

INSTRUCTION GUIDE

inquireaboutme.com

i.am

inquireaboutme®

Provide, Share, 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, business, university, or organization, using video references.

What do your
references
say about
you?

- INSTRUCTIONS
- FUNCTIONALITY
- FEATURES
- ORGANIZATION



NEWS FEED



MY ACCOUNT



MEDIA



MY CONNECTIONS

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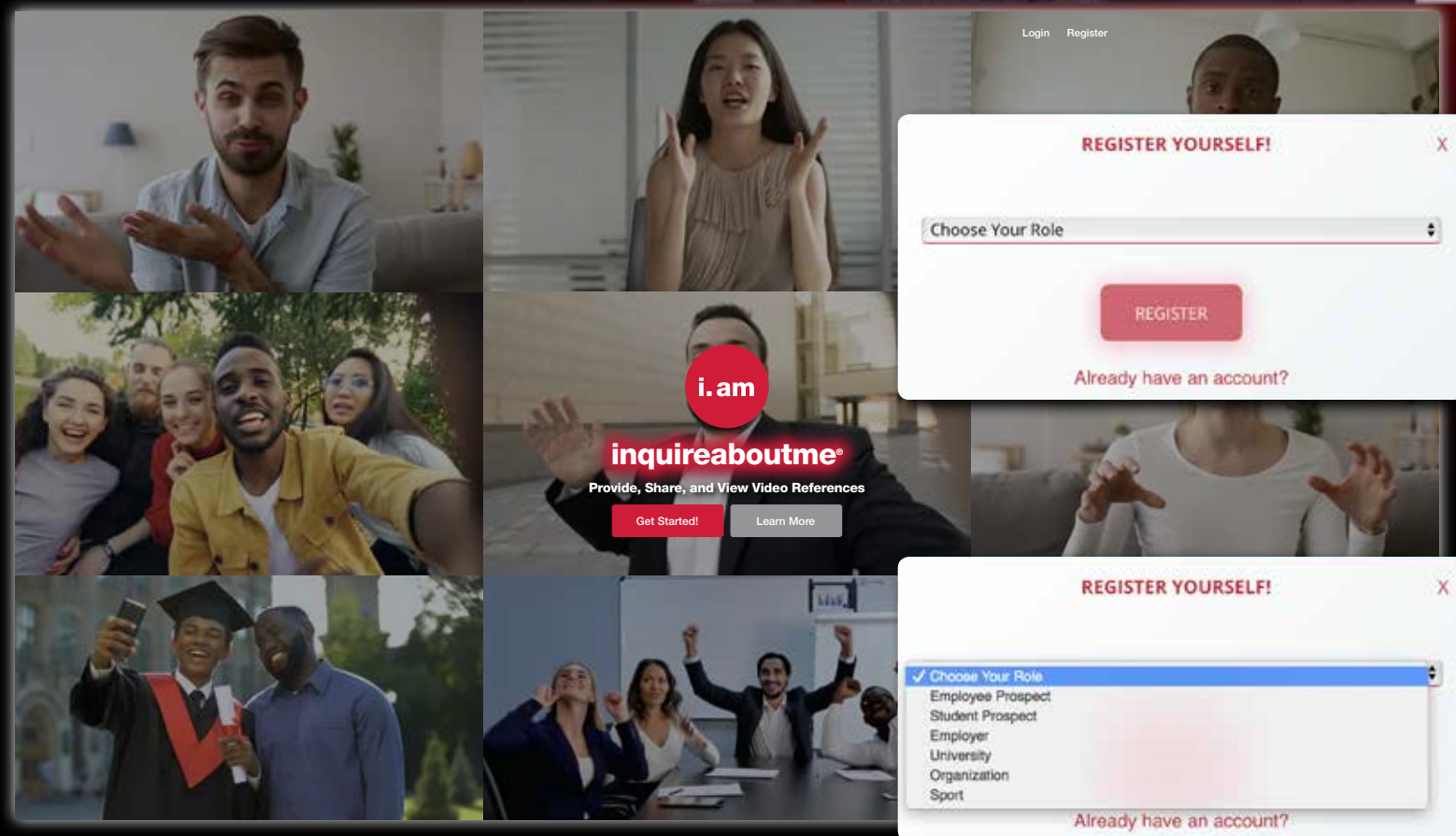
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Signing Up

Signing up and creating an i.am page 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.



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.

The screenshot shows a registration form titled "REGISTER YOURSELF!". At the top, there is a dropdown menu with "Student Prospect" selected. Below this, the form is divided into two columns. The left column contains fields for "First Name", "Email", "Select Country" (a dropdown), "City", and "Address". The right column contains fields for "Last Name", "Password", "Select state" (a dropdown), "School", and "Address". At the bottom of the form, there is a red "REGISTER" button and a link that says "Already have an account?".

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.

The screenshot shows a registration form titled "REGISTER YOURSELF!". At the top, there is a dropdown menu with "University" selected. Below this, the form is divided into two columns. The left column contains fields for "University Name", "Department Name", "Password", "Select state" (a dropdown), and "Zip_Code". The right column contains fields for "Employer Name", "Email", "Select Country" (a dropdown), "City", and "Address". At the bottom of the form, there is a red "REGISTER" button and a link that says "Already have an account?".



