



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

- INSTRUCTIONS
- FUNCTIONALITY
- FEATURES
- ORGANIZATION



NEWS FEED



MY ACCOUNT



MEDIA



MY CONNECTIONS

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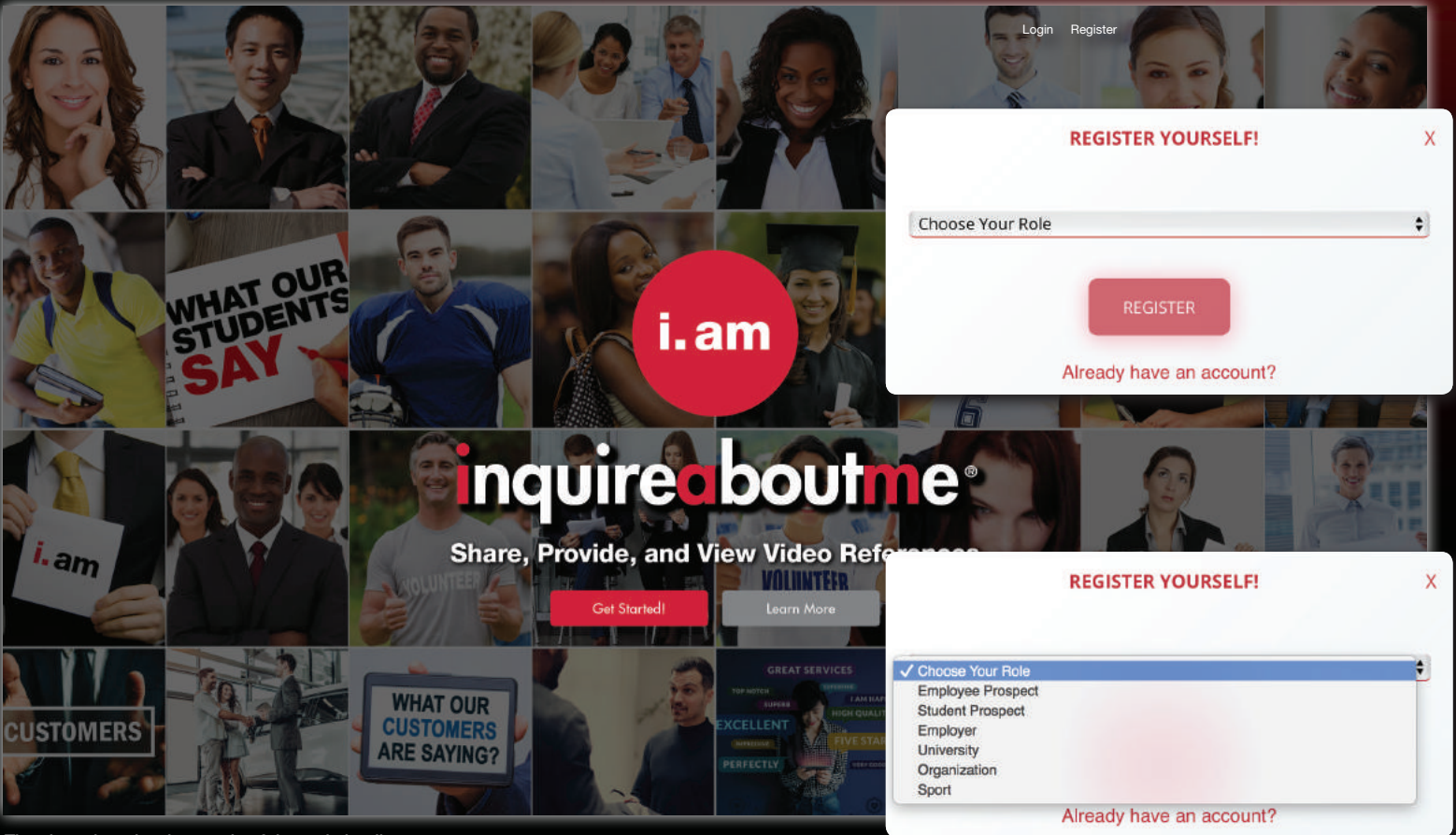
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Signing Up

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

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?

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?

REGISTER YOURSELF!

Sport

First Name

Last Name

Email

Password

Sport

Select Country

Select state

City

Address

REGISTER

Already have an account?

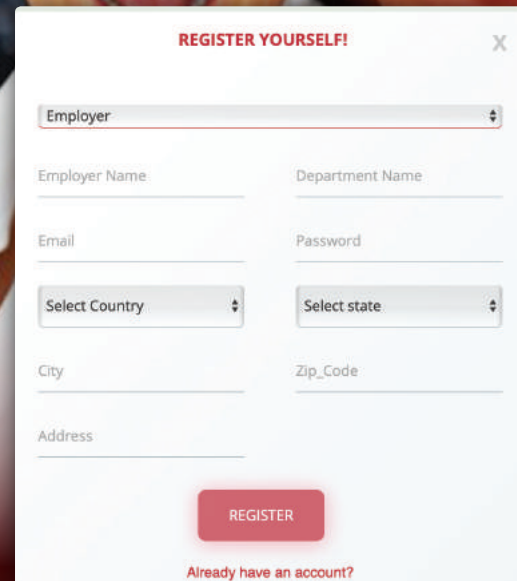
The above is a visual example of a Sports athlete registering on inquireaboutme.com.

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.



REGISTER YOURSELF!

Employer

Employer Name: _____ Department Name: _____

Email: _____ Password: _____

Select Country: _____ Select state: _____

City: _____ Zip_Code: _____

Address: _____

REGISTER

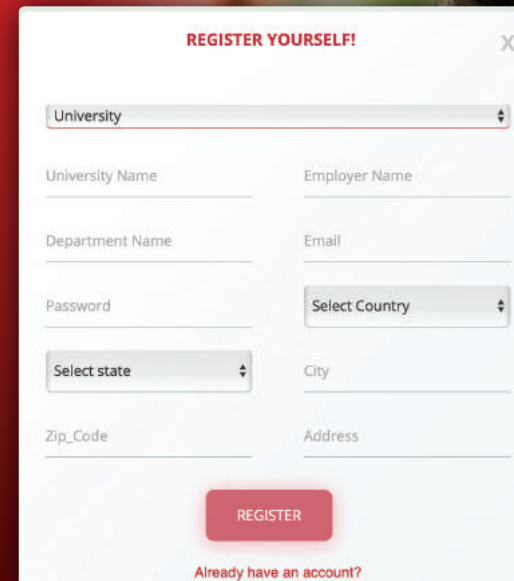
Already have an account?

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.



REGISTER YOURSELF!

University

University Name: _____ Employer Name: _____

Department Name: _____ Email: _____

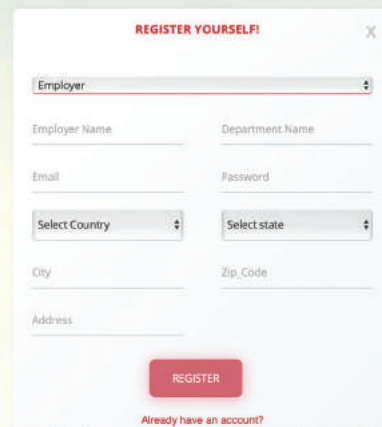
Password: _____ Select Country: _____

Select state: _____ City: _____

Zip_Code: _____ Address: _____

REGISTER

Already have an account?



REGISTER YOURSELF!

Employer

Employer Name: _____ Department Name: _____

Email: _____ Password: _____

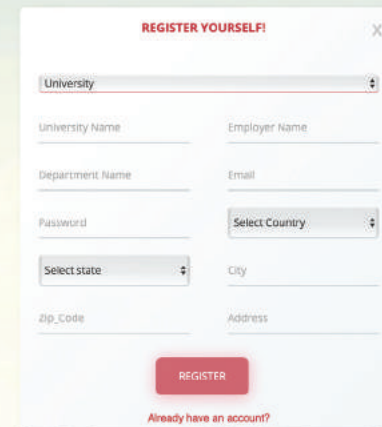
Select Country: _____ Select state: _____

City: _____ Zip_Code: _____

Address: _____

REGISTER

Already have an account?



REGISTER YOURSELF!

University

University Name: _____ Employer Name: _____

Department Name: _____ Email: _____

Password: _____ Select Country: _____

Select state: _____ City: _____

Zip_Code: _____ Address: _____

REGISTER

Already have an account?

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

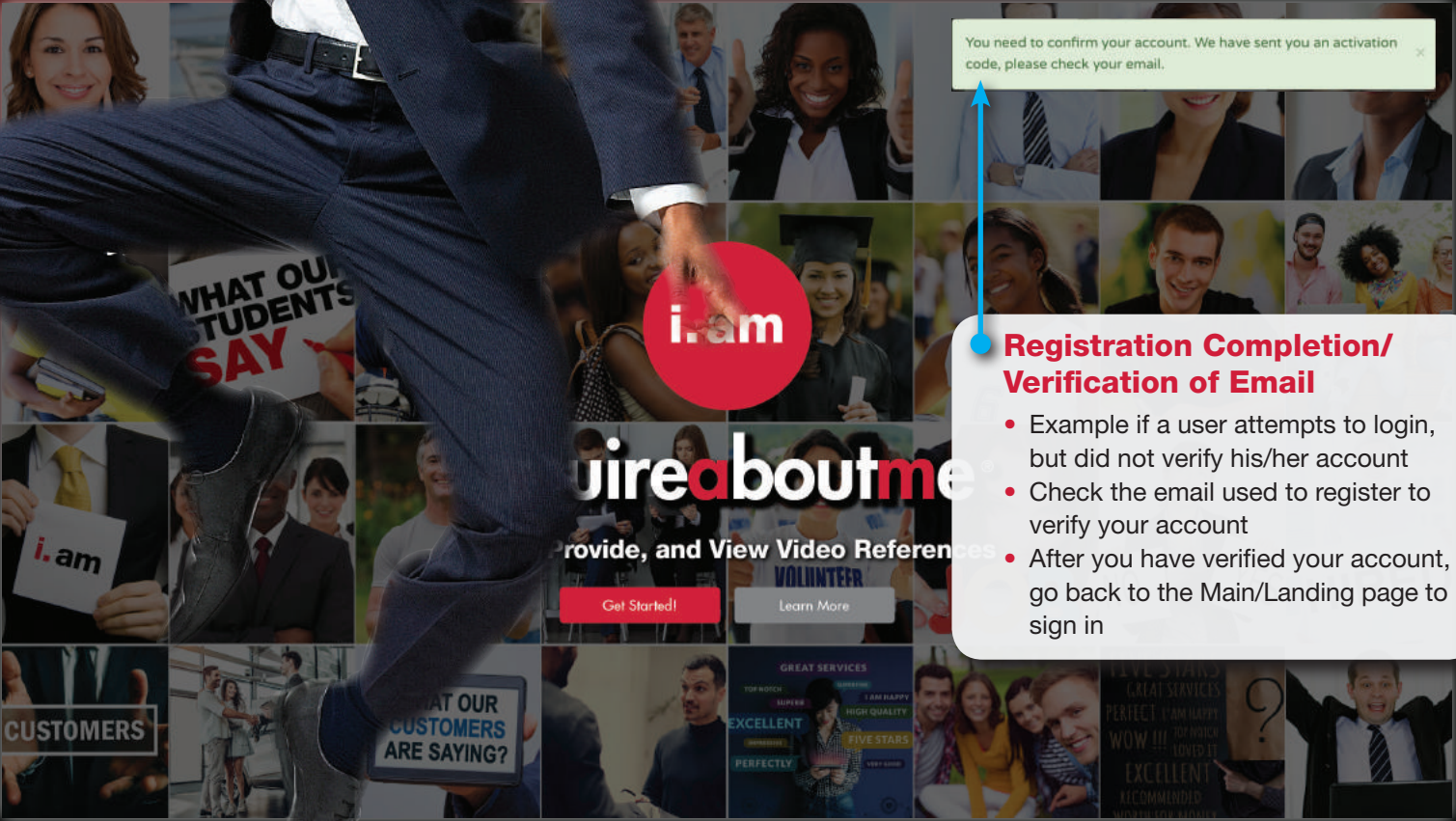
Already have an account?

i.am Create An Account

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



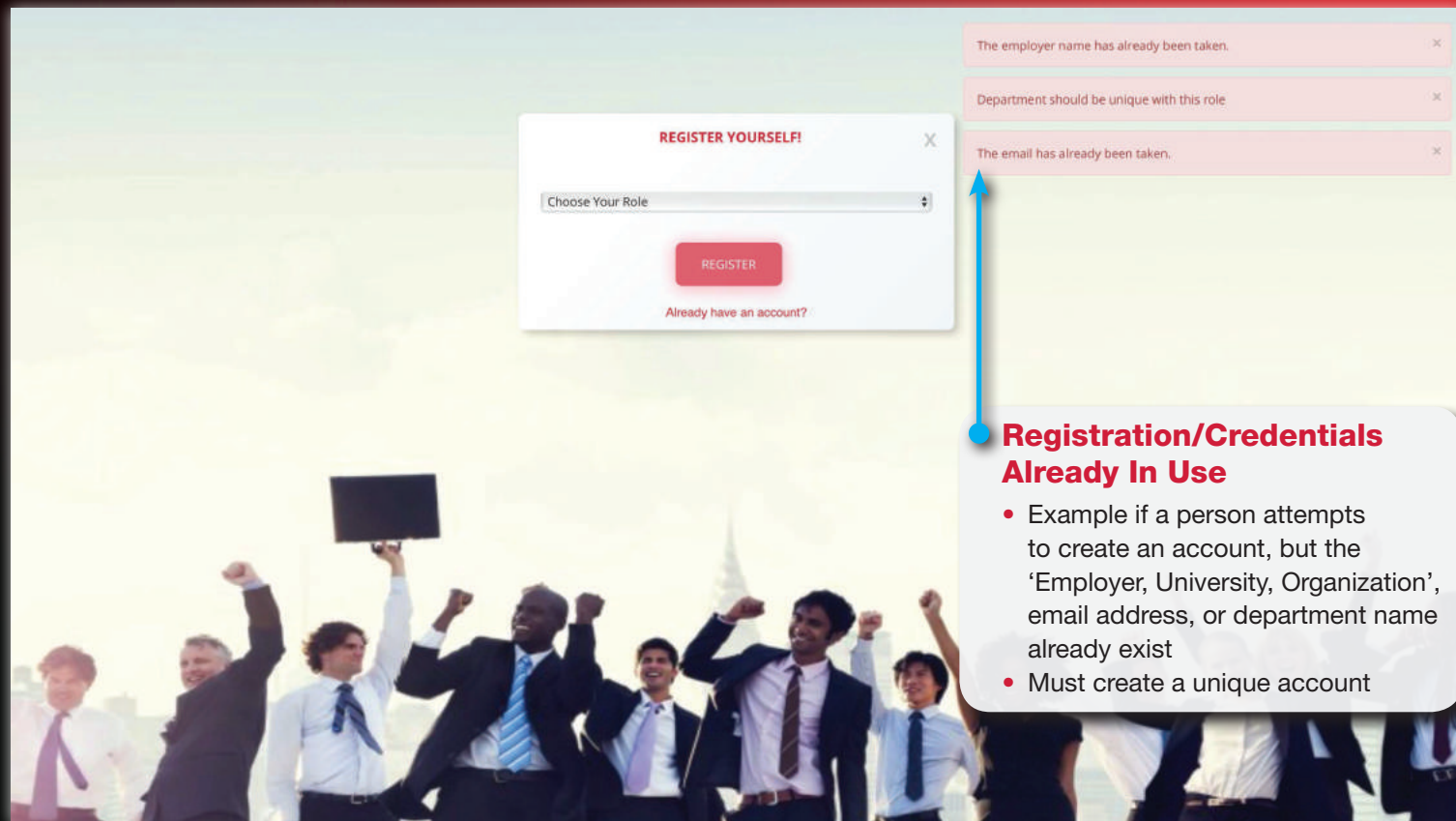
- Registration Completion/ Verification of Email**
- Example of a successful completed registration
 - Check your email used to register to verify your account



- 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.

