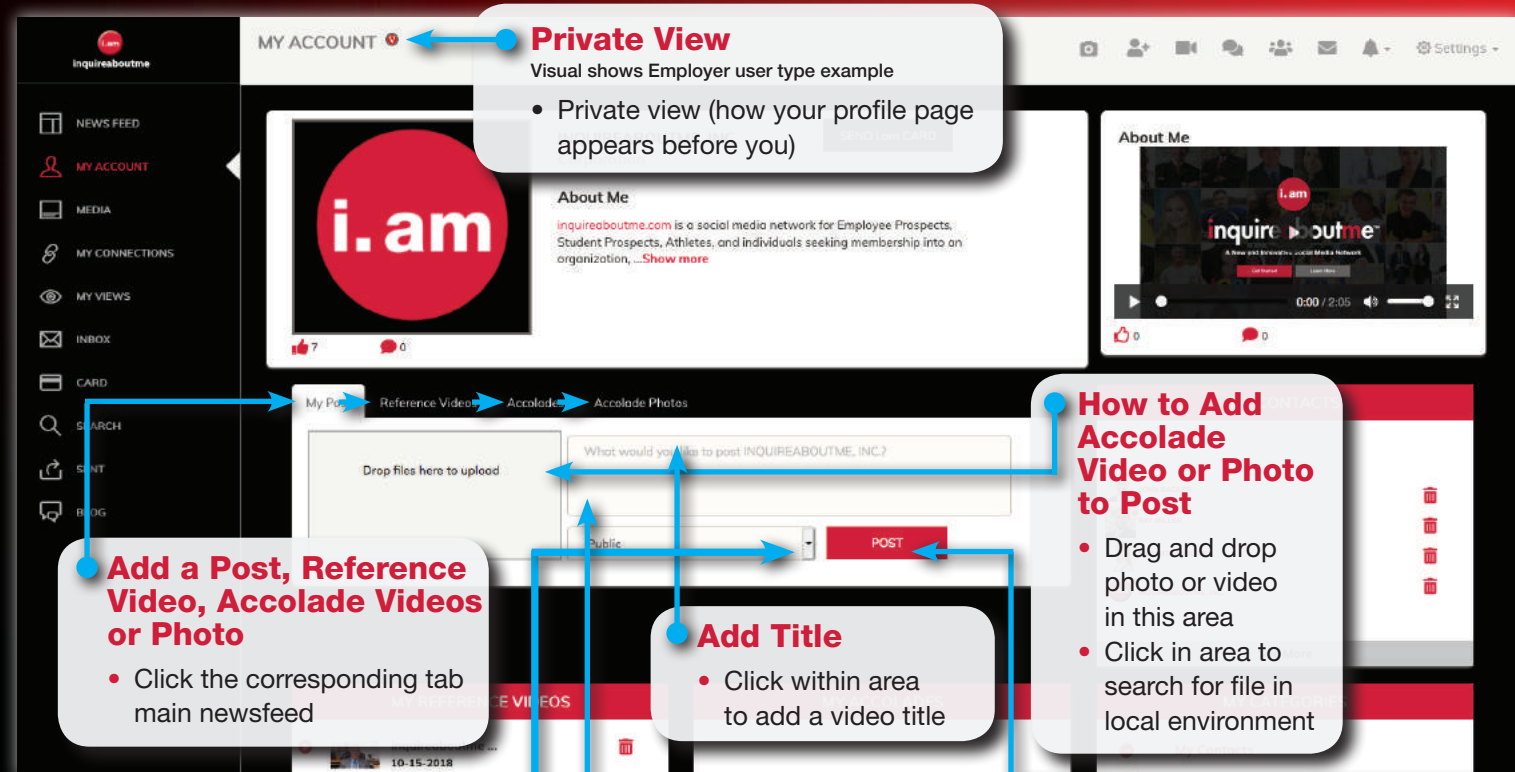
**Hyperlinking Webpage**

- Type or cut and paste the desired website address
- A snippet of the website will appear within the main and individual newsfeeds