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



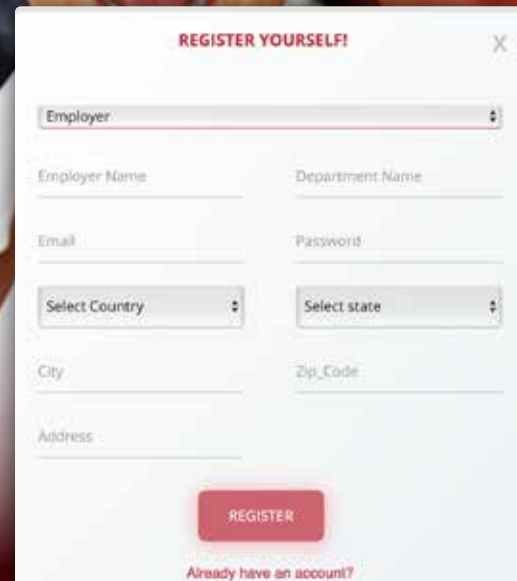
The above is a visual example of a Sports athlete registering on inquireaboutme.com.

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.



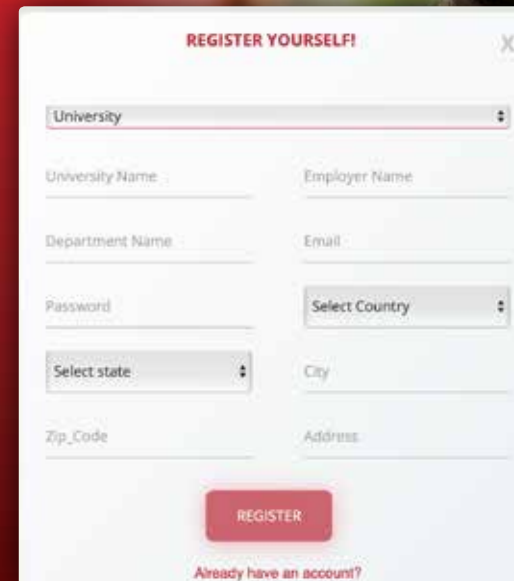
The screenshot shows the 'REGISTER YOURSELF!' form for an Employer. It includes a dropdown menu for 'Employer', followed by input fields for 'Employer Name', 'Department Name', 'Email', 'Password', 'Select Country', 'Select state', 'City', 'Zip_Code', and 'Address'. A red 'REGISTER' button is at the 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. It includes a dropdown menu for 'University', followed by input fields for 'University Name', 'Employer Name', 'Department Name', 'Email', 'Password', 'Select Country', 'Select state', 'City', 'Zip_Code', 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 Employer registering on inquireaboutme.com.