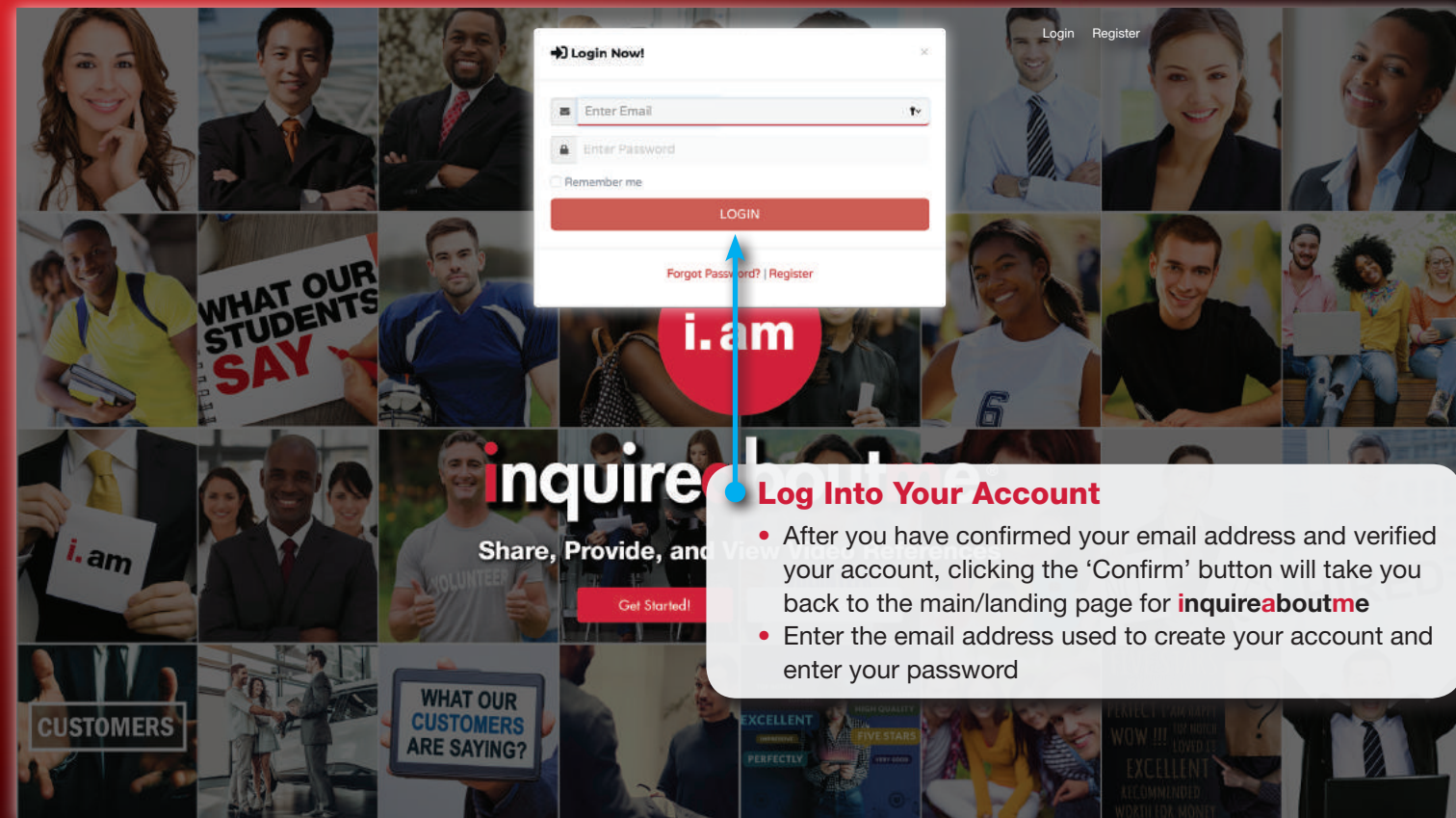
- After registering, all users will receive an email notification (sent to the email address provided during signing up) to verify their email address to access account



Registration/Credentials Already In Use

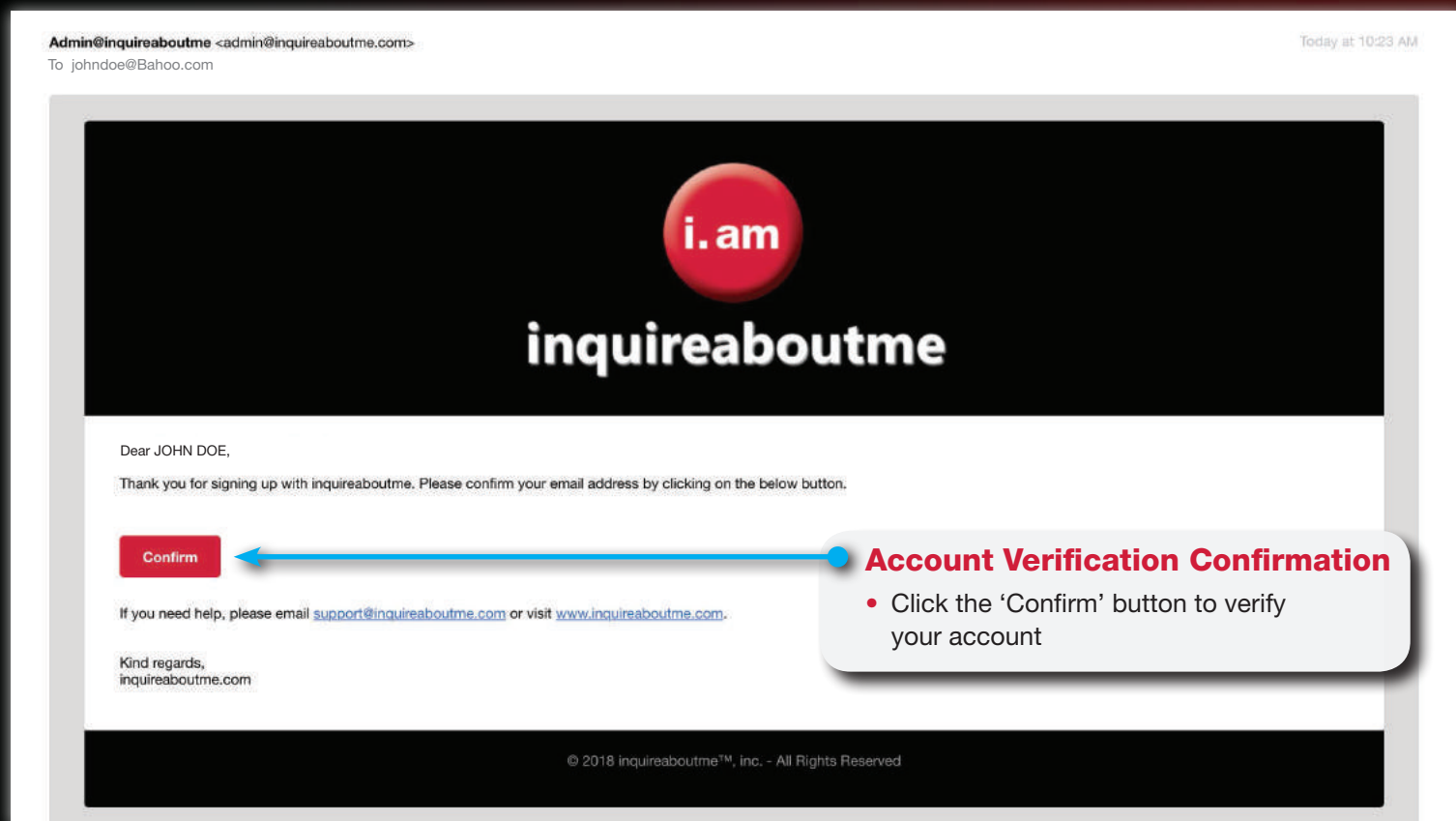
- Example if a person attempts to create an account, but the 'Employer, University, Organization', email address, or department name already exist
- Must create a unique account

- 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



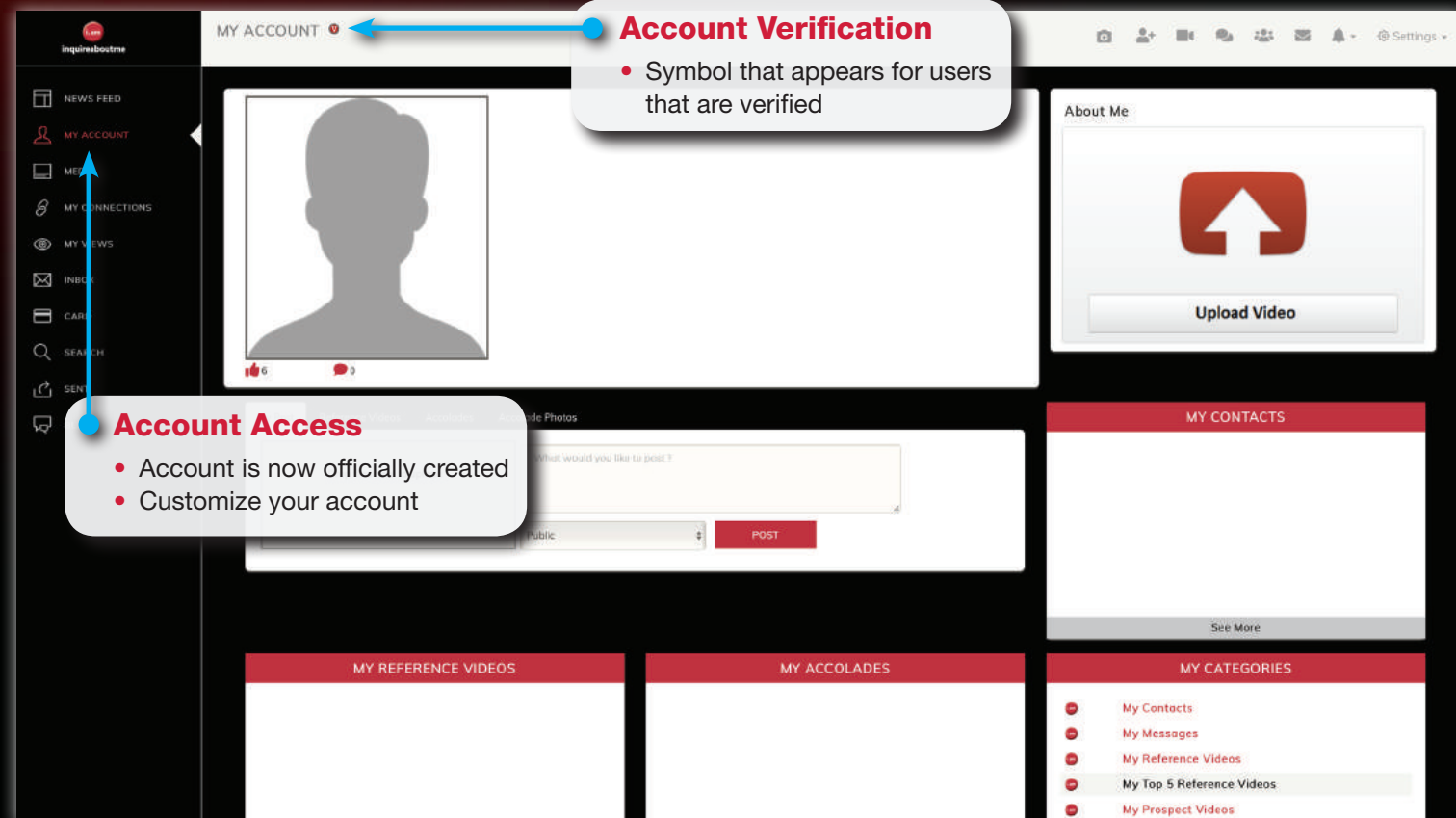
Log Into Your Account

- After you have confirmed your email address and verified your account, clicking the 'Confirm' button will take you back to the main/landing page for **inquireaboutme**
- Enter the email address used to create your account and enter your password