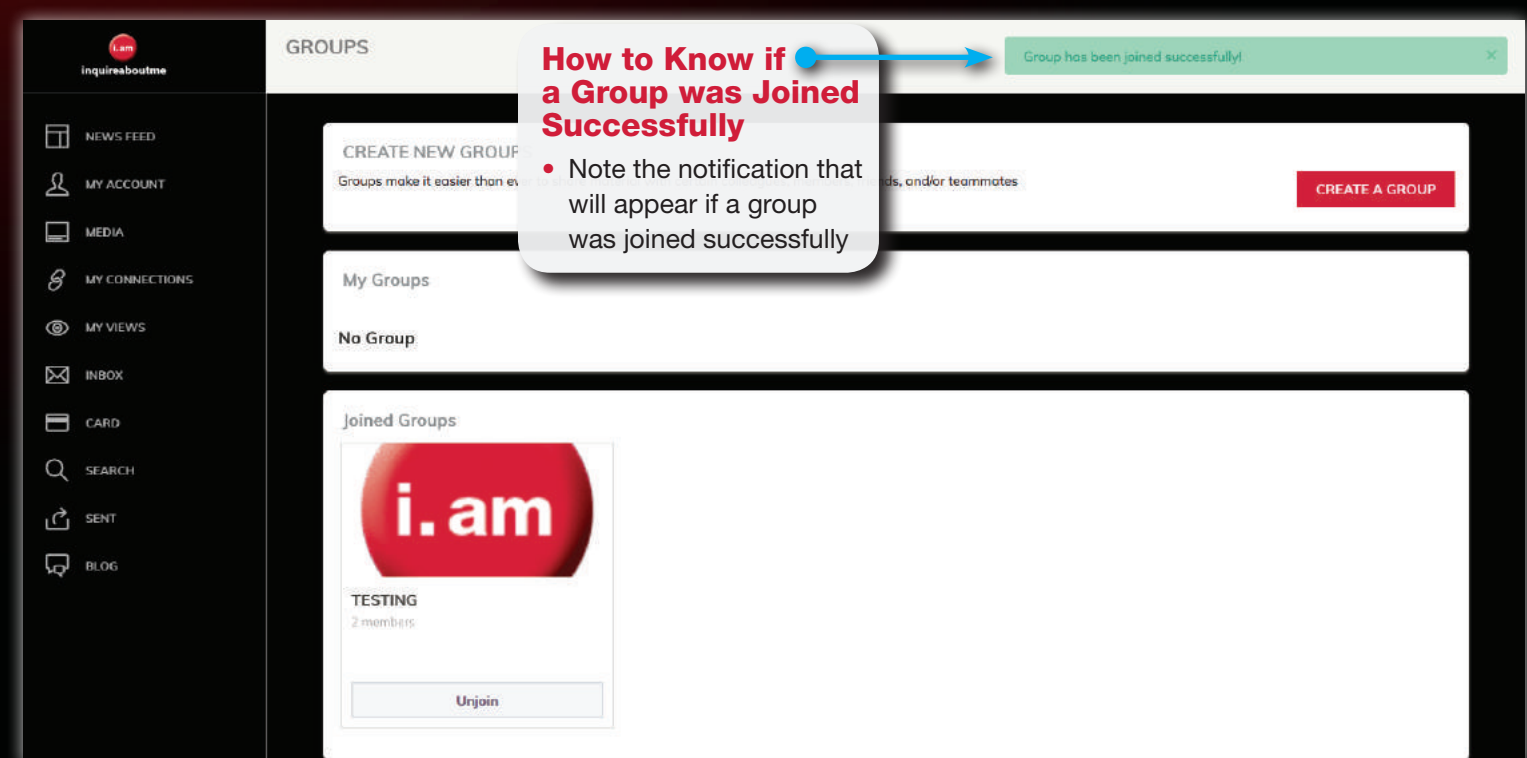
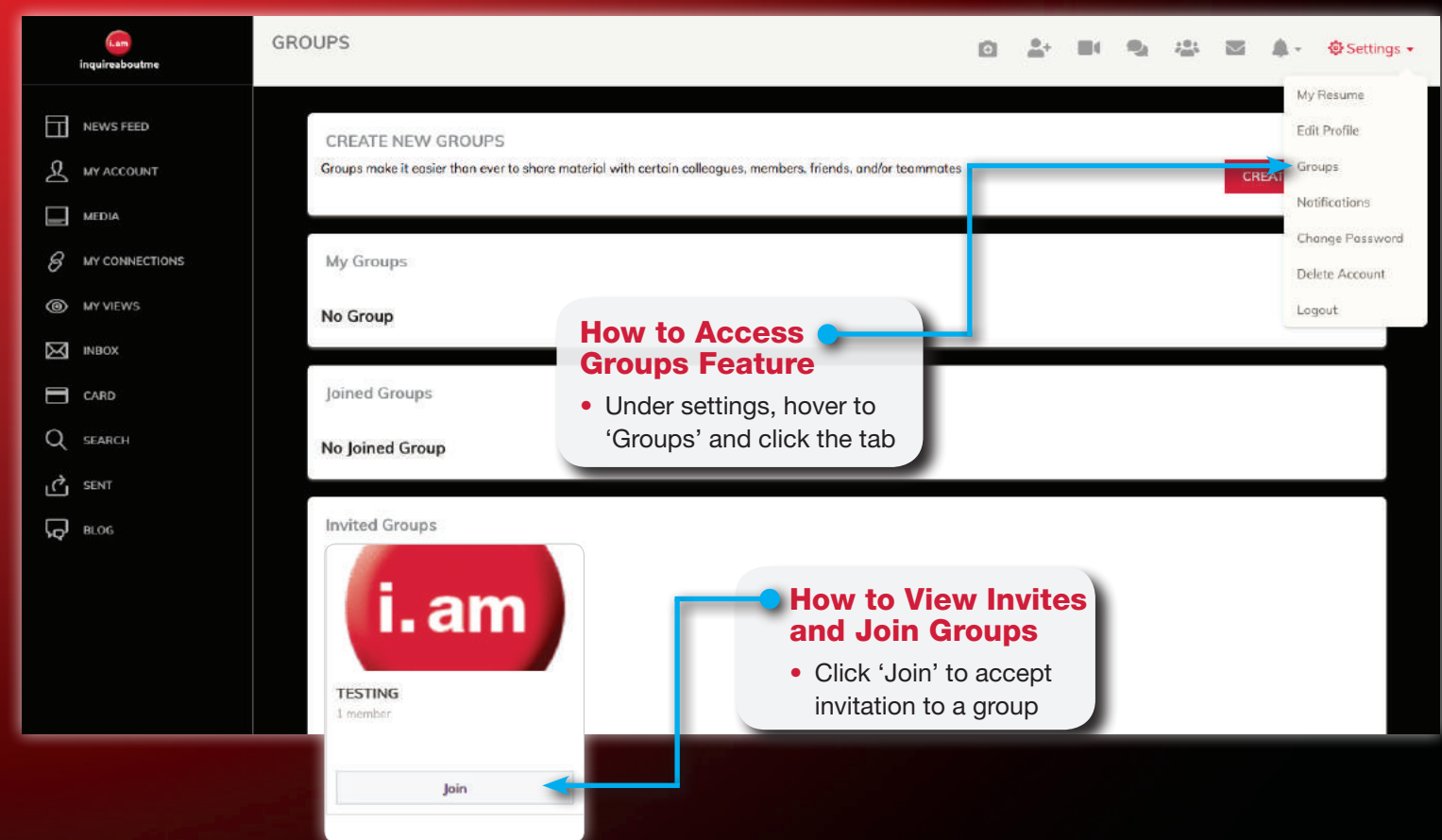
## i.am Individual Newsfeed

- How to navigate a newsfeed for a person, employer, university or organization
- How to individual newsfeeds appear before other users