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

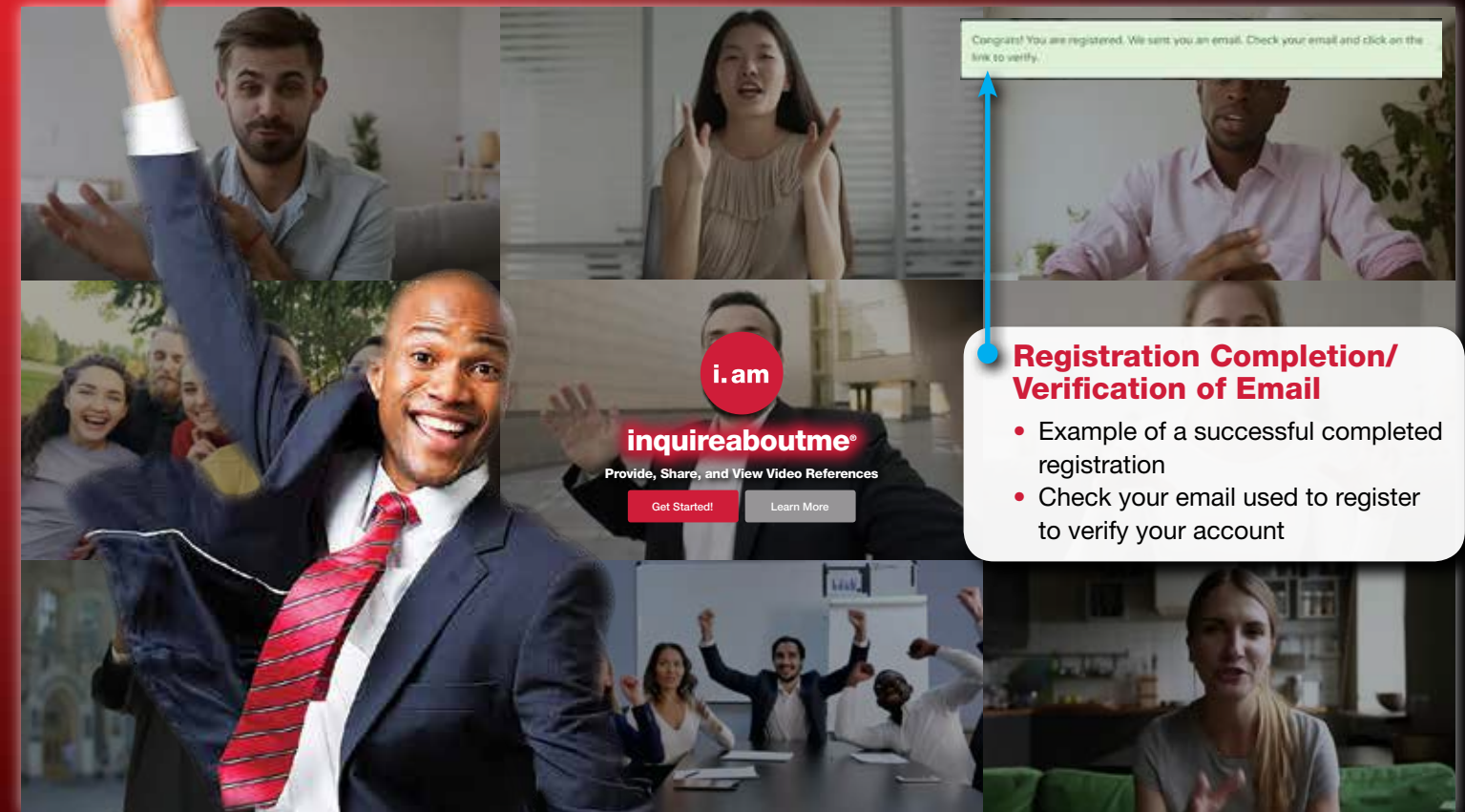
i.am Organization

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.

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

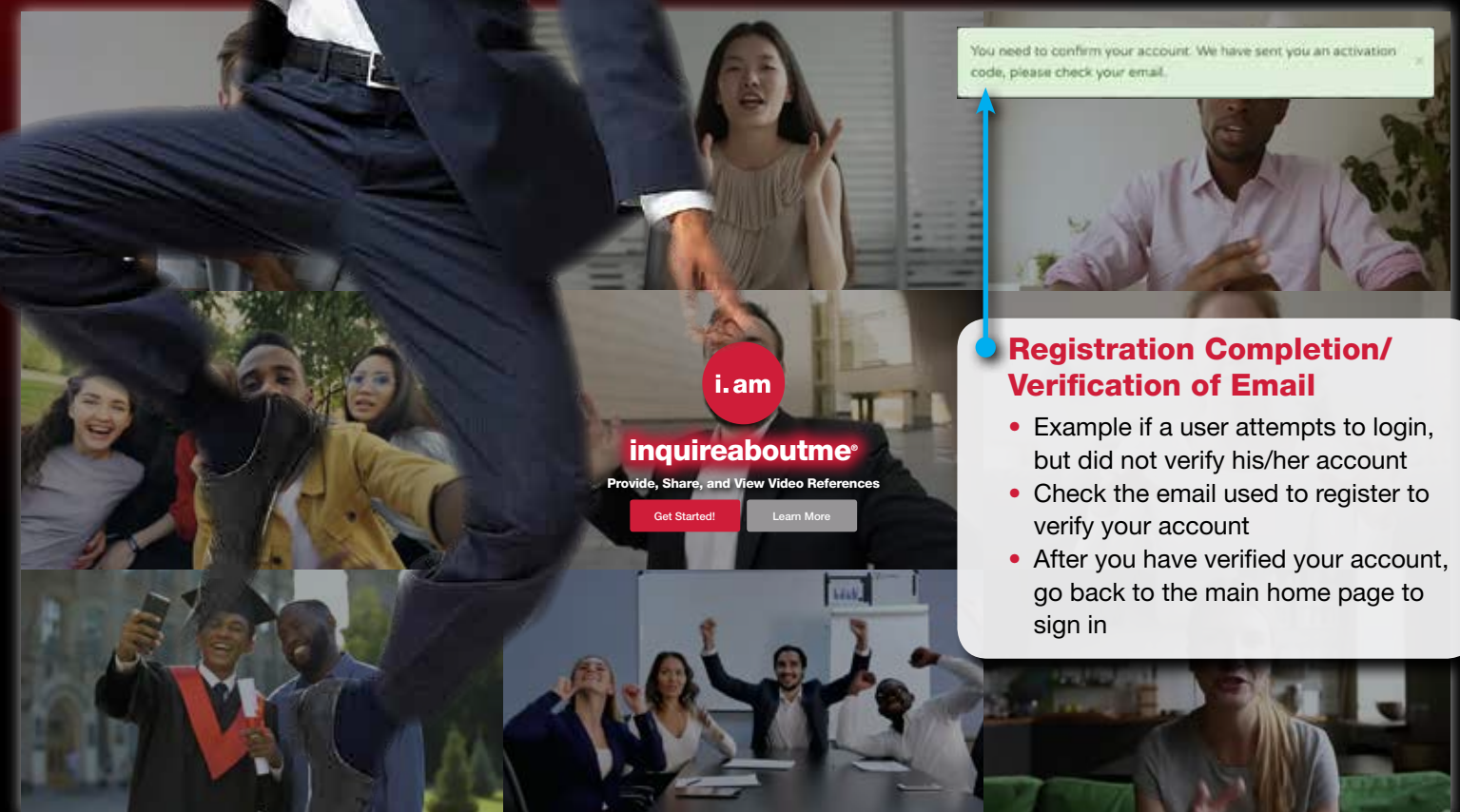


Registration Completion/ Verification of Email

- Example of a successful completed registration
- Check your email used to register to verify your account