Account Verification Confirmation

- Click the 'Confirm' button to verify your account



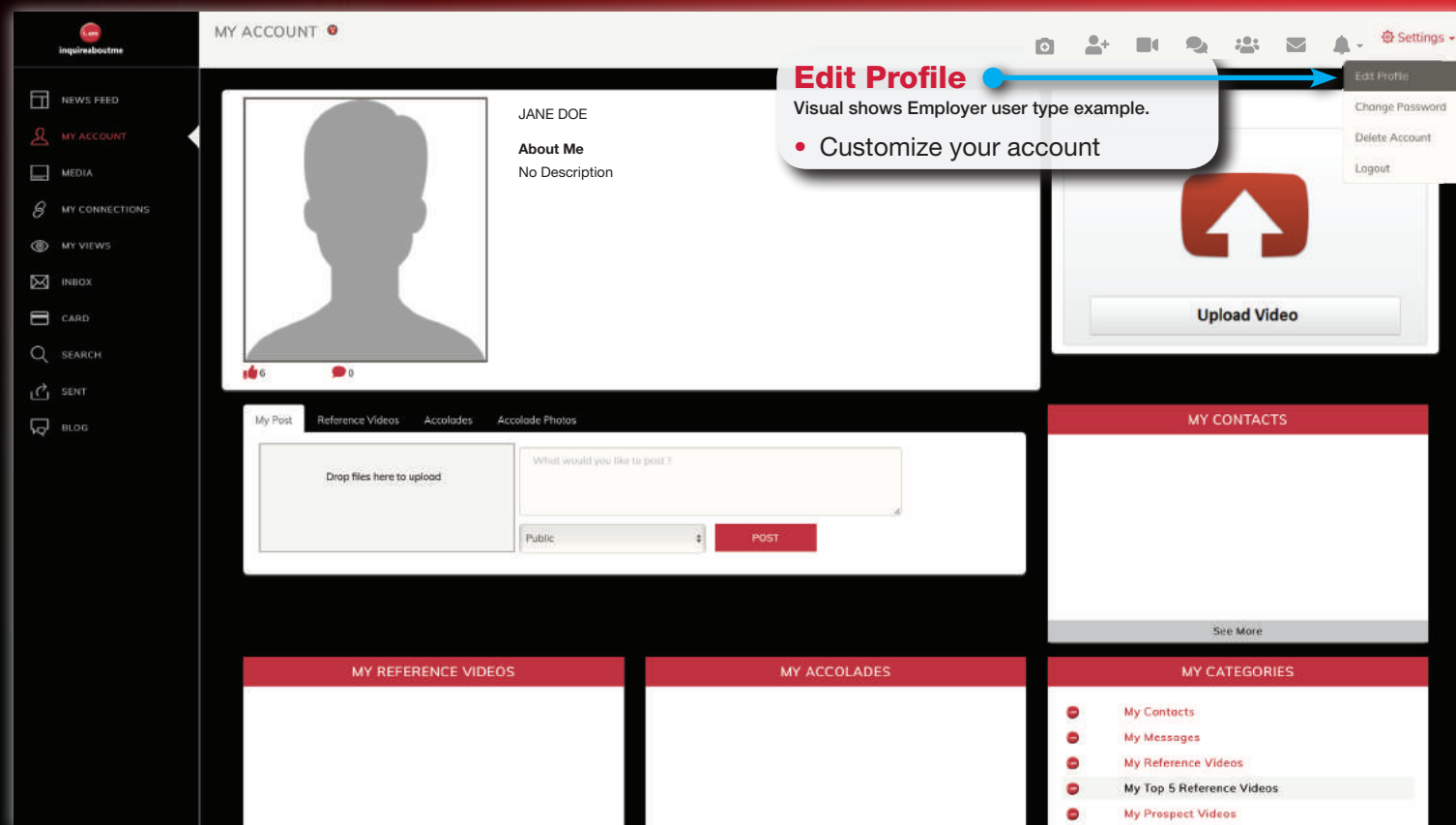
Account Verification

- Symbol that appears for users that are verified

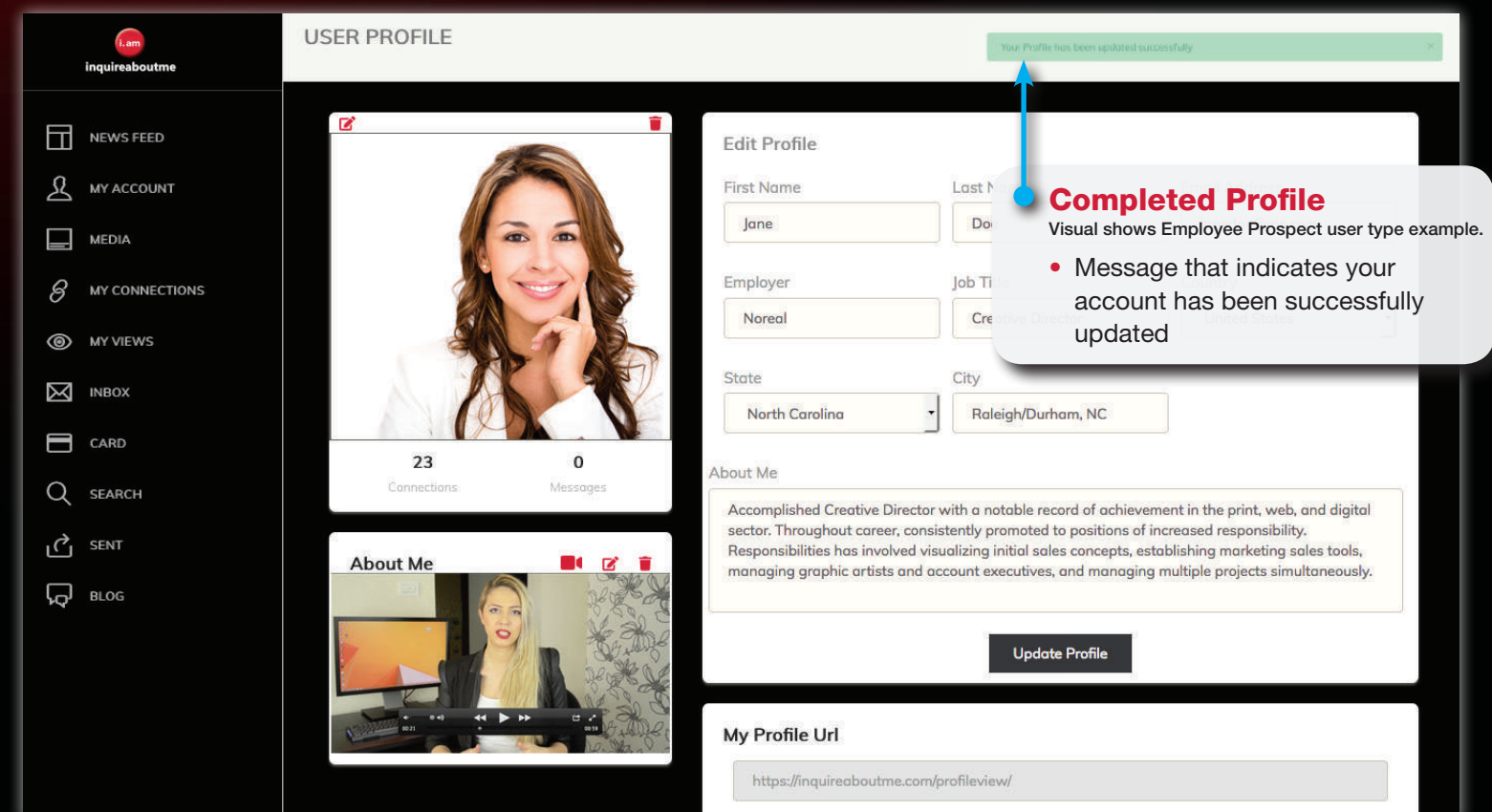
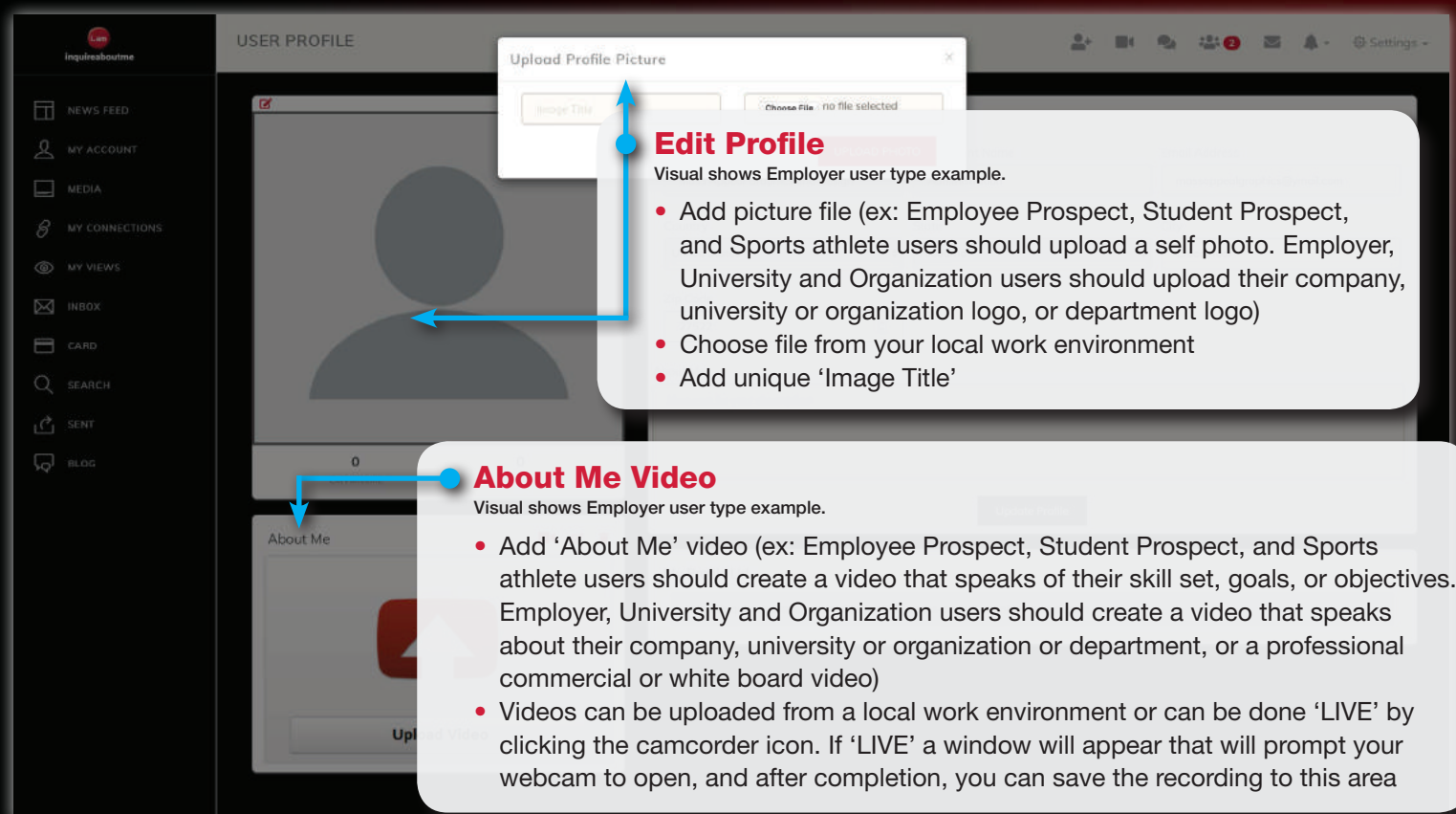
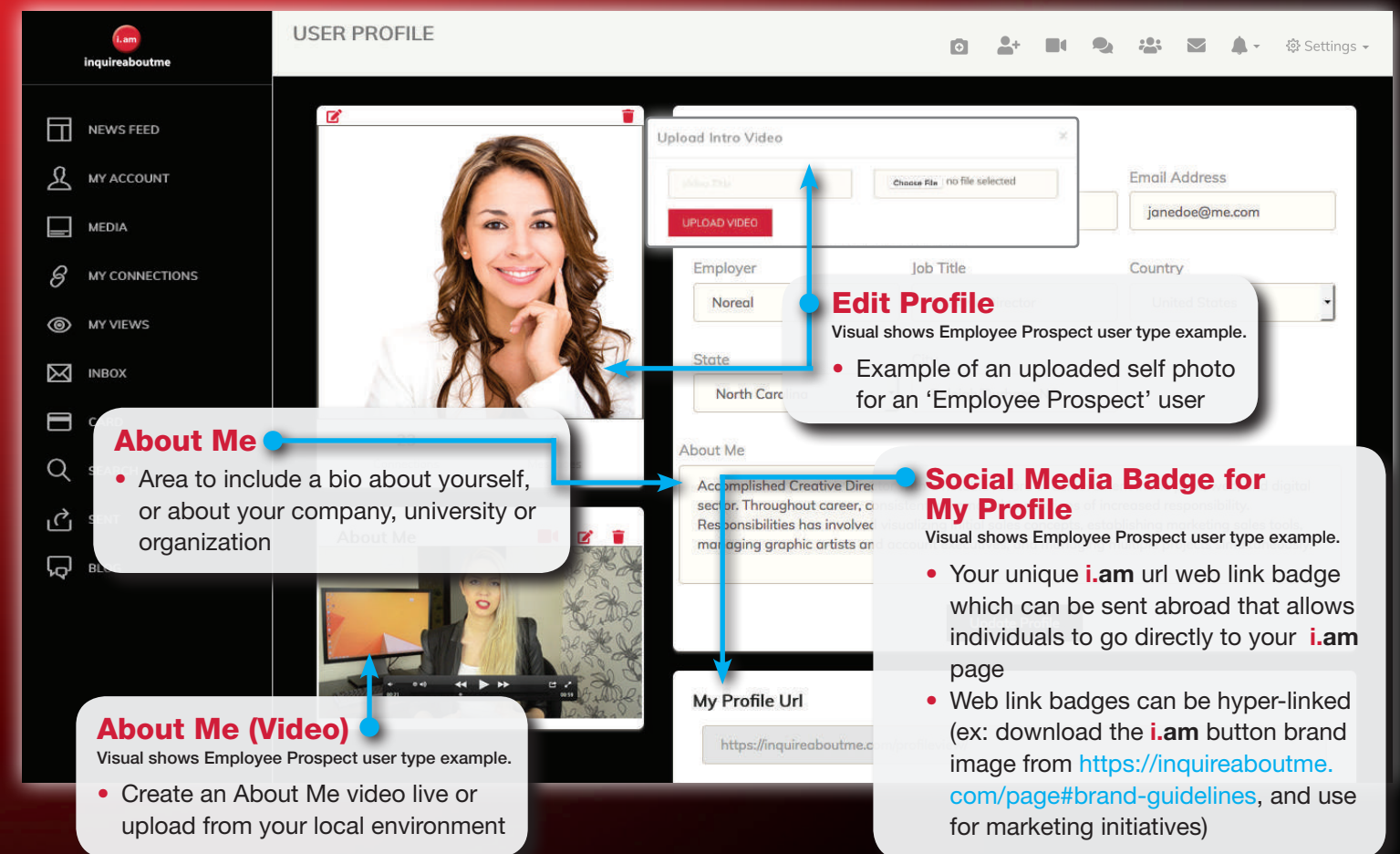
Account Access