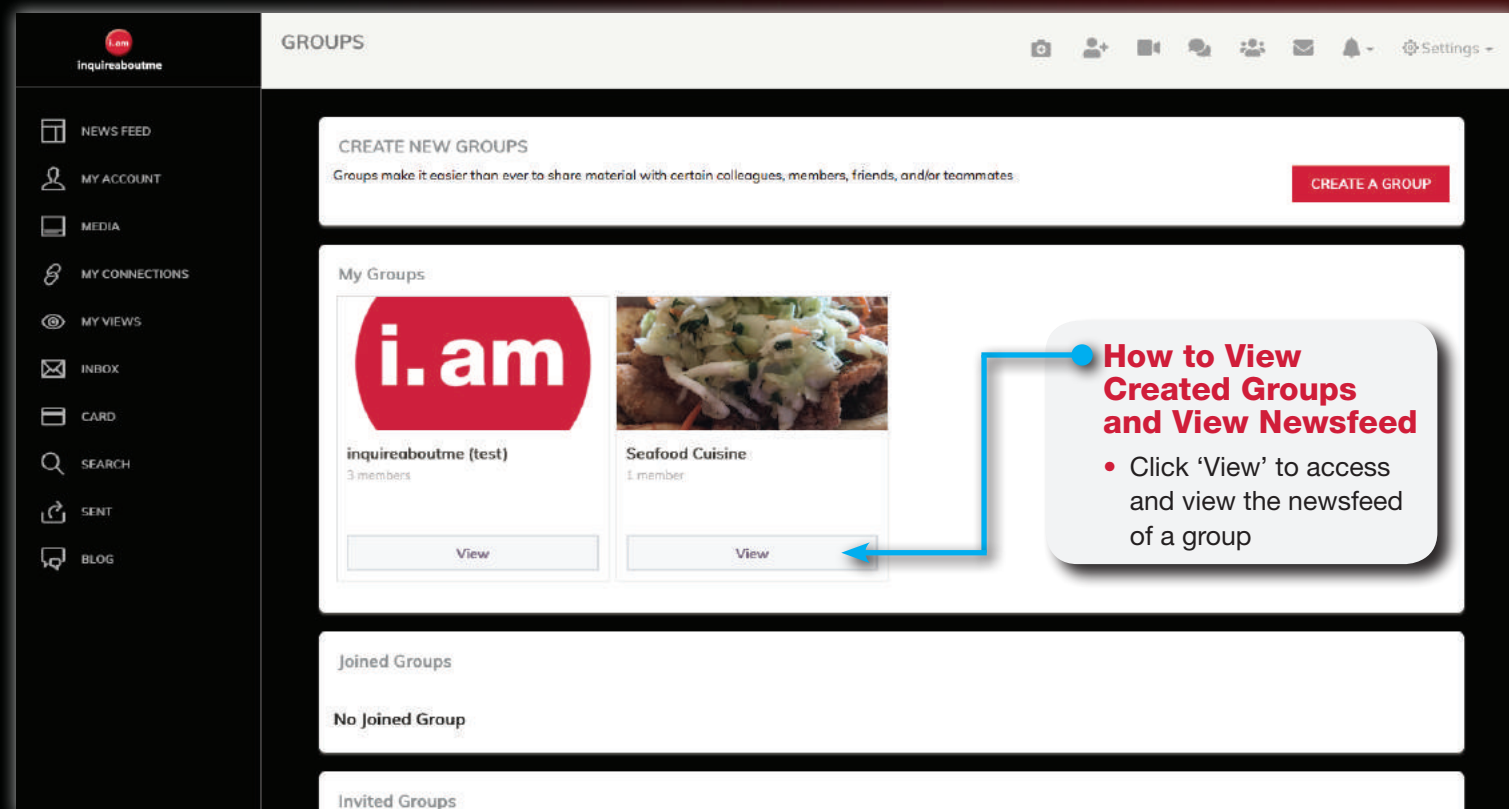
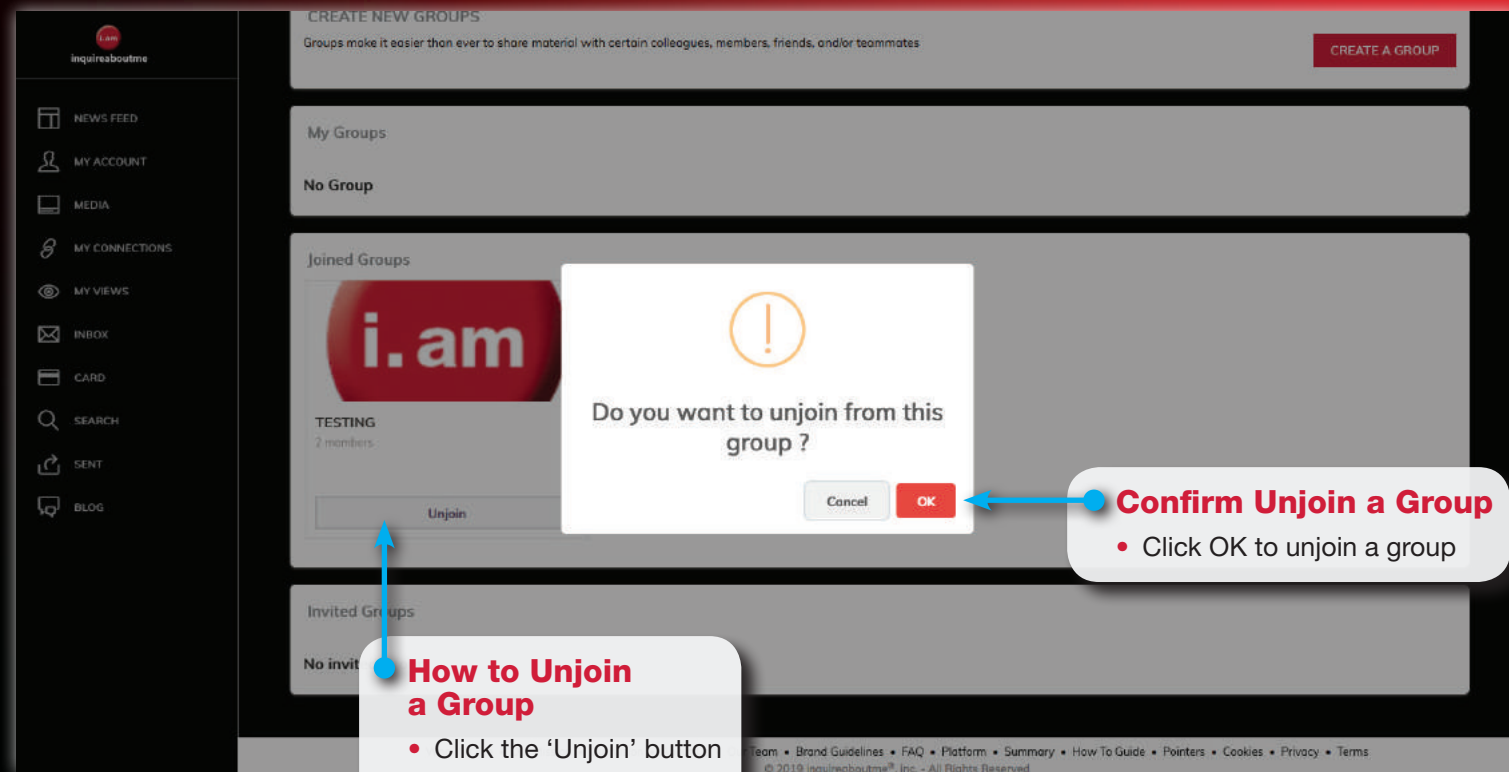
## i.am Groups