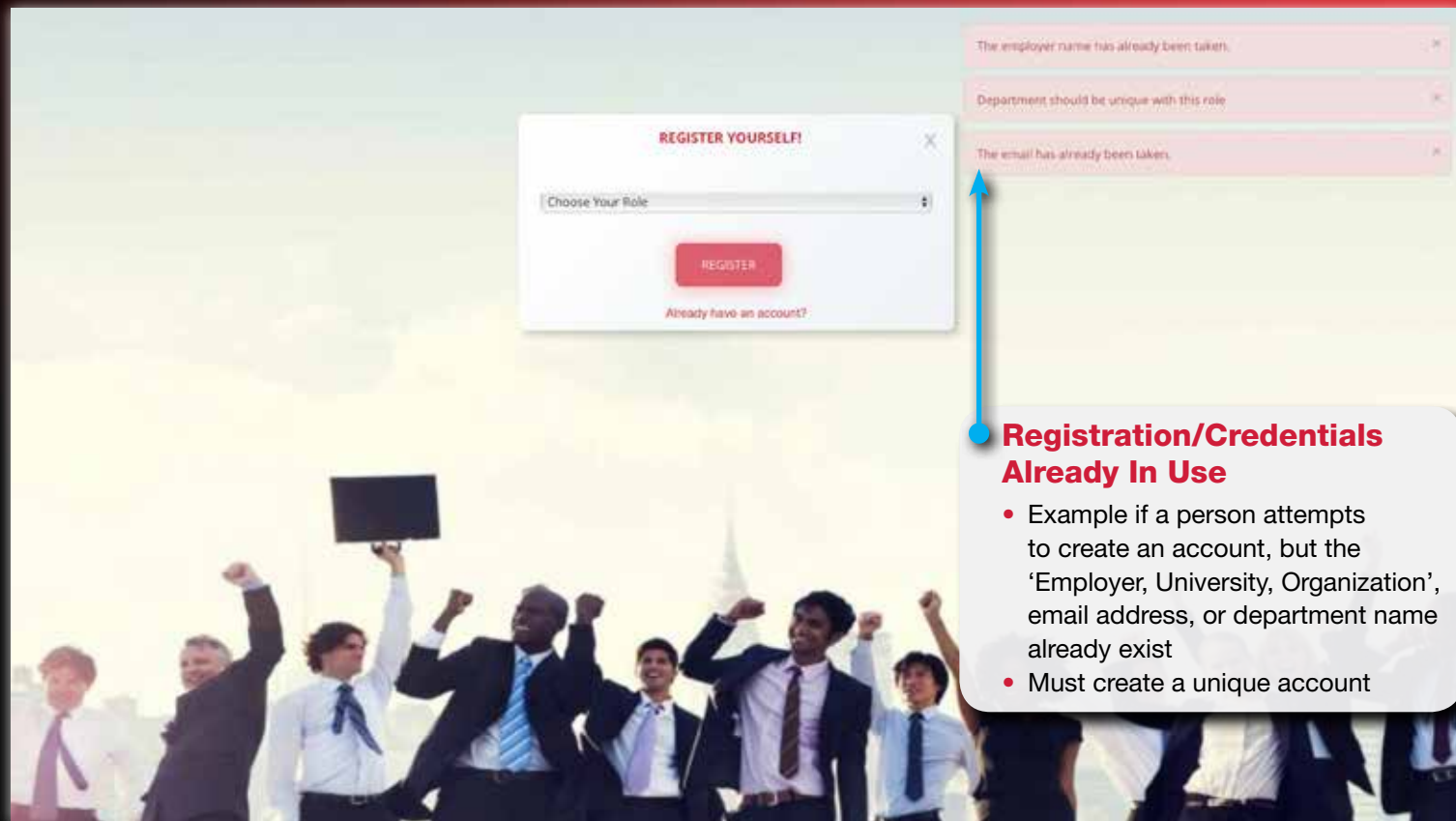
The above is a visual example of a Organization registering on inquireaboutme.com.