- Account is now officially created
- Customize your account

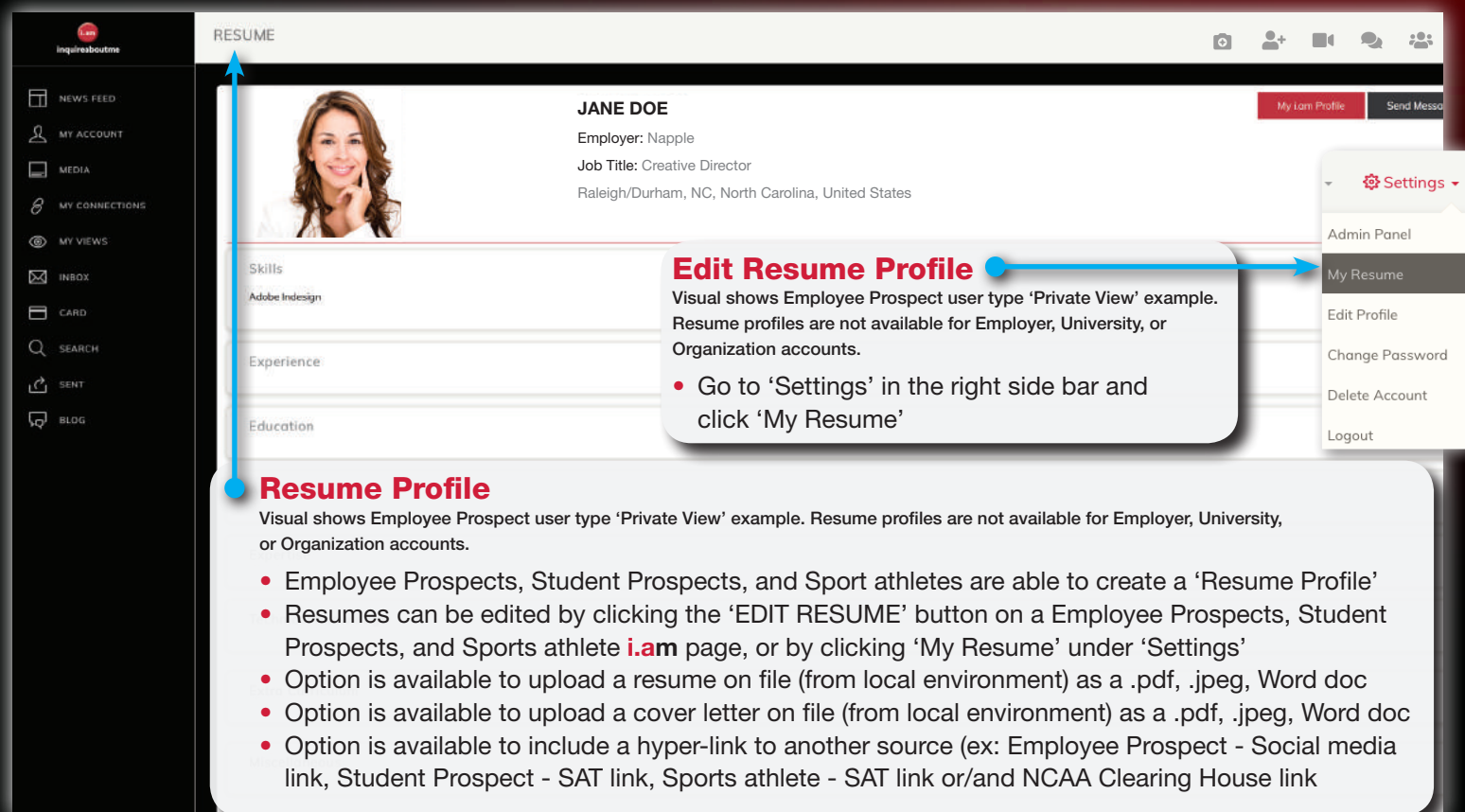
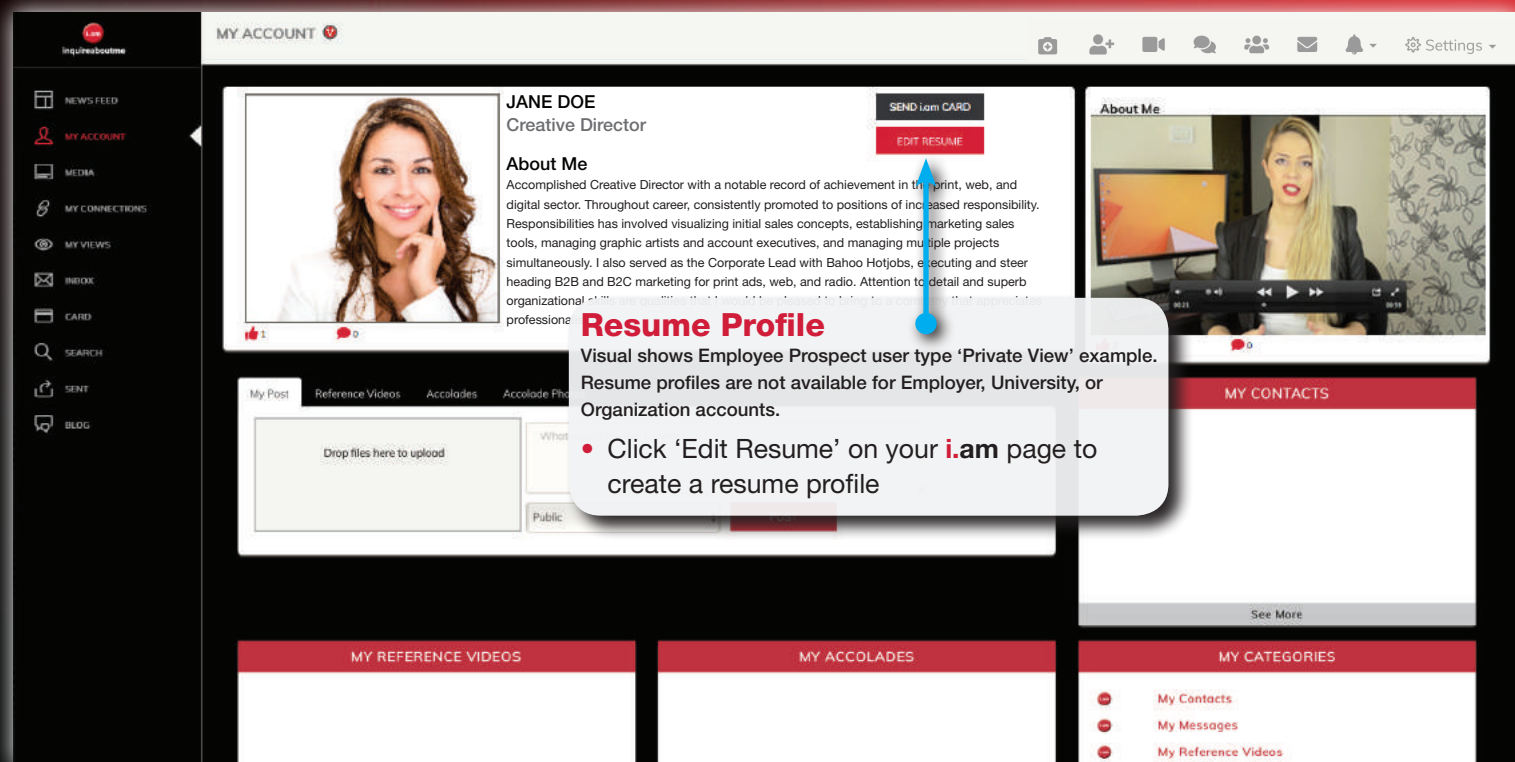
- All users can customized their accounts by uploading his/her self photo (**Employee Prospects/Student Prospects/Sports athletes**), or business logo (**Employer, University, Organization**)



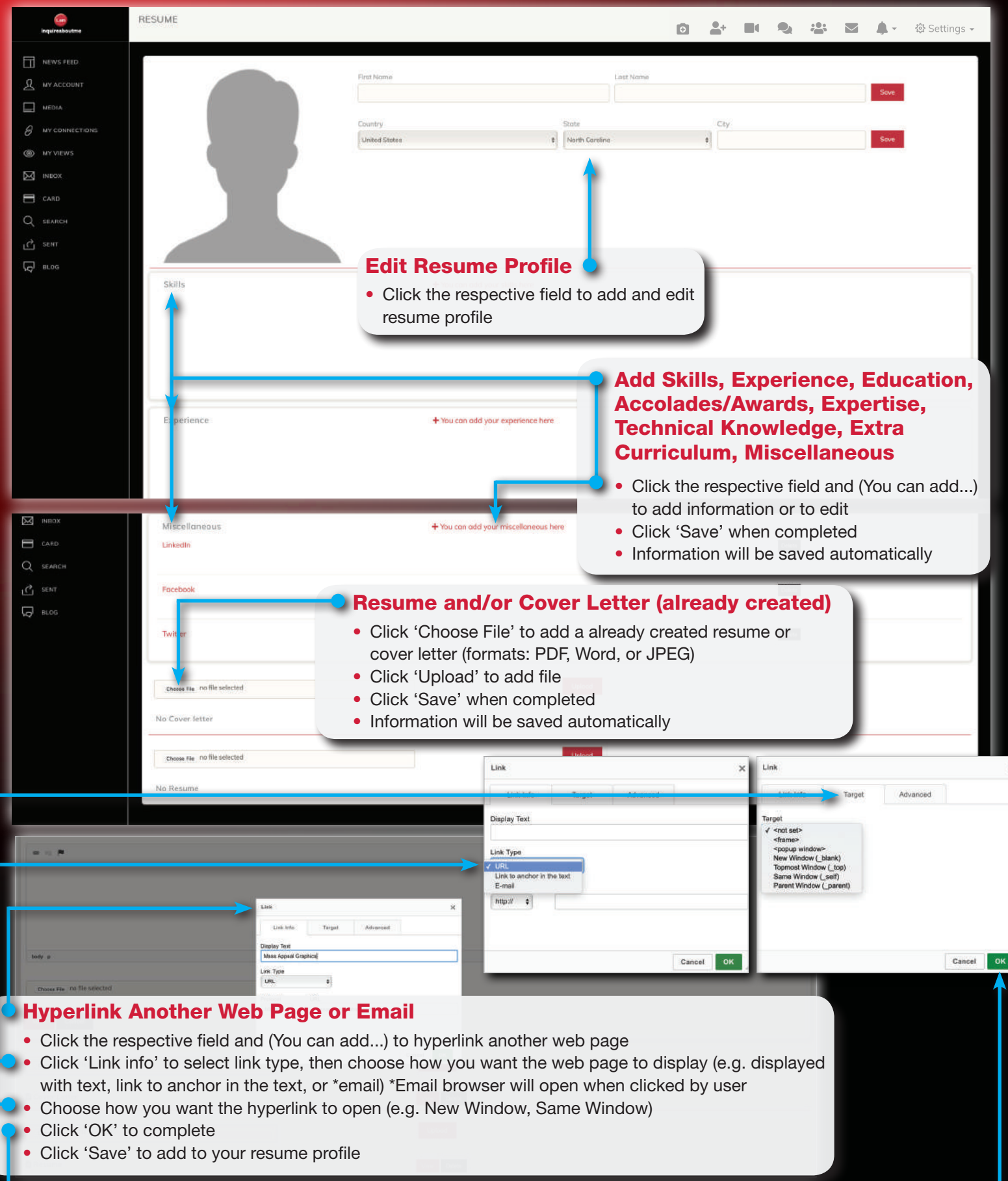
- After users have completed their profile (Self photo or logo, About Me video, and bio/employer description)



- **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.

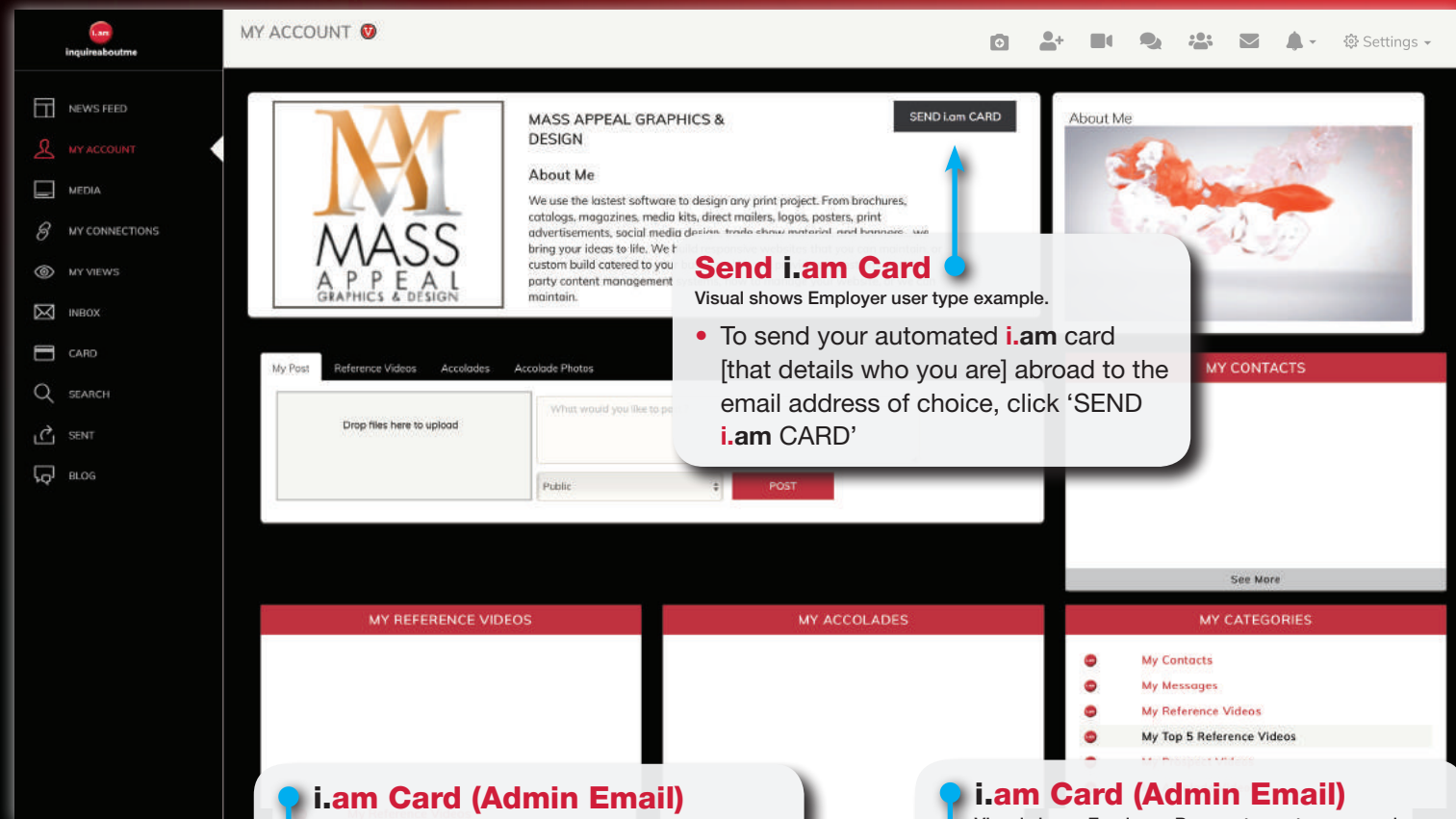
- Notification that you have received a connect request

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)

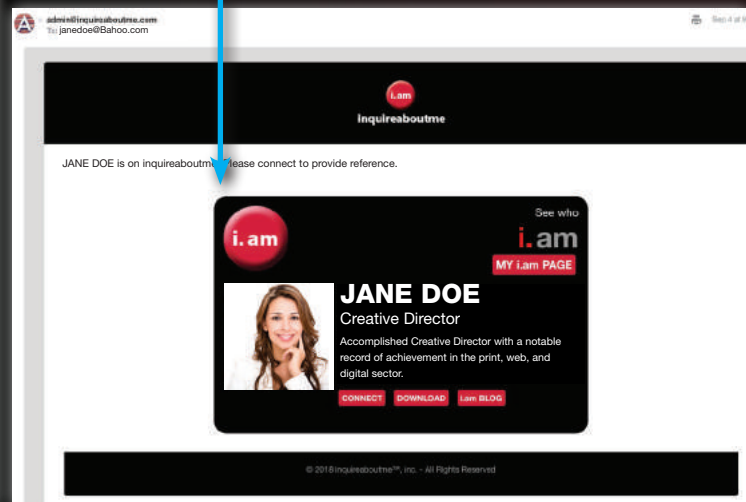
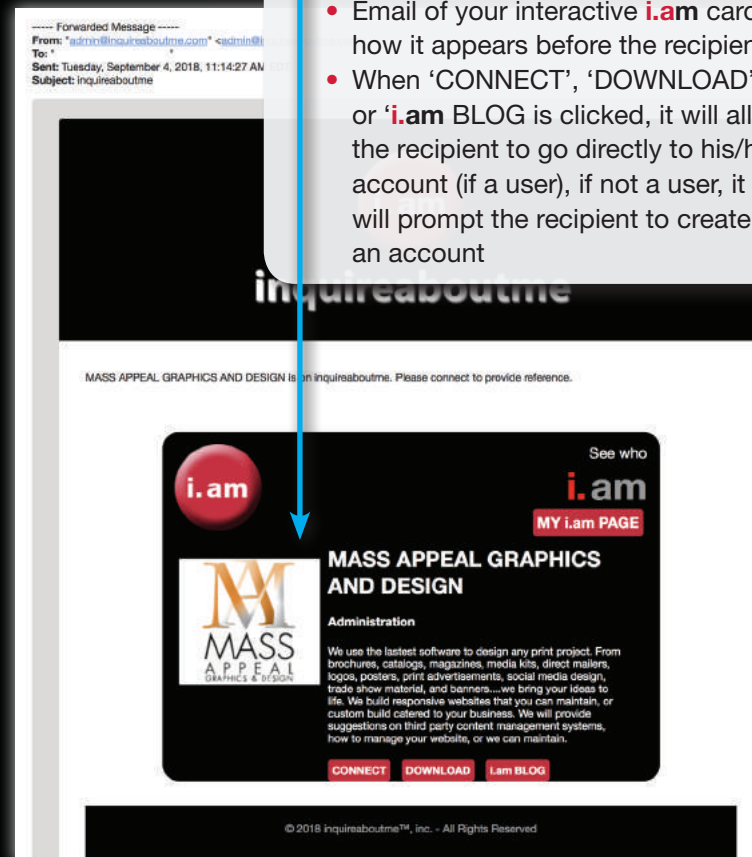
Visual shows Employer user type example.