- How to access groups
- How to join a group

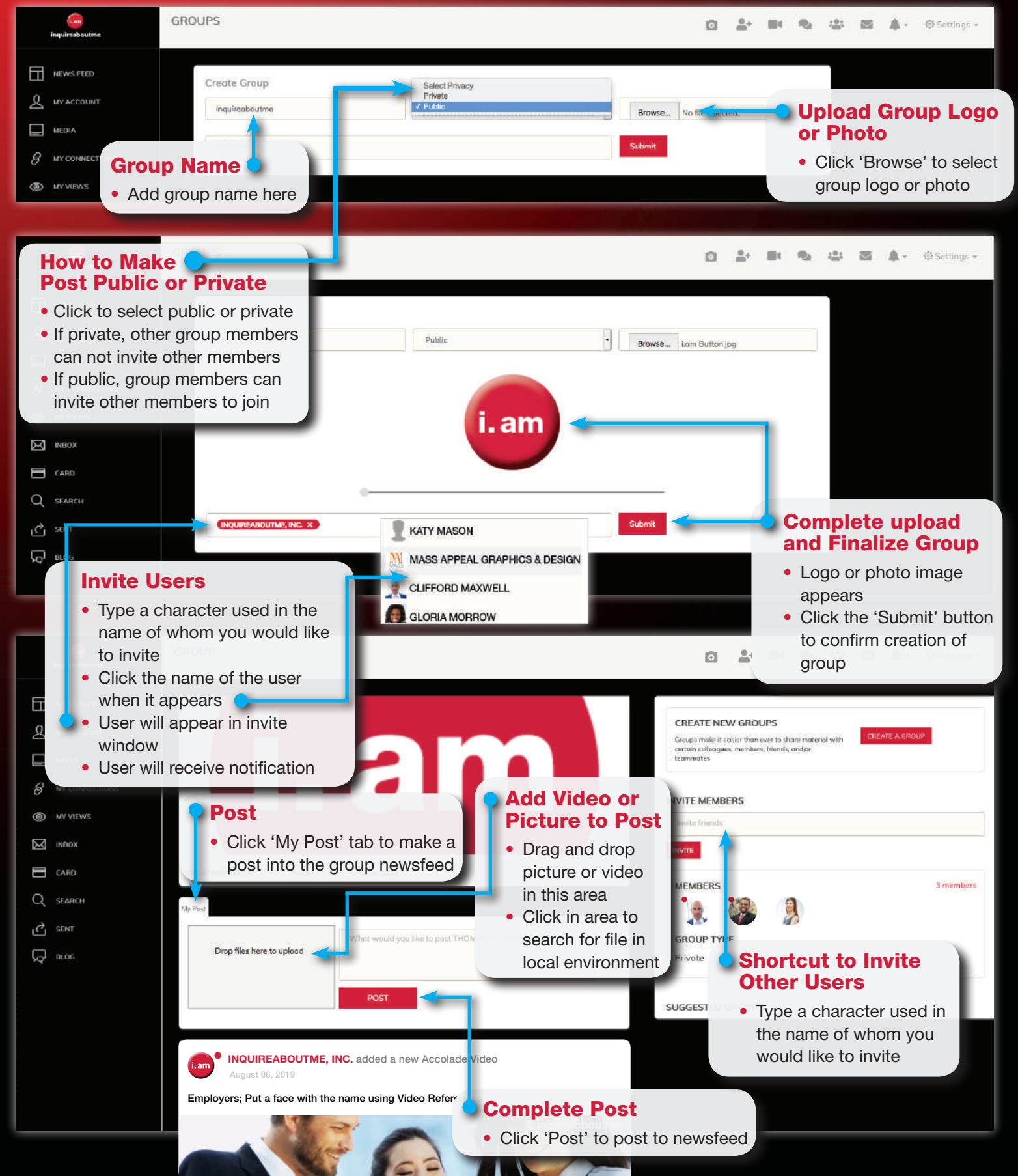




- How to unjoin a group
- How to view contents of created groups



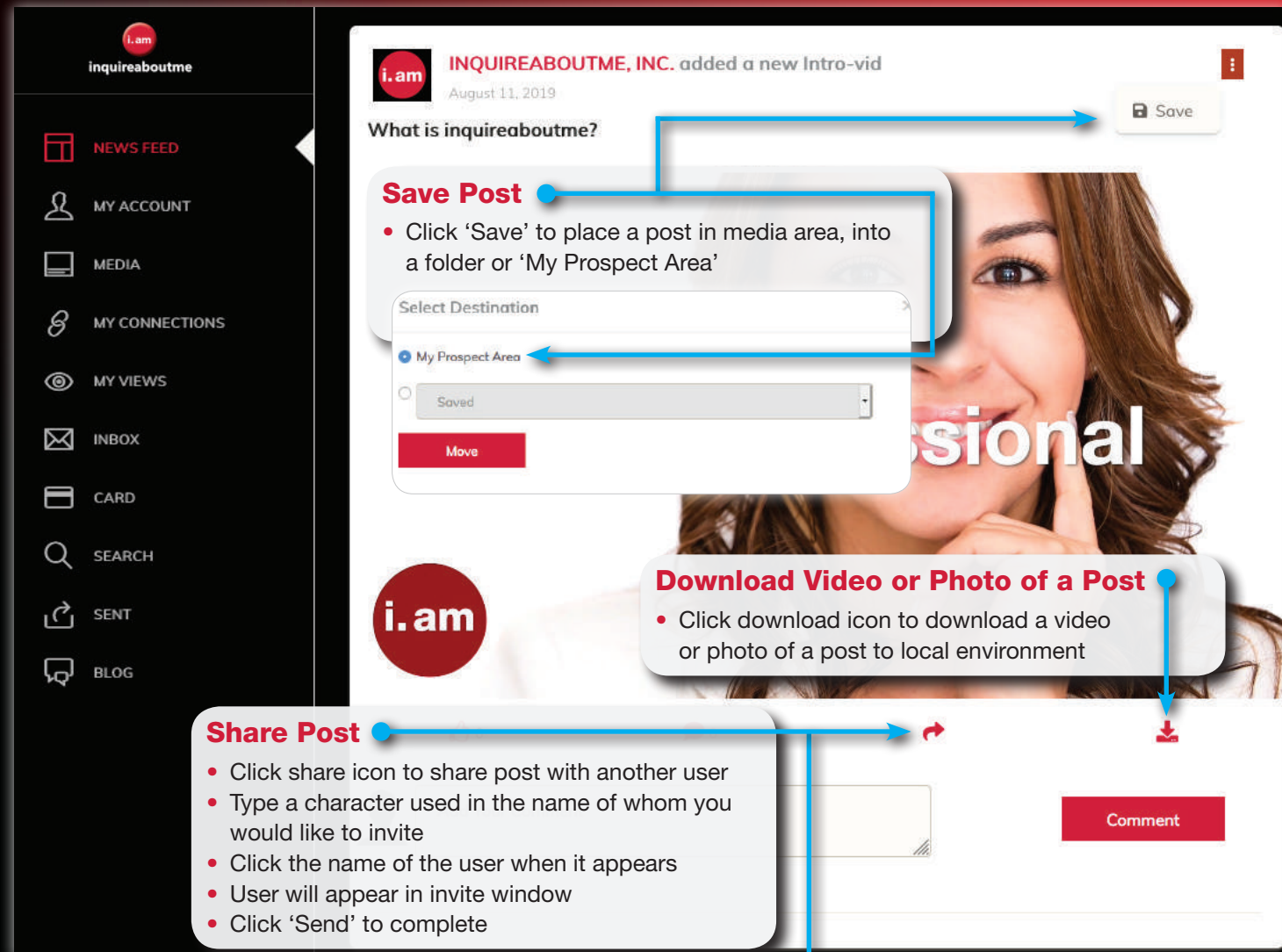
- How to create a group
- How to invite other users to a group
- How to post in group newsfeed





## Share, Save, and Download Posts

- How to save a post to a media folder or to 'My Prospect Area'
- How to share and save a post
- How to download a video or picture file to local environment



**Save Post**

- Click 'Save' to place a post in media area, into a folder or 'My Prospect Area'