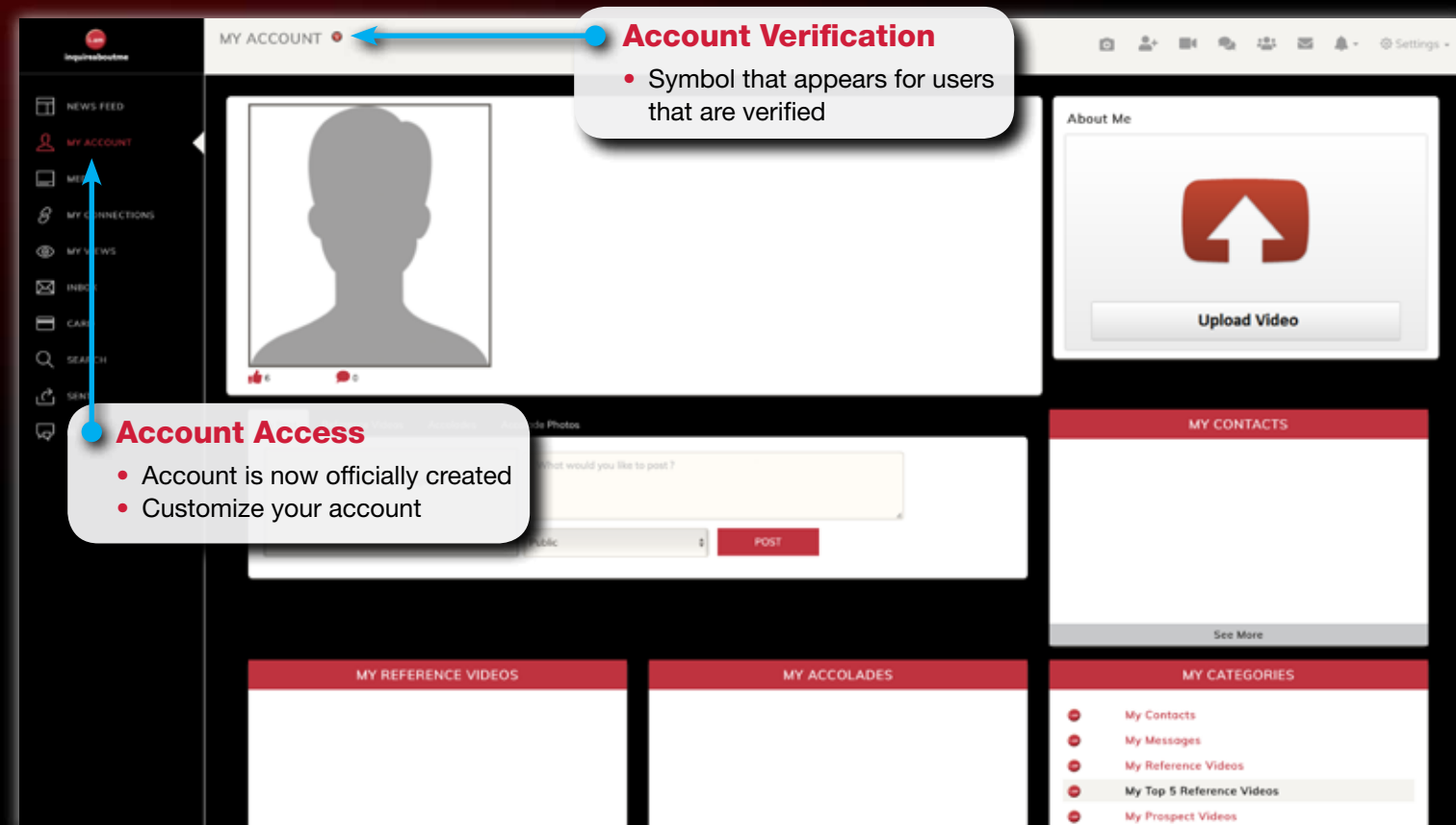
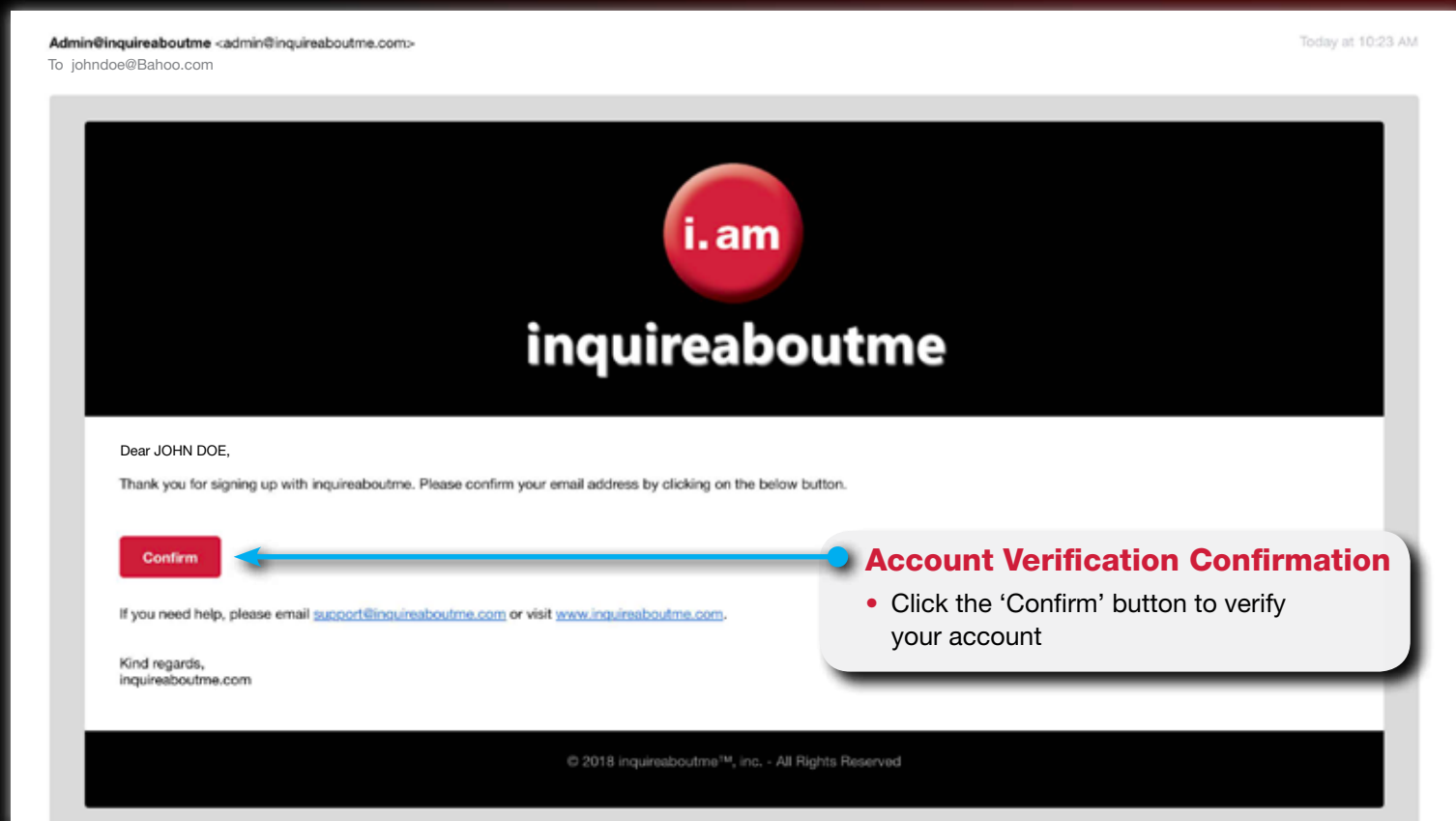