- 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

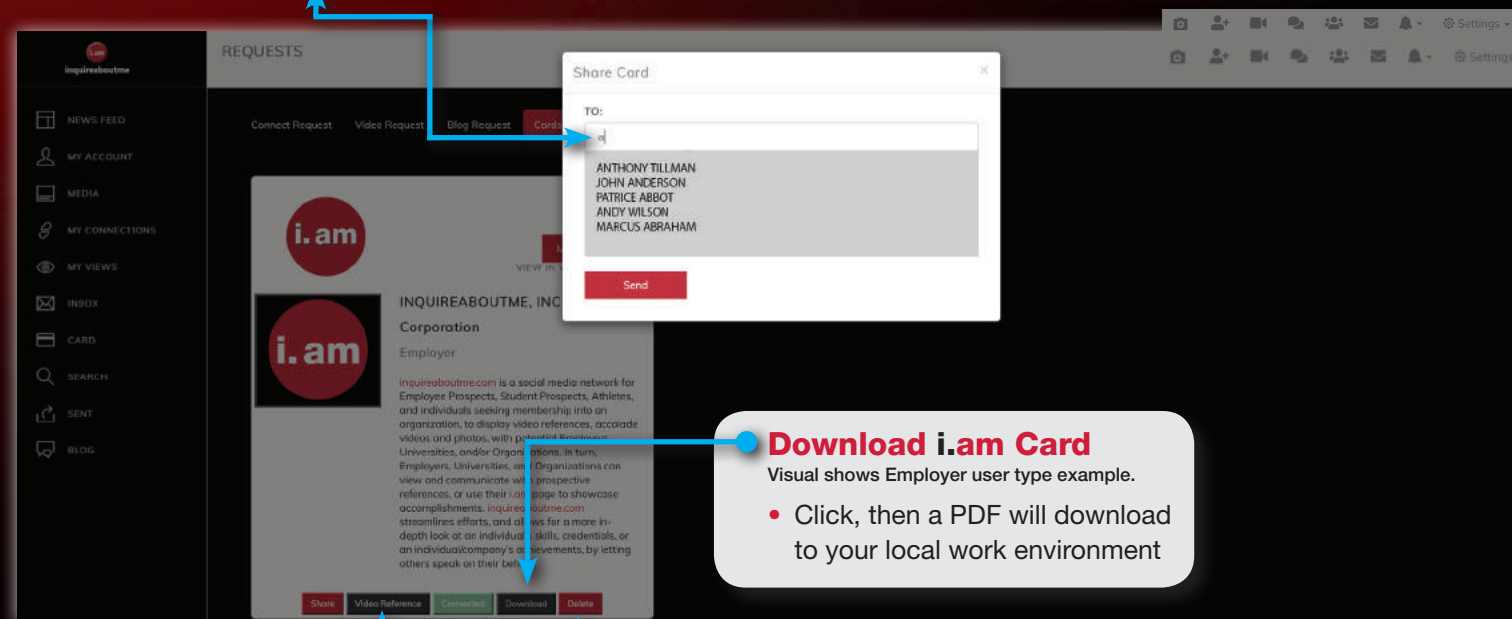
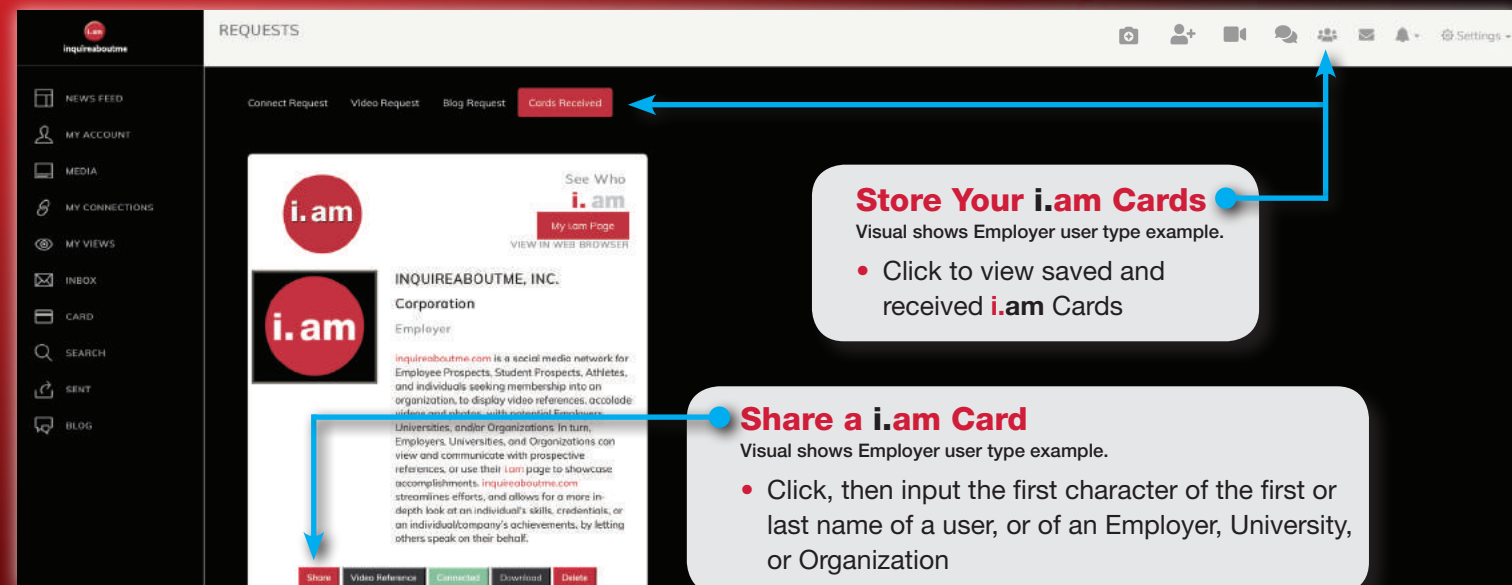
i.am Card (Admin Email)