Select Destination

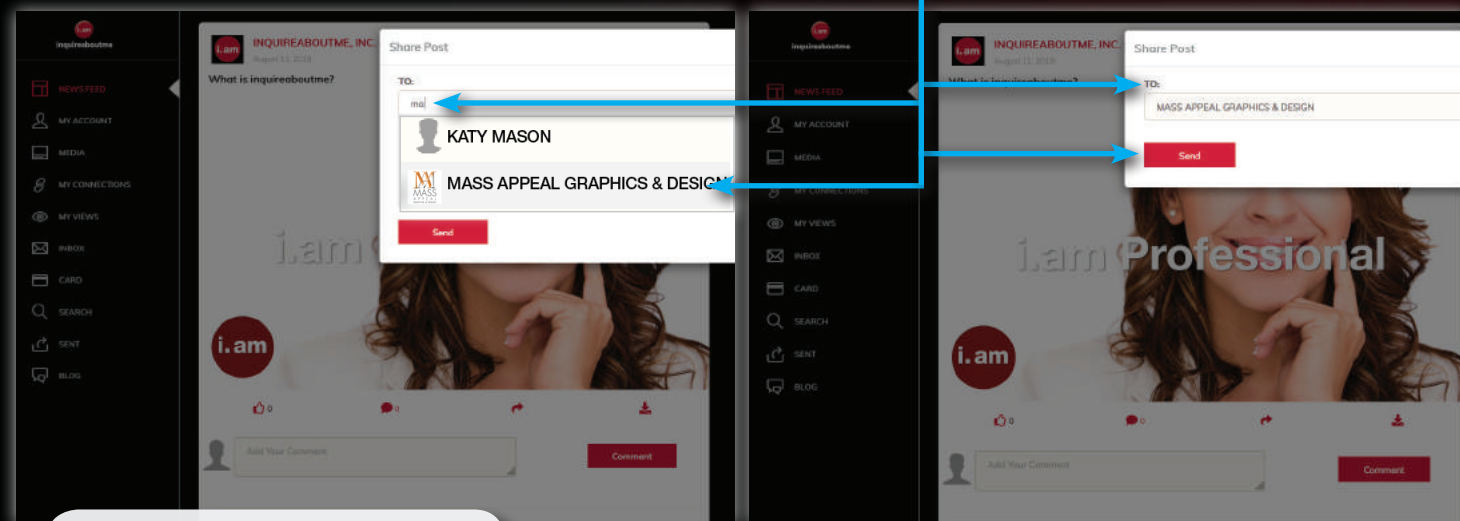
- ☒ My Prospect Area
- ☐ Saved

**Share Post**

- Click share icon to share post with another user
- Type a character used in the name of whom you would like to invite
- Click the name of the user when it appears
- User will appear in invite window
- Click 'Send' to complete

**Download Video or Photo of a Post**

- Click download icon to download a video or photo of a post to local environment



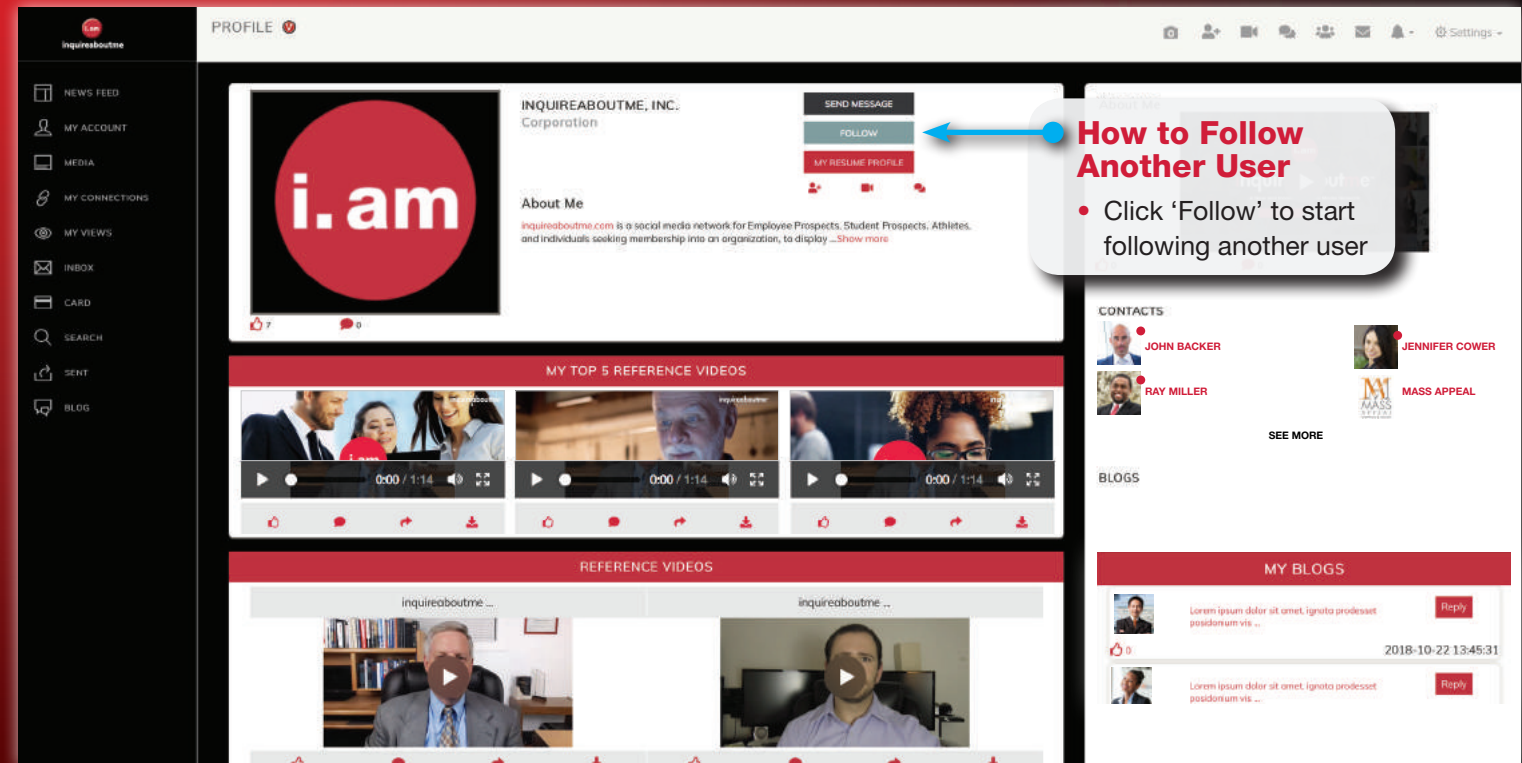
**Share Post Notification**

- Banner will appear if you're shared post already

You have already share this post

## Follow/My Connections

- How to follow a person, employer, university or organization
- How to view who you're following
- How to view who's following you