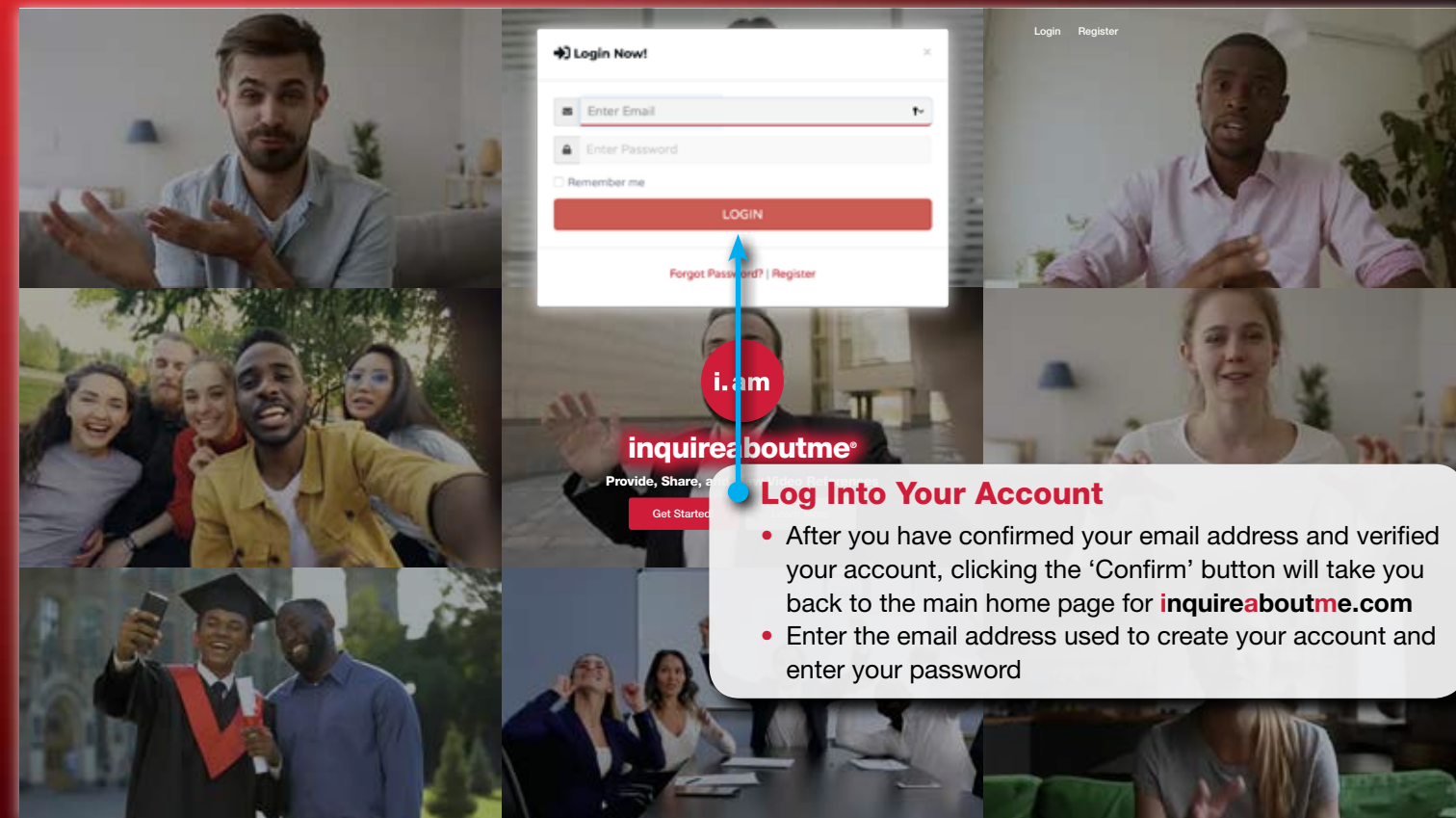
Registration Completion/ Verification of Email