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

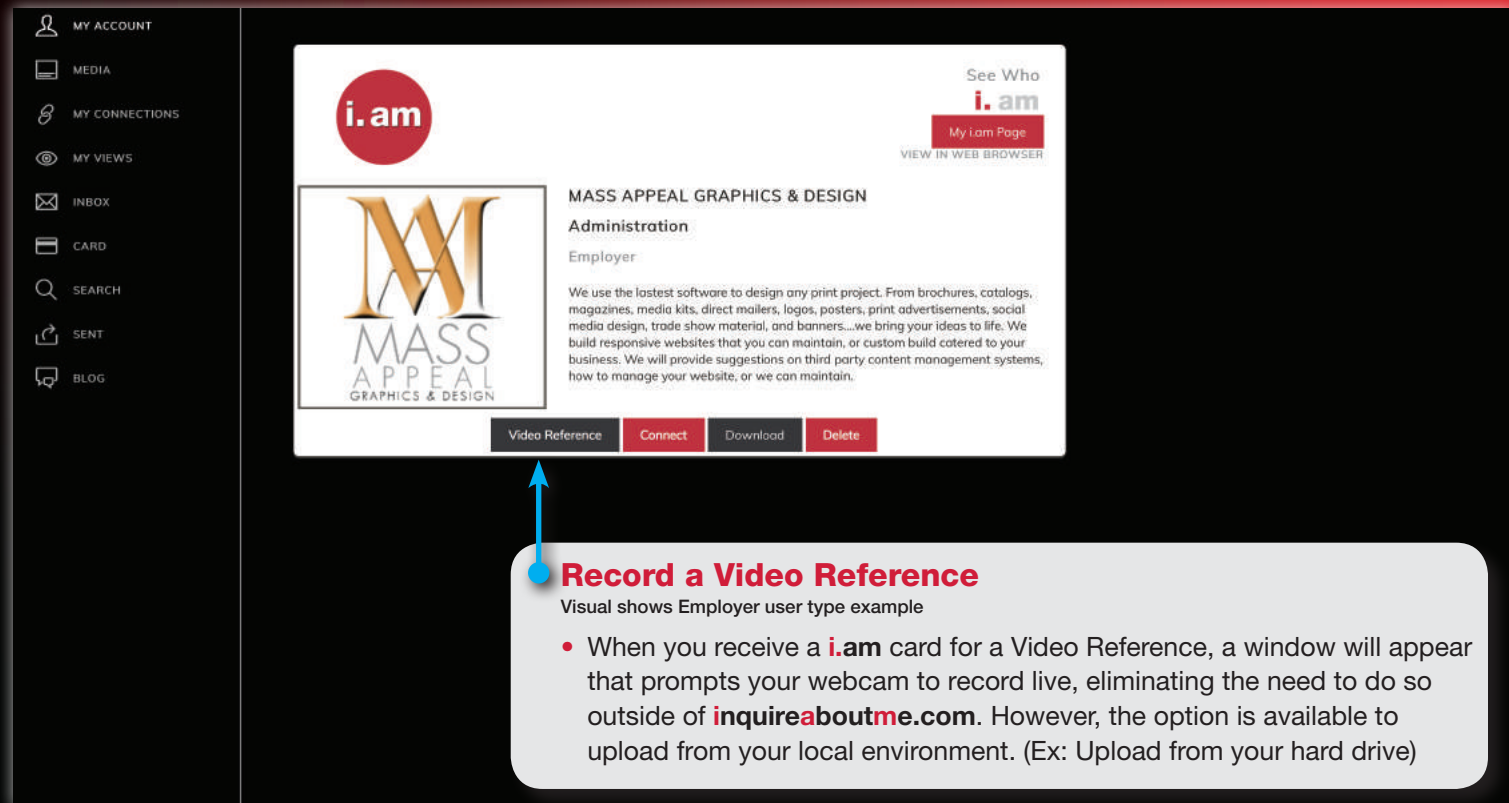
Delete i.am Card

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



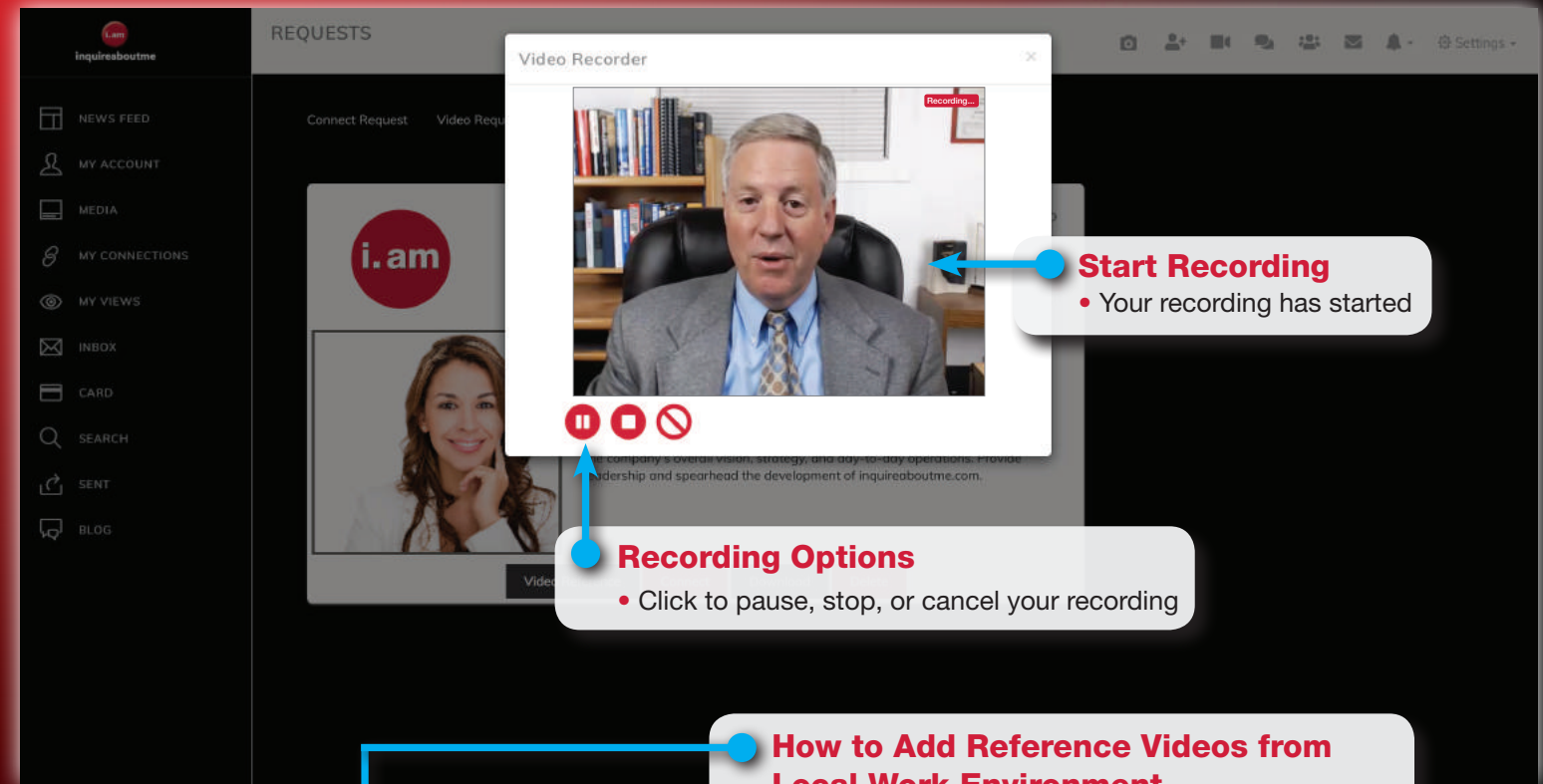
Record a Video Reference

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

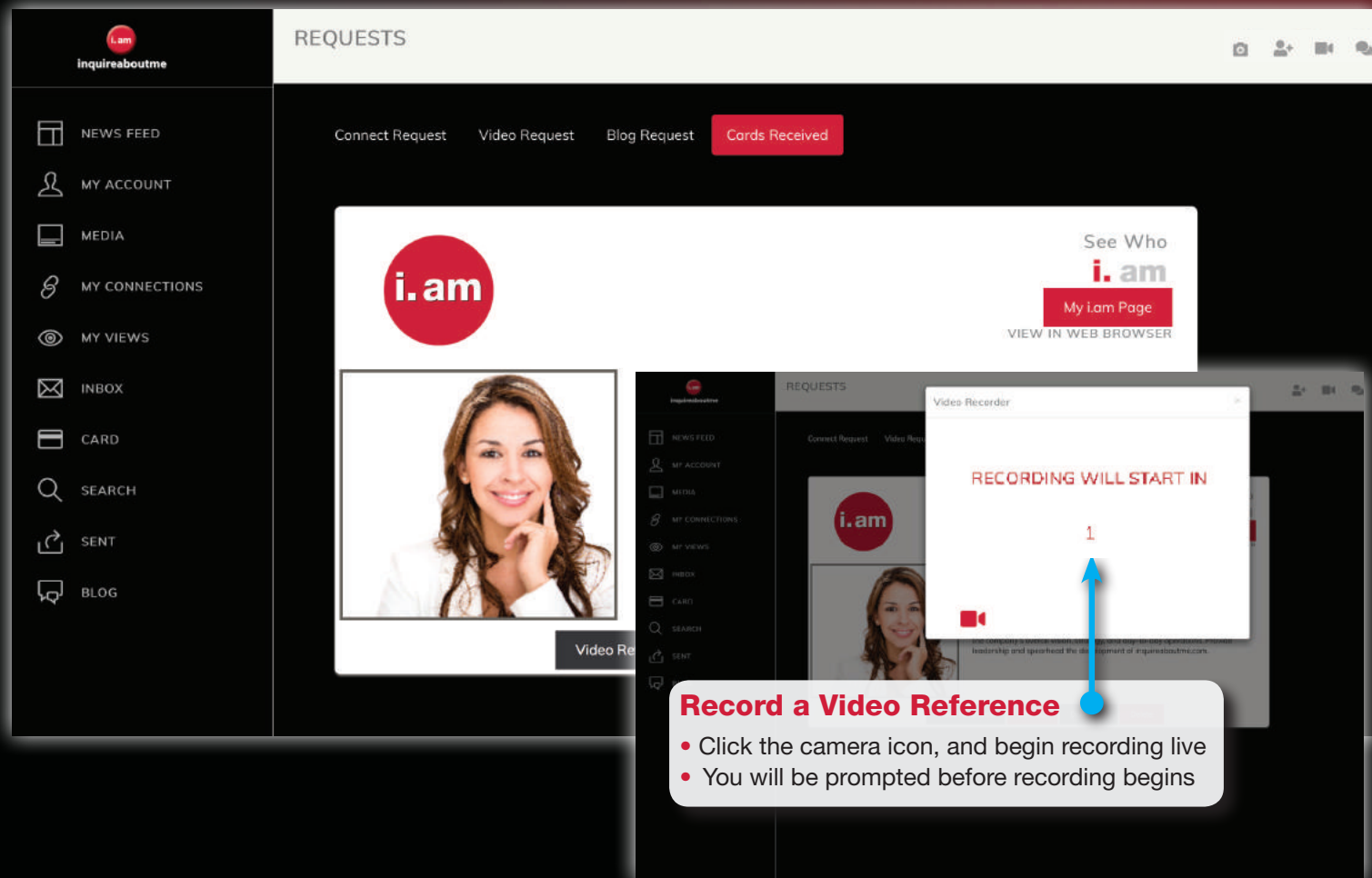


Start Recording

- Your recording has started

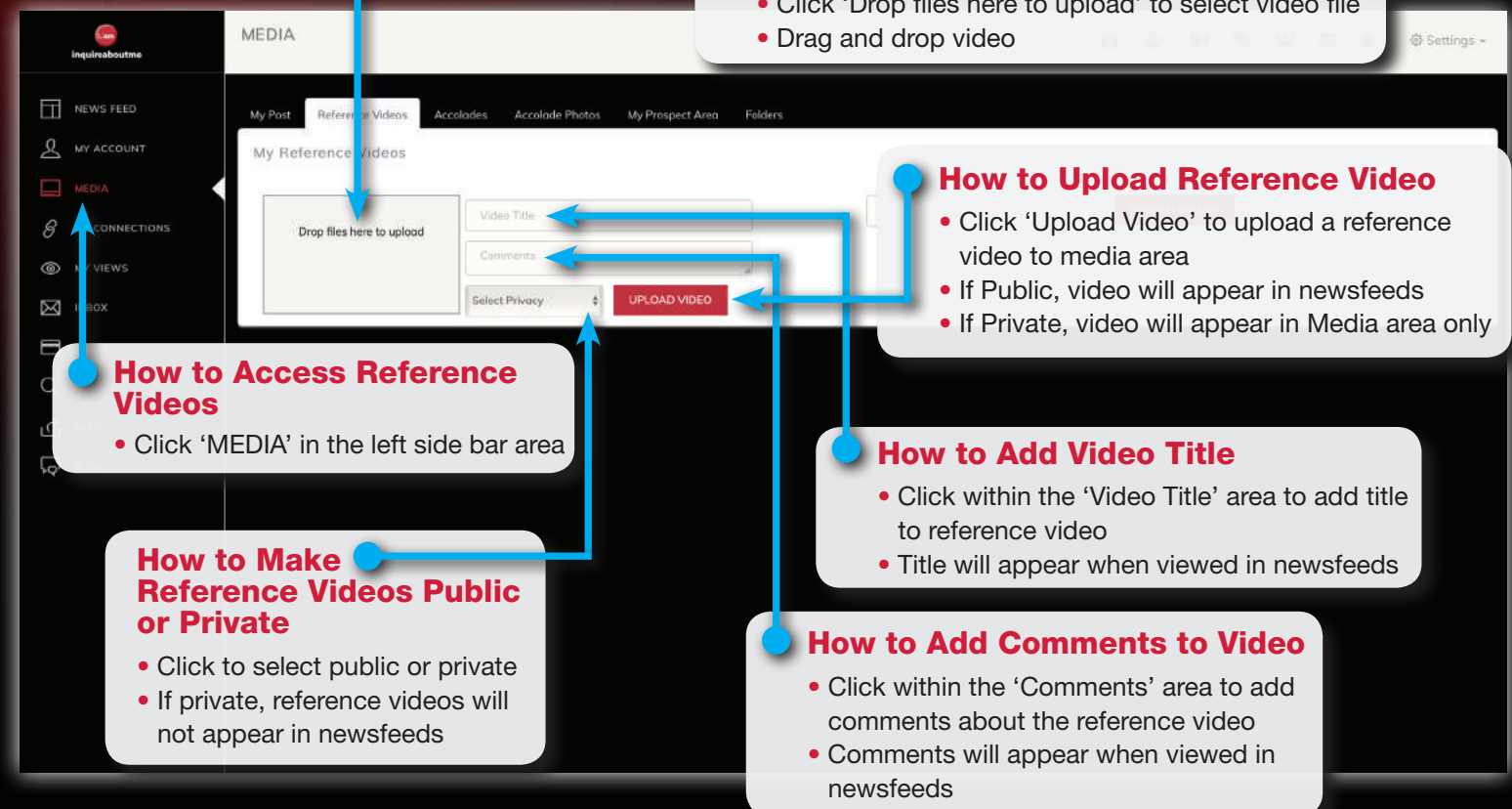
Recording Options

- 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

End Live Stream

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

Cancel Live Stream

- Click to cancel live stream session

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

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

- 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).

Folders

Visual shows Employee Prospect user type example

- Indication that a folder was created successfully

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

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

Save

- 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 Make Reference Videos Public or Private

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

- 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

Private View
Visual shows Employer user type example

- Private view (how your profile page appears before you)

How to Add Accolade Video or Photo to Post

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

Add Title

- Click within area to add a video title

Complete Post

- Click tab to complete post
- Post will appear in main newsfeed

Add a Post, Reference Video, Accolade Videos or Photo

- Click the corresponding tab main newsfeed

How to Access Groups Feature

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

How to View Invites and Join Groups

- Click 'Join' to accept invitation to a group

Individual Newsfeed
Visual shows Employer user type example

- All users have an individual newsfeed
- Click the hyperlink of any user to view their individual newsfeed

How to Make Post Public or Private

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

Add Comments

- Click within area to add comments for post

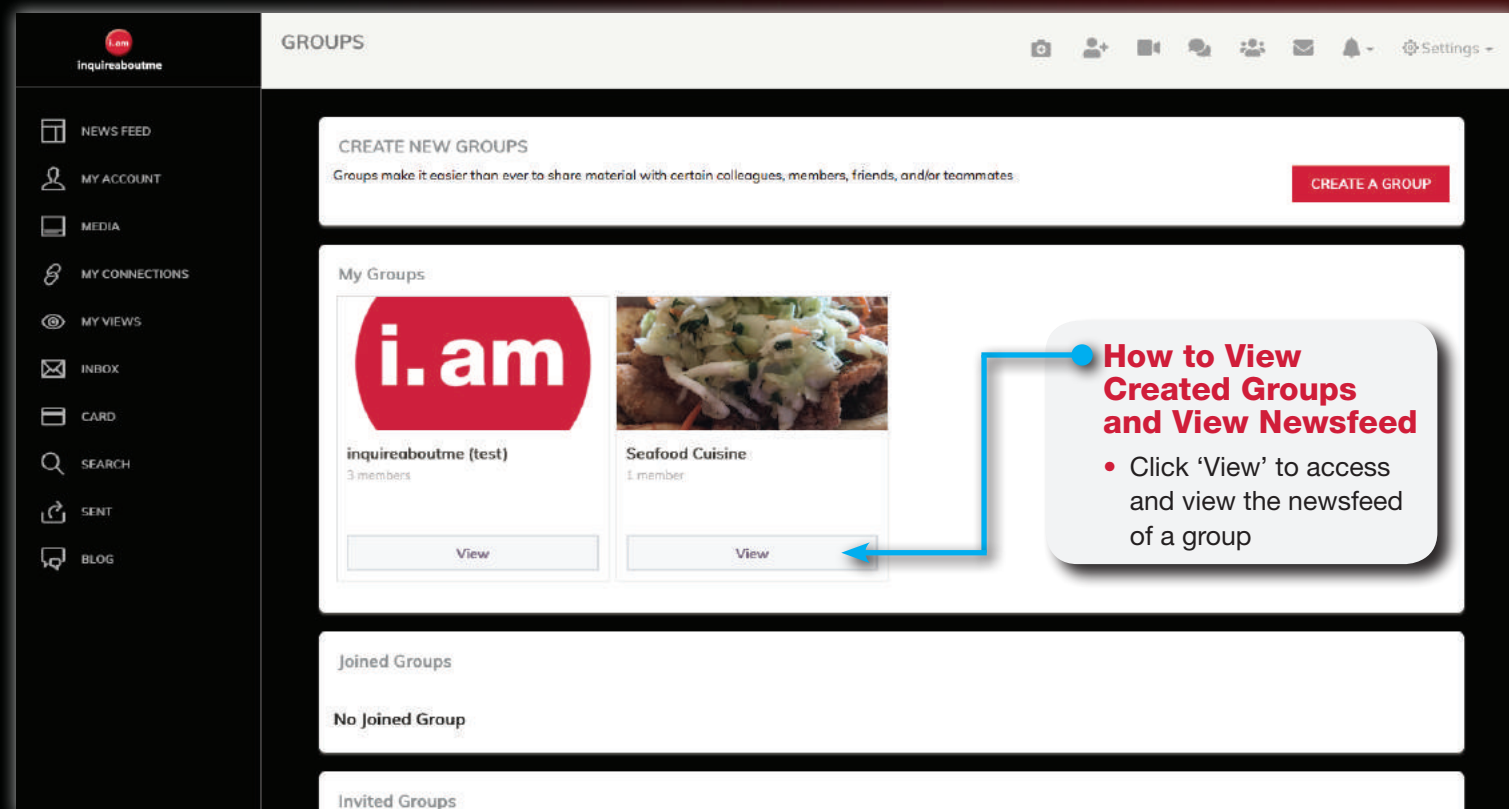
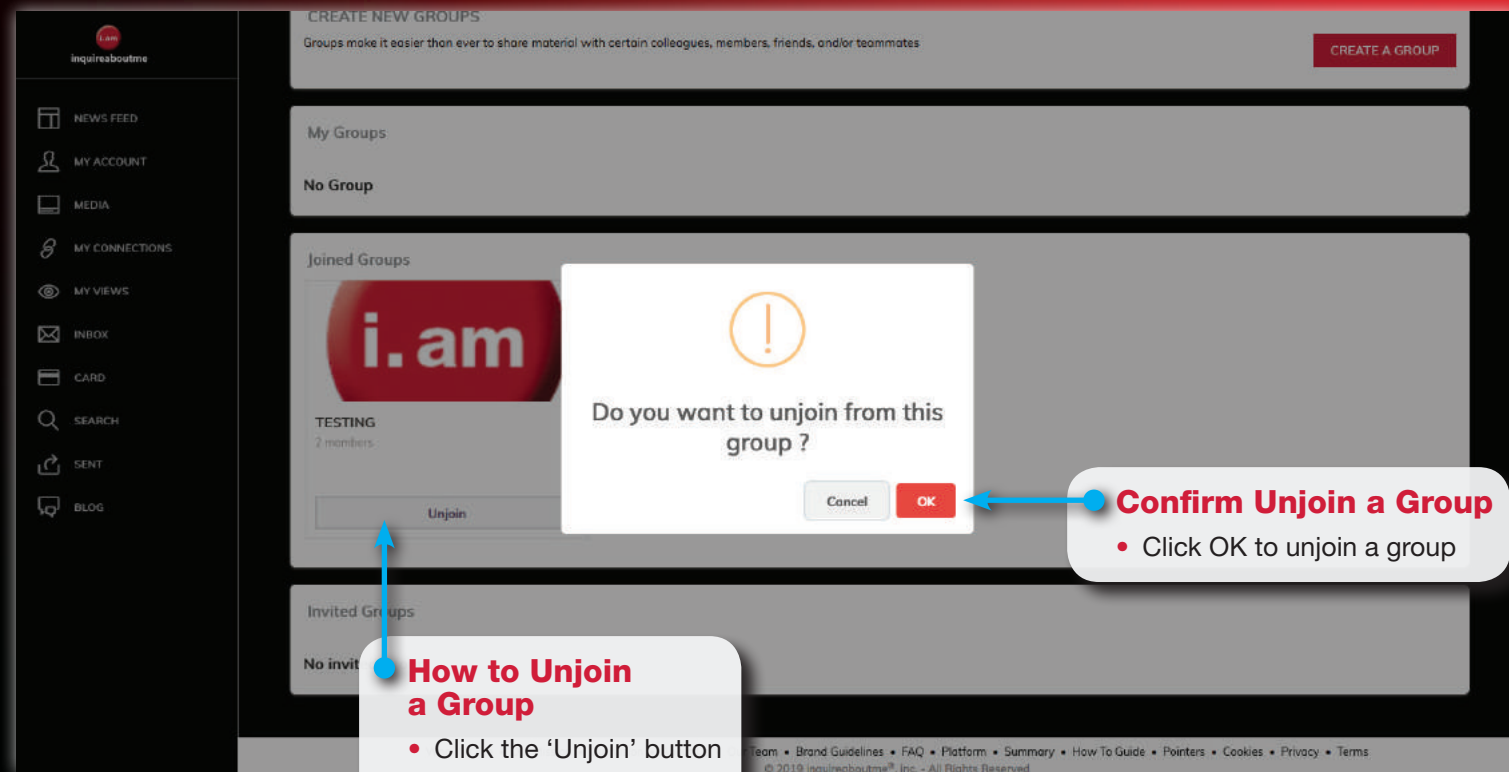
There is a better and more

How to Know if a Group was Joined Successfully

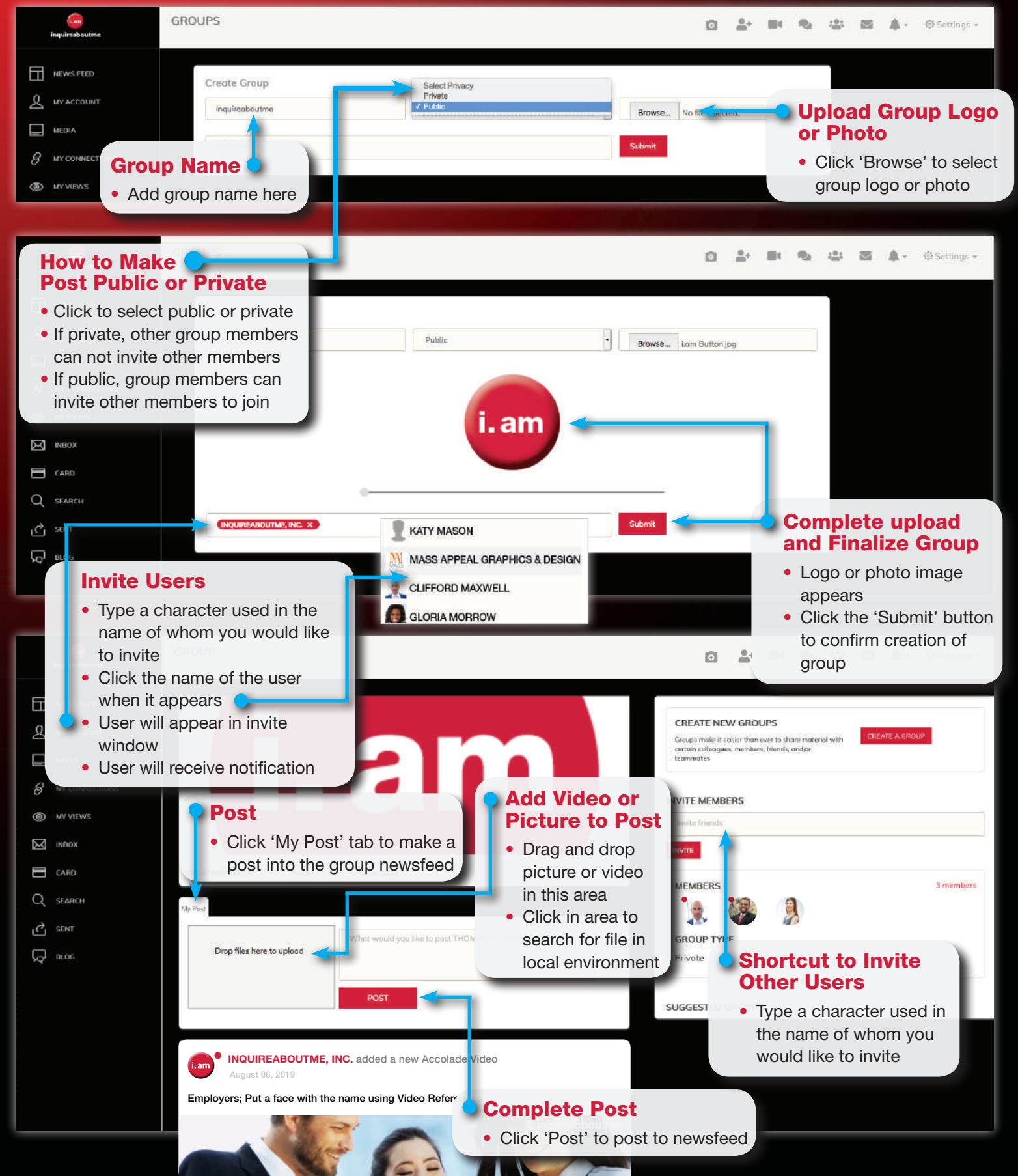
- Note the notification that will appear if a group was joined successfully

Group has been joined successfully!