**How to Follow Another User**

- Click 'Follow' to start following another user

**How to View My Followers**

- Click 'My Followers' to view users who are following you



**How to View Your Connections, Followers and Who's Following You**

- Click 'MY CONNECTIONS' in the left side bar area



**How to View Who You're Following**

- Click 'Following' to view users who you are following



## **i.am** Follow/My Connections

- How to view who's following another user
- How to view contacts of another user

**How to View Followers of Another User**

- Click 'See More' while viewing another users **i.am** page
- Click 'Followers of....' to view who another **i.am** user is following

**How to View Contacts of Another User**

- Click 'See More' while viewing another users **i.am** page
- Click 'Followers of....' to view who another **i.am** user is following

## **i.am** Who's Viewed My Videos, Who's Viewed My Account, Who's Viewed My Accolades

- How to check **i.am** users who's viewed your **i.am** page, photos, and/or videos

**Who's Viewed My Videos, Who's Viewed My Account, Who's Viewed My Accolades**

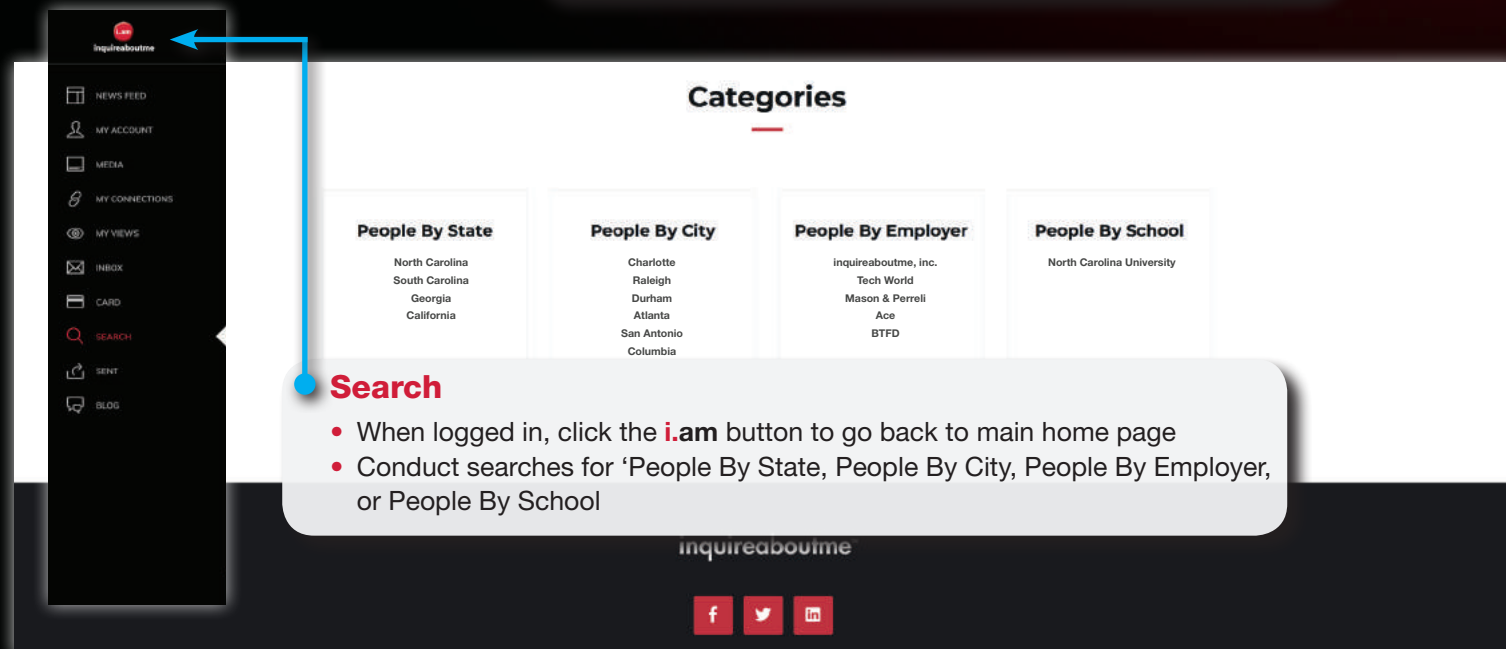
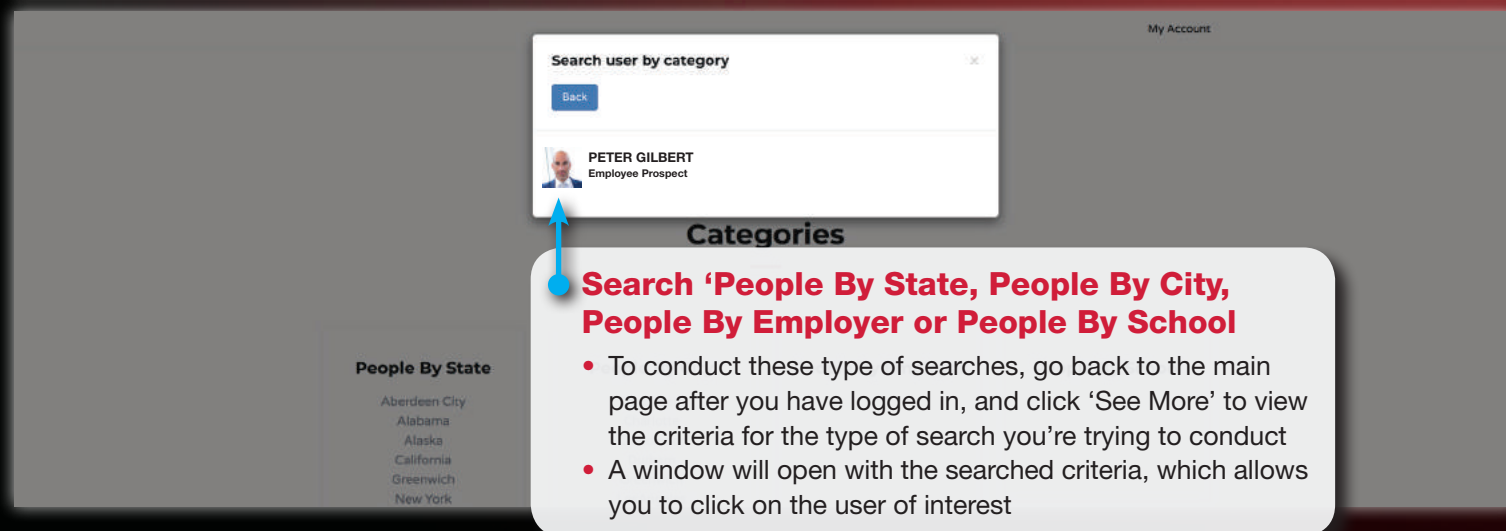
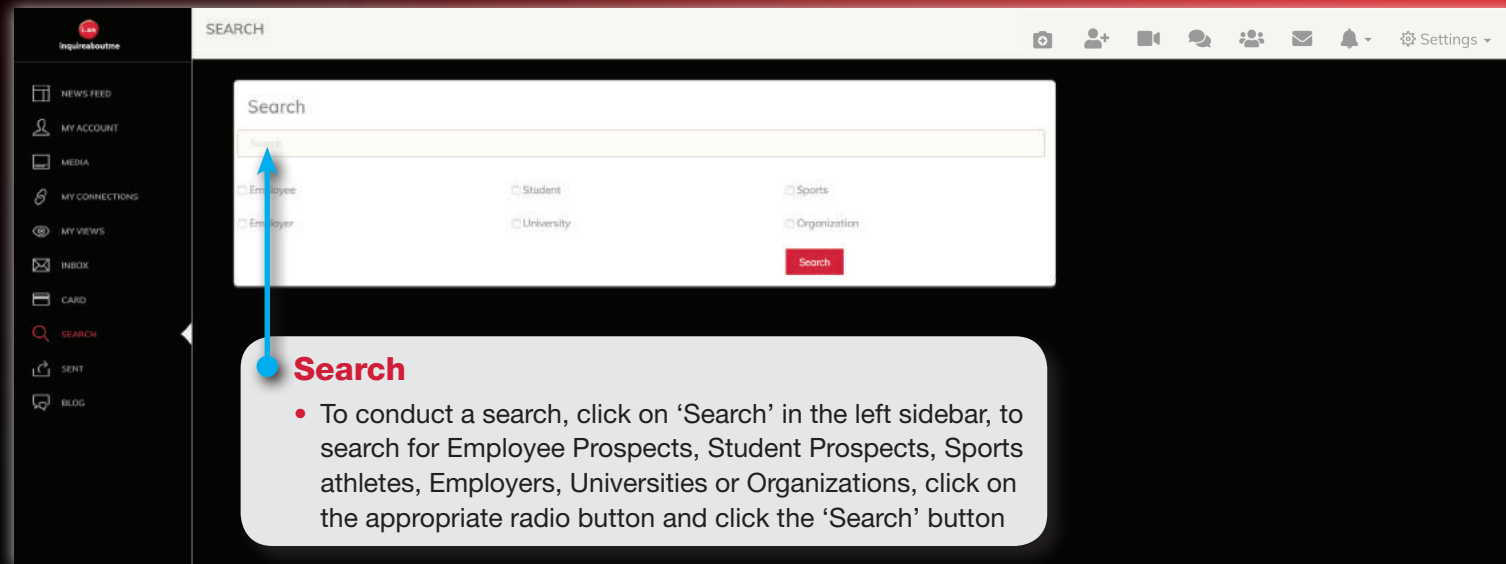
- To see **i.am** users who's viewed your reference videos or accolade videos/photos, click 'MY VIEWS' from the left sidebar
- People who has viewed these items can be messaged directly from this area