- 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 home page to sign in

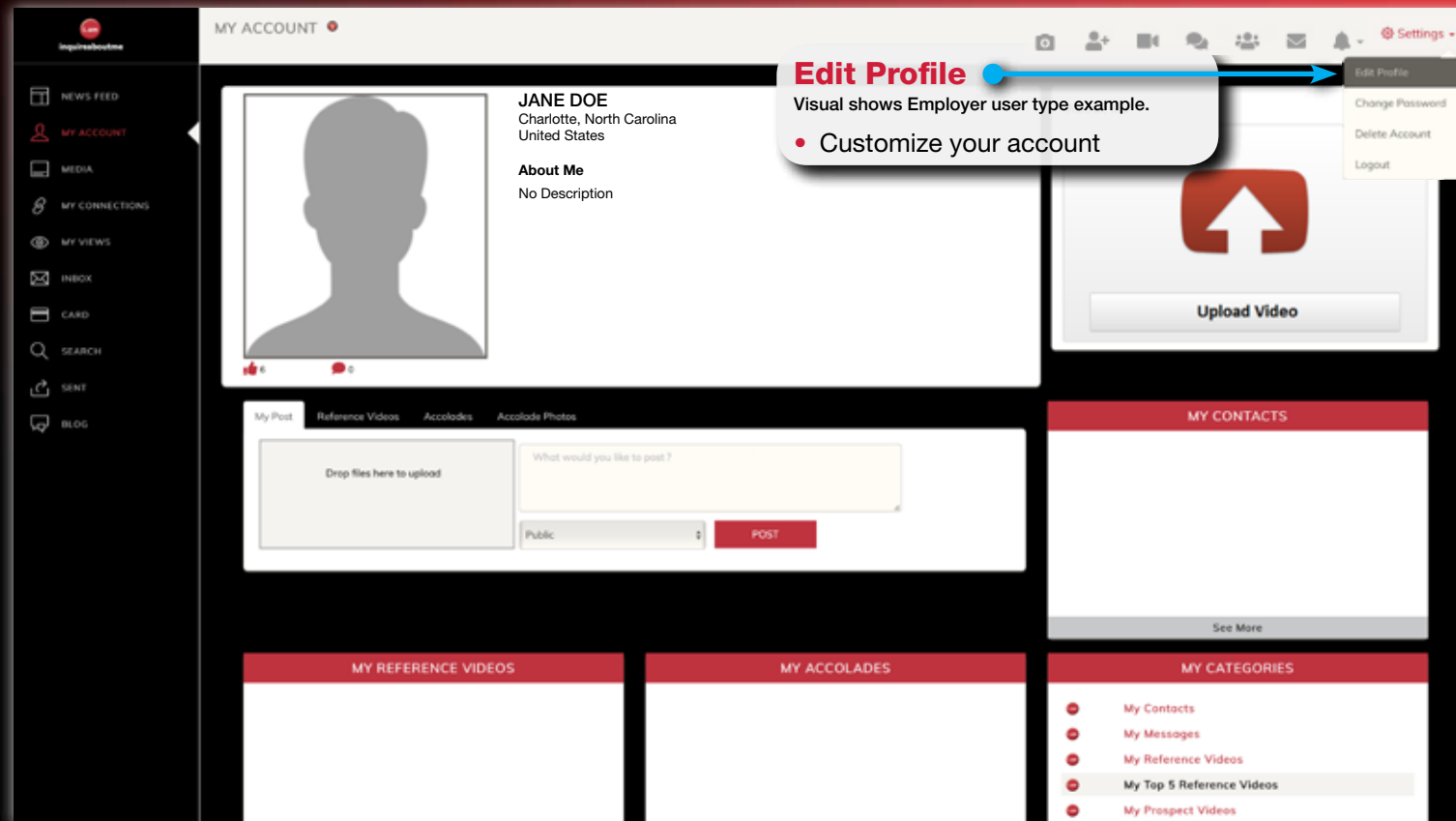
- After registering, all users will receive an email notification (sent to the email address provided during signing up) to verify their email address to access account