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

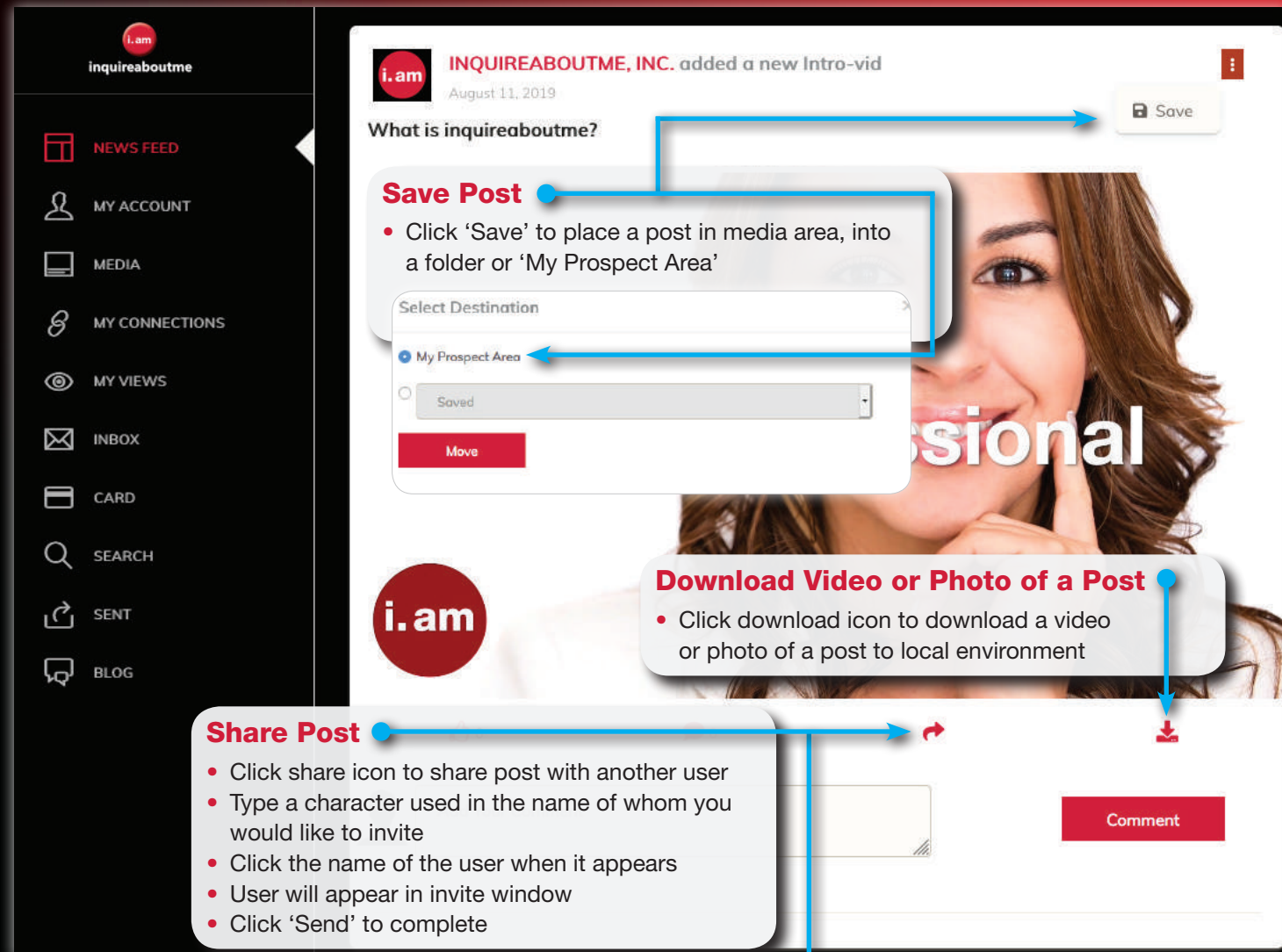


- How to create a group
- How to invite other users to a group
- How to post in group newsfeed