**How to Send A Message to a User Who's Viewed Your Videos, Account, or Your Accolades**

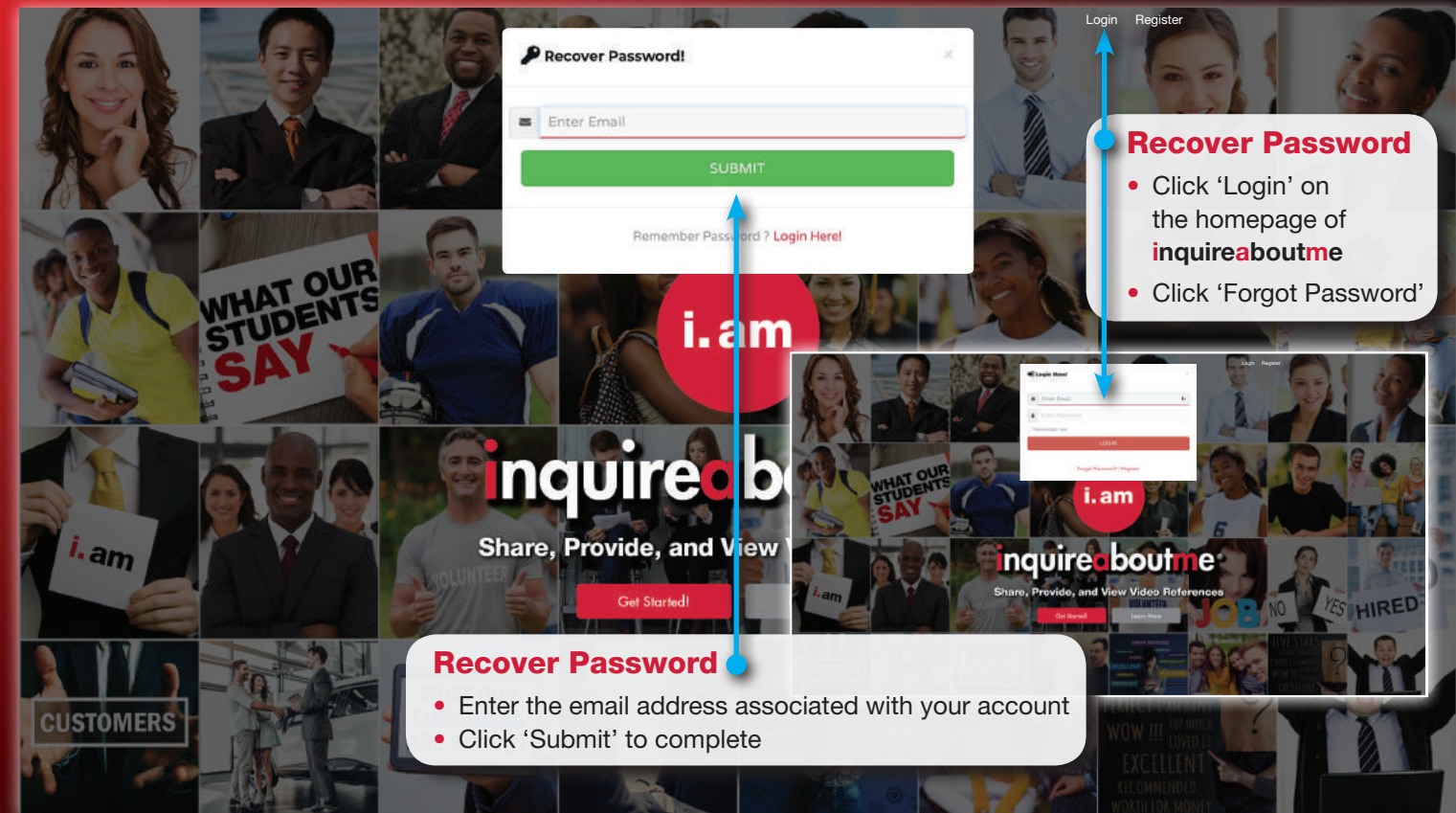
- Click the message icon for window to appear (name will appear in 'To' area by default)
- Type in message field
- Click 'Send' to complete message



- How to search for other i.am users, by account types
- How to search for other i.am users on the main homepage of inquireaboutme



- How to recover and create a new password

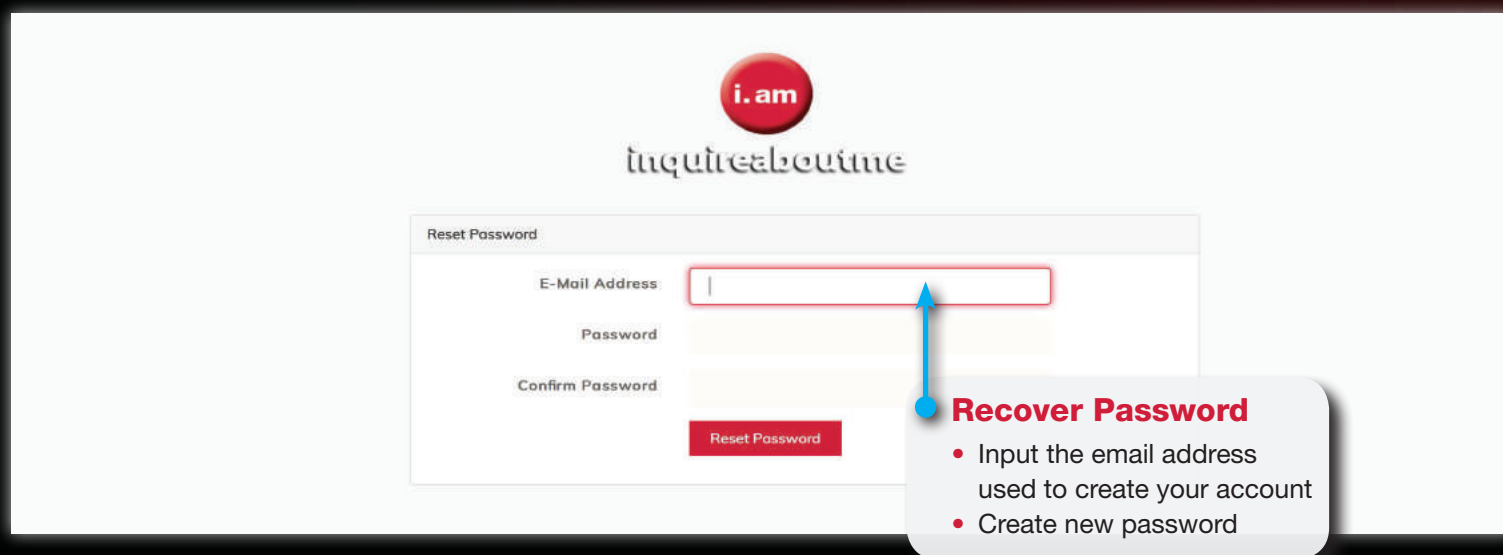
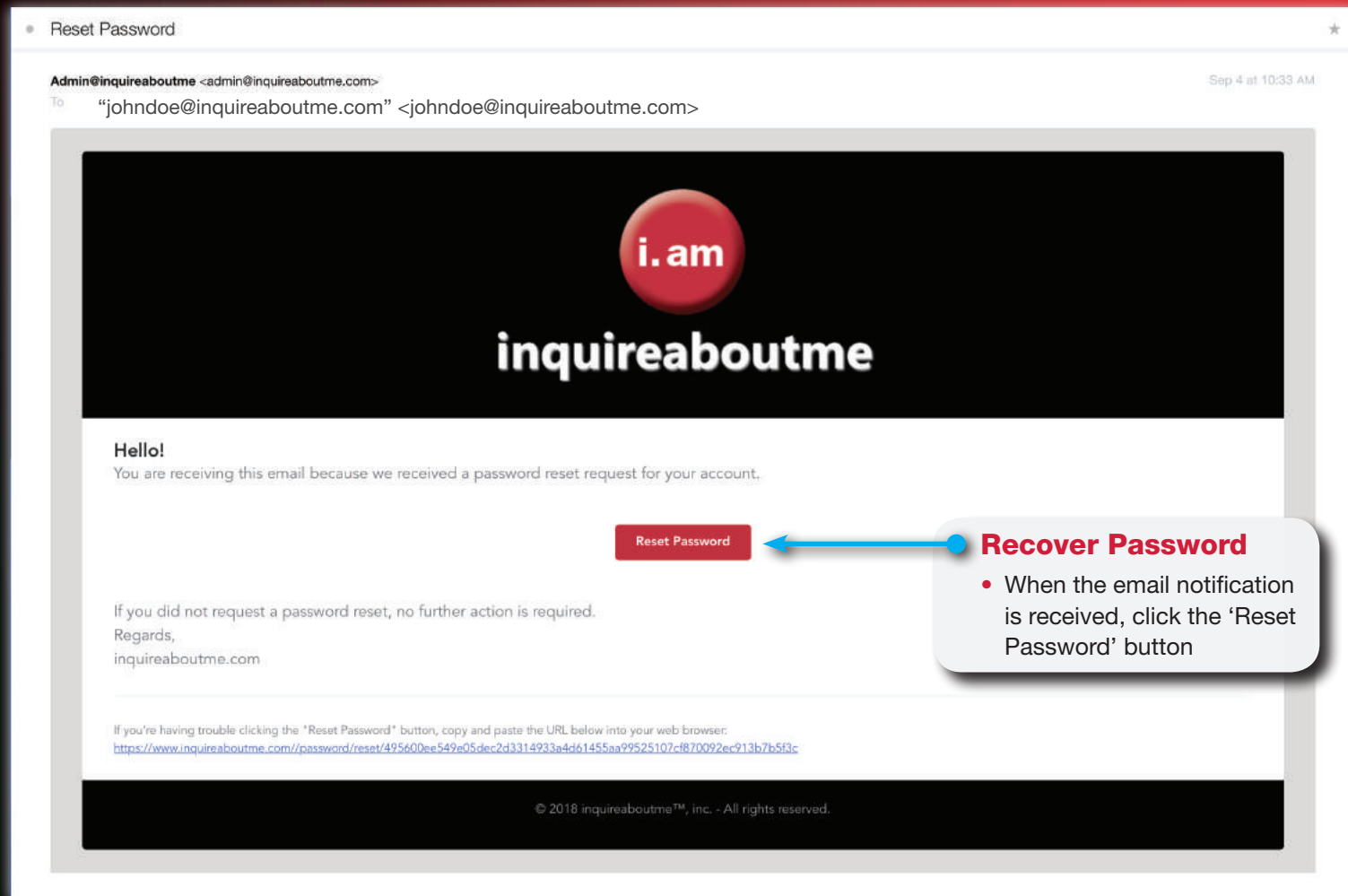






## Recover Password

- Email and web page to reset and create a new password



# inquireaboutme®

## Summary

**inquireaboutme** allows others to put a face with the name, and actually see and hear what others say about a person, a place of business, university, or organization using video references.

Whether you're applying for a job, college, membership, or highlighting your business, university, or organization achievements; **inquireaboutme** does the talking for you with videos, pictures, and blogs.

You better your chances at meeting your goals on

**inquireaboutme.com**