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

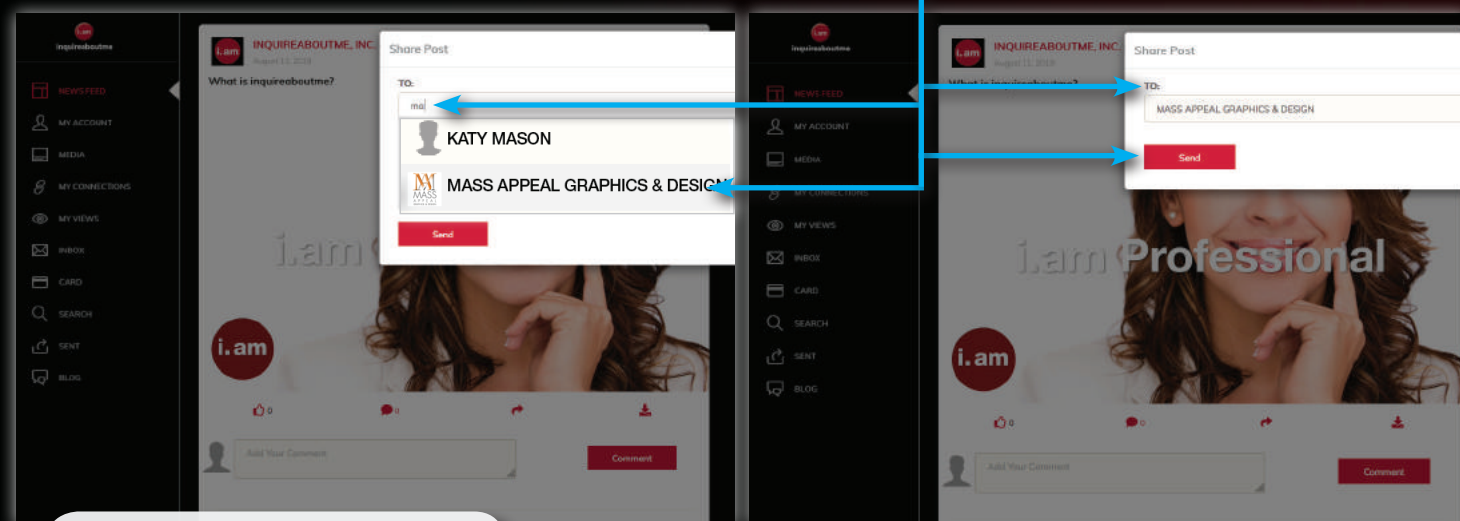
- ☒ My Prospect Area
- ☐ Saved

Download Video or Photo of a Post

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

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



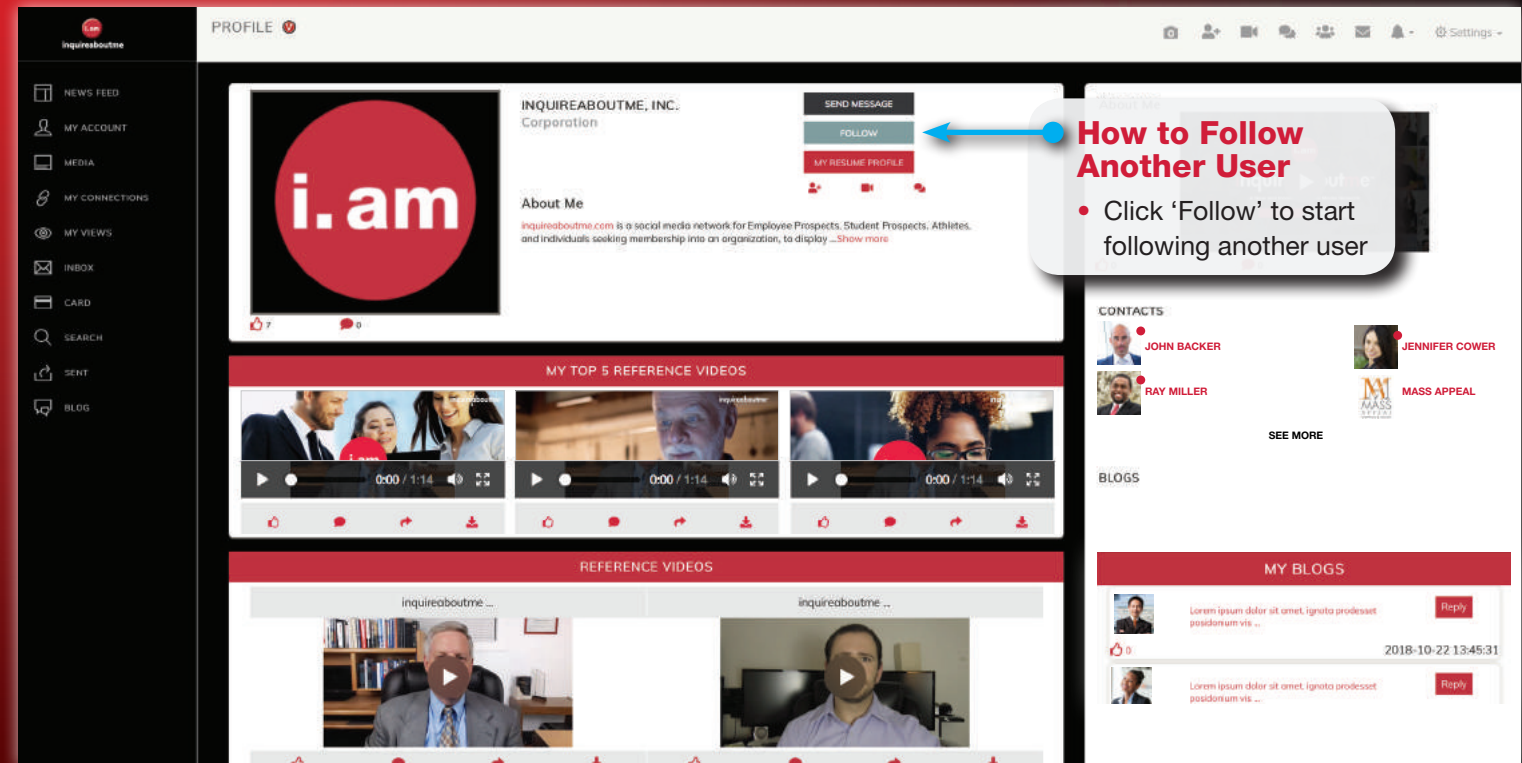
Share Post Notification

- 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

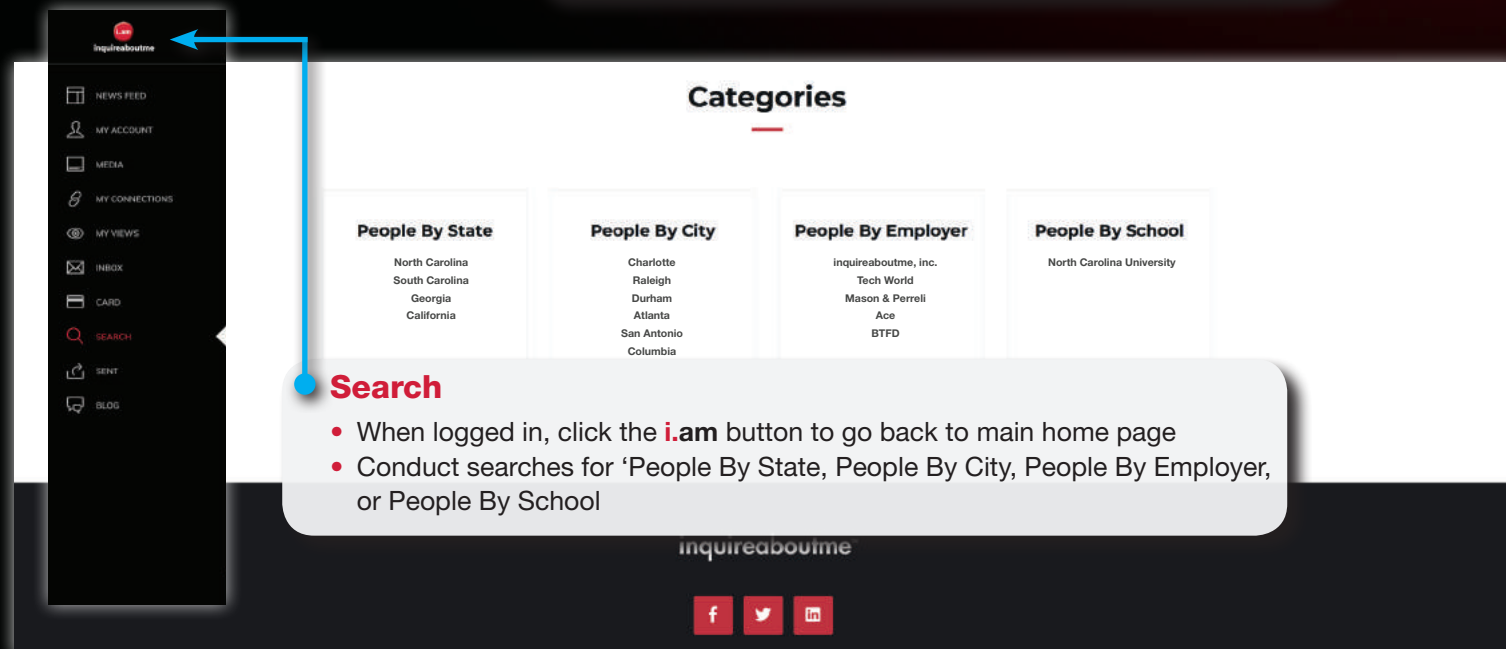
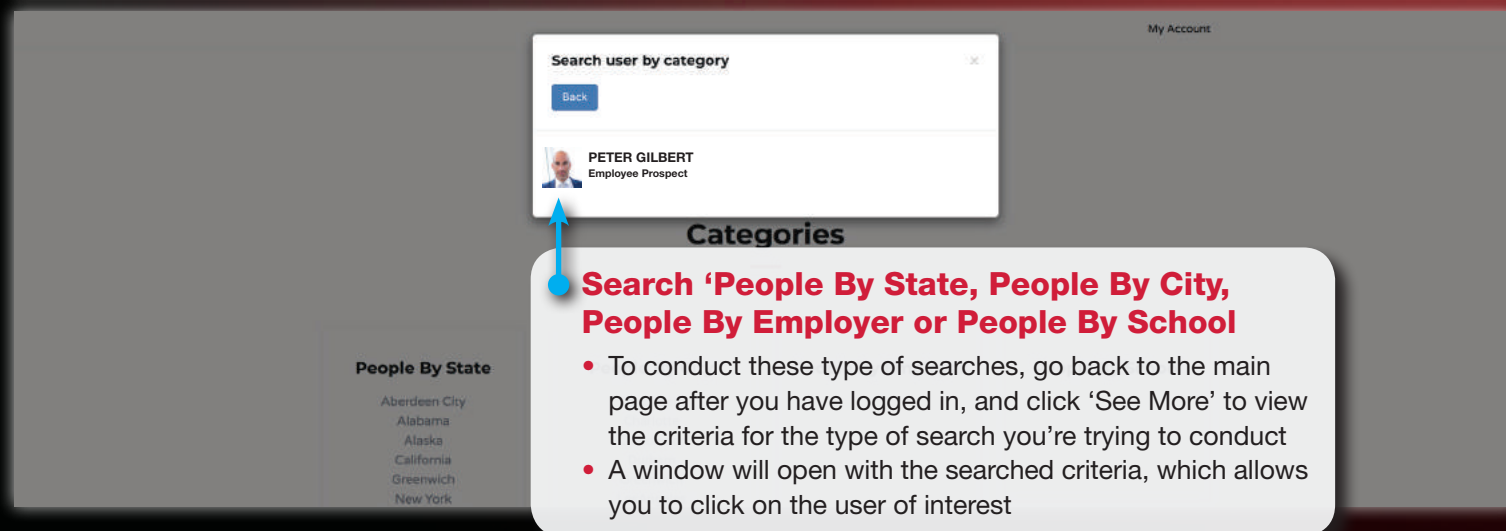
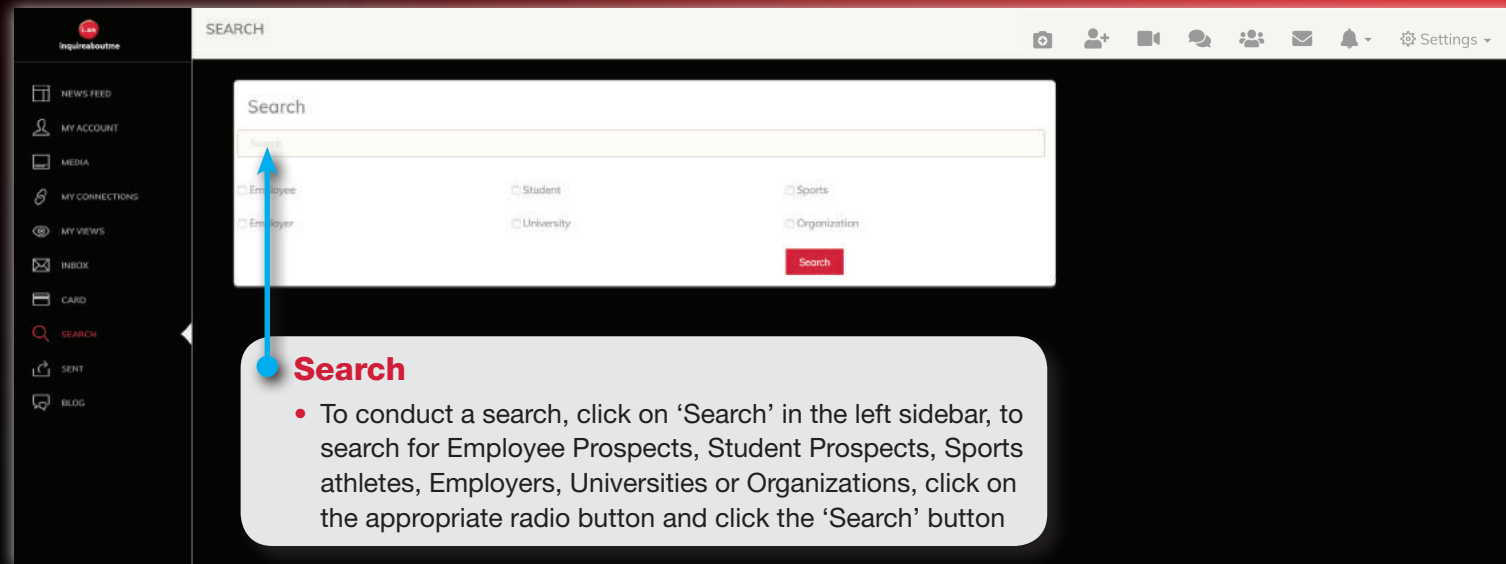
Who's Viewed My Videos, Who's Viewed My Account, Who's Viewed My Accolades

- 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

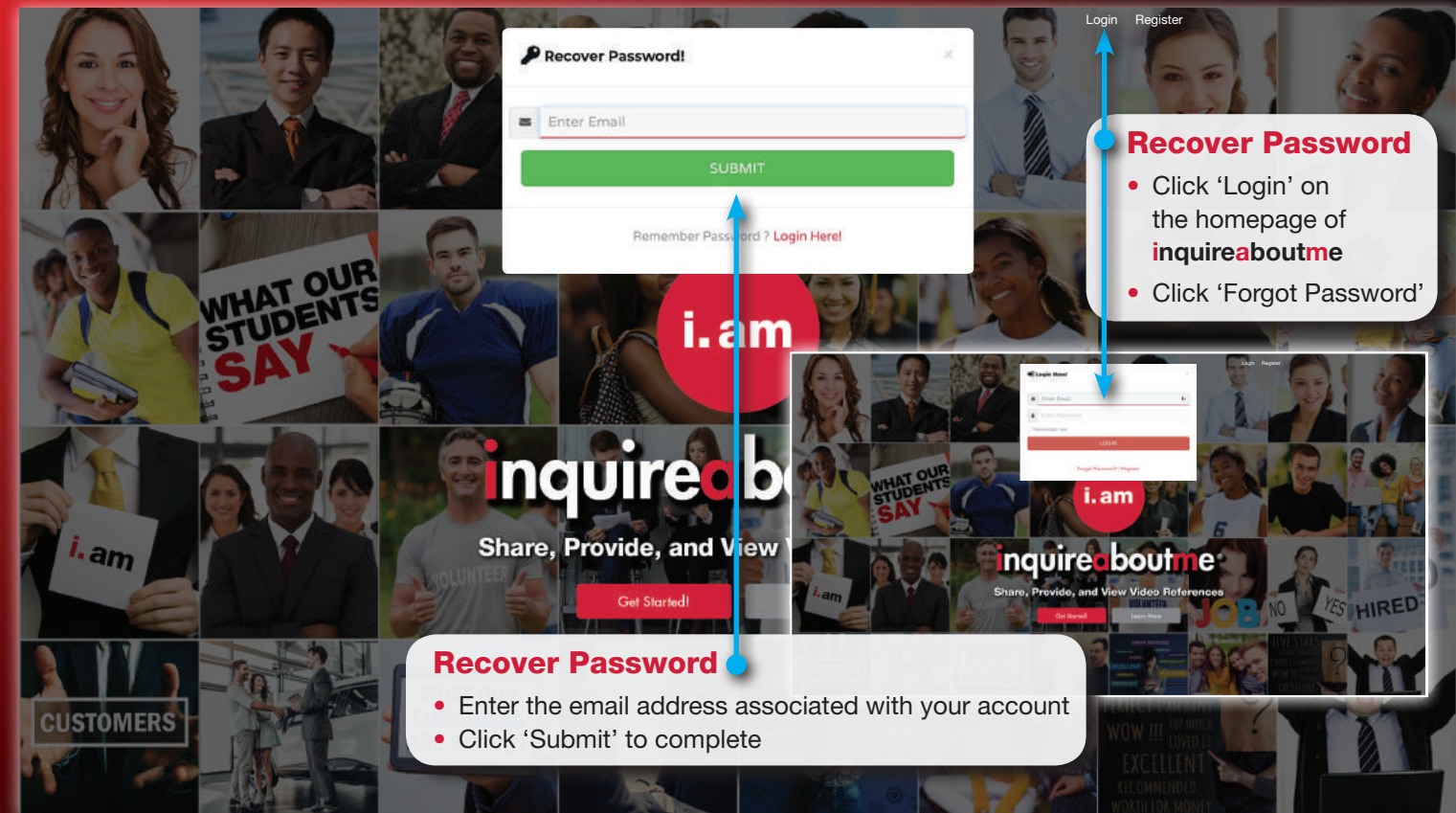
How to Send A Message to a User Who's Viewed Your Videos, Account, or Your Accolades

- 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**



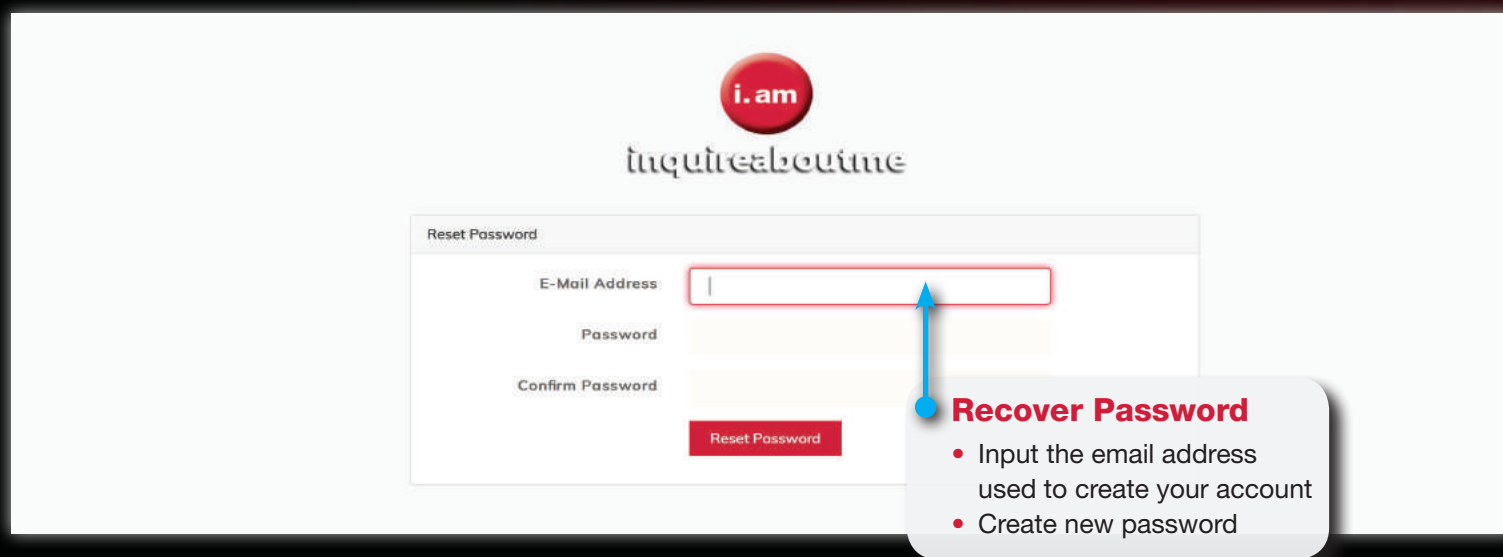
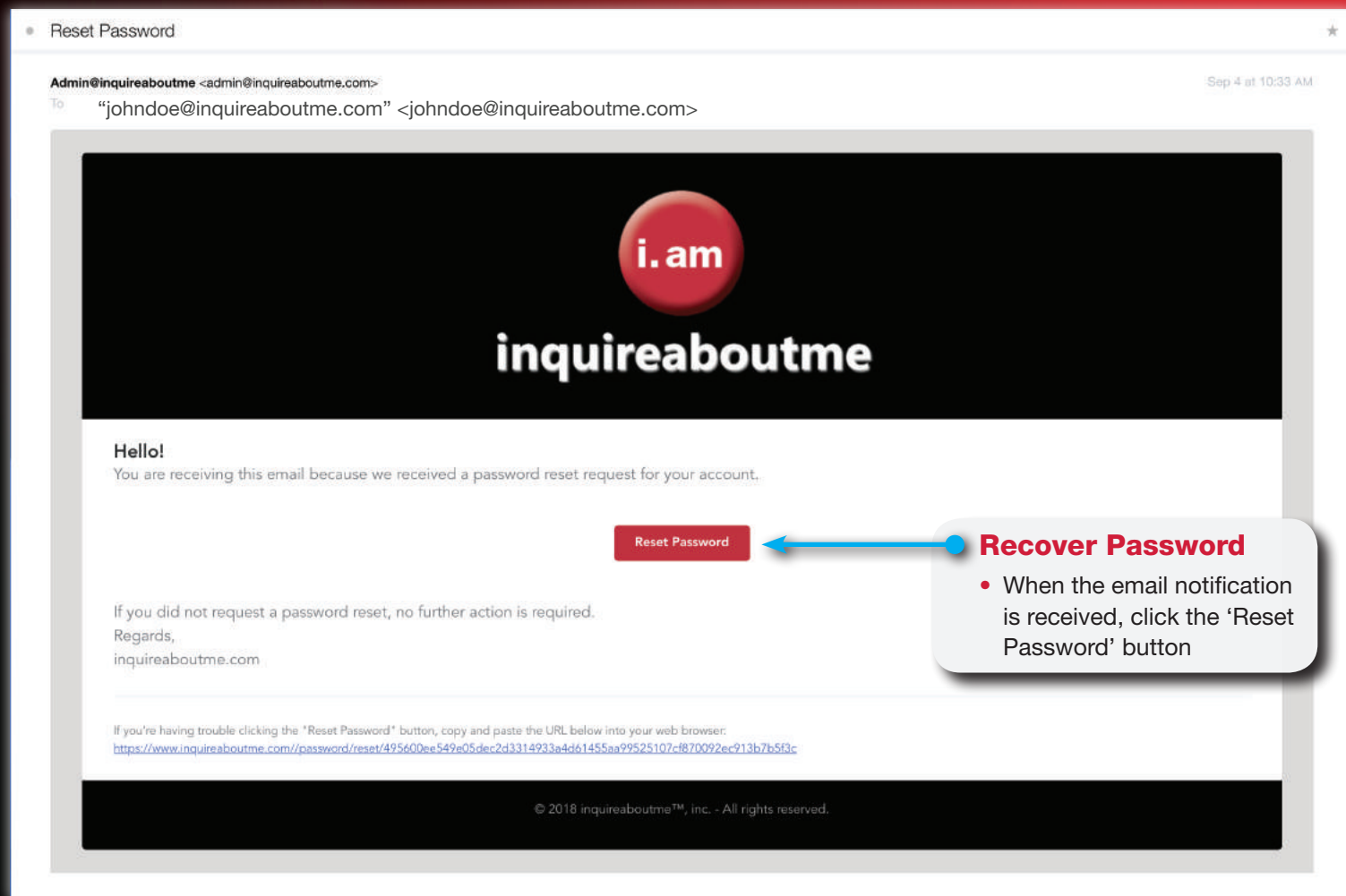
- How to recover and create a new password





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