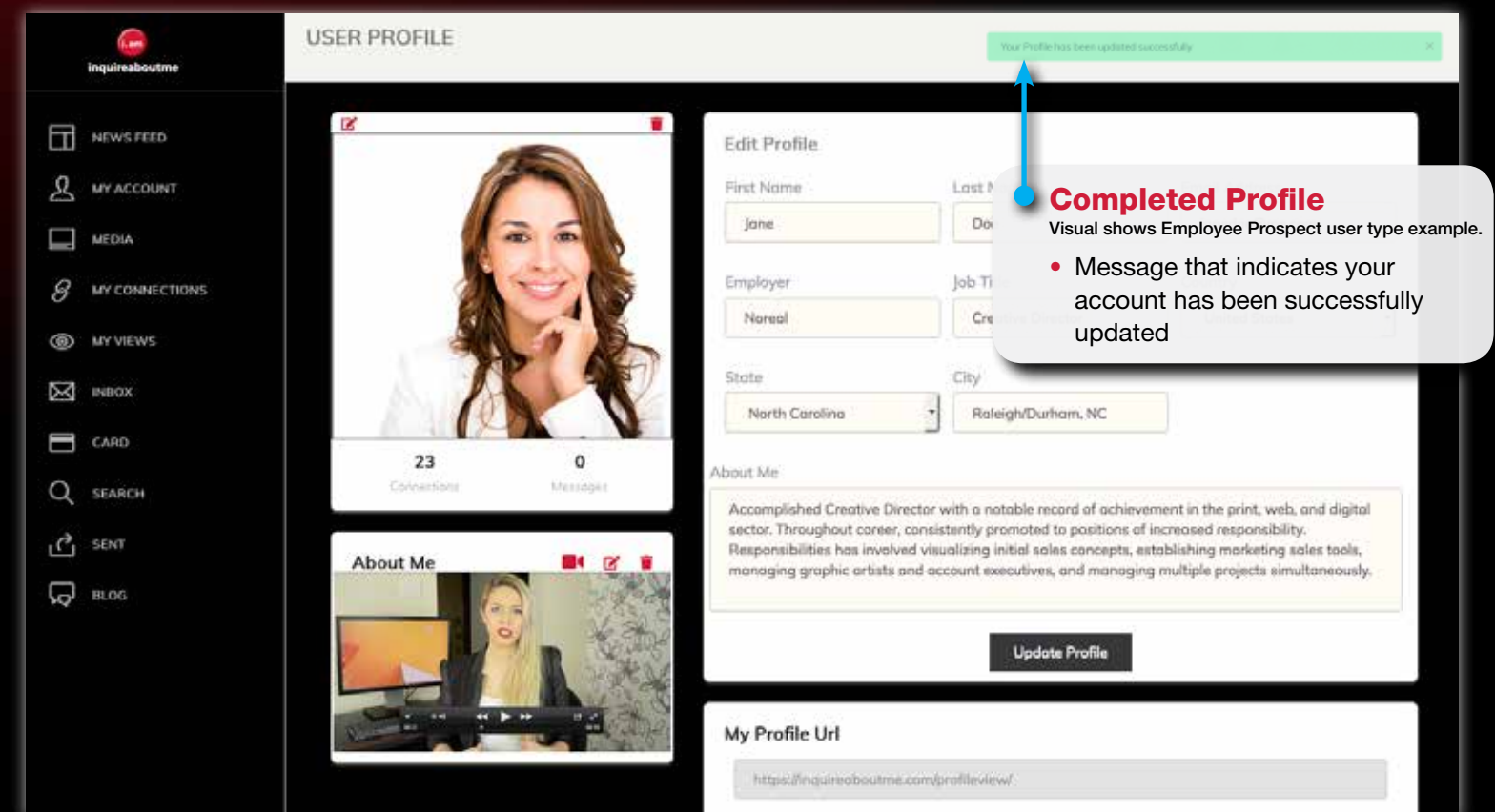
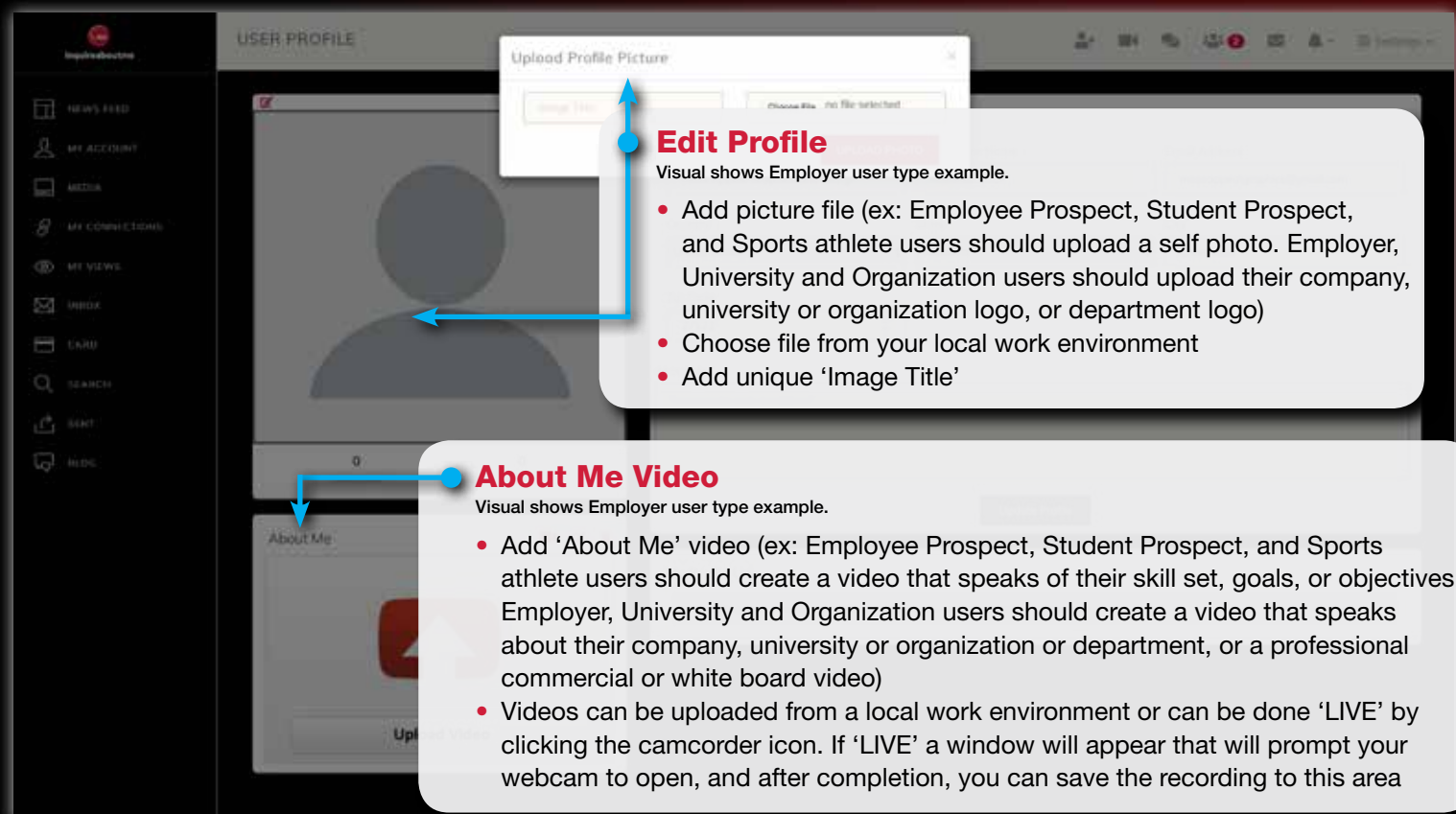
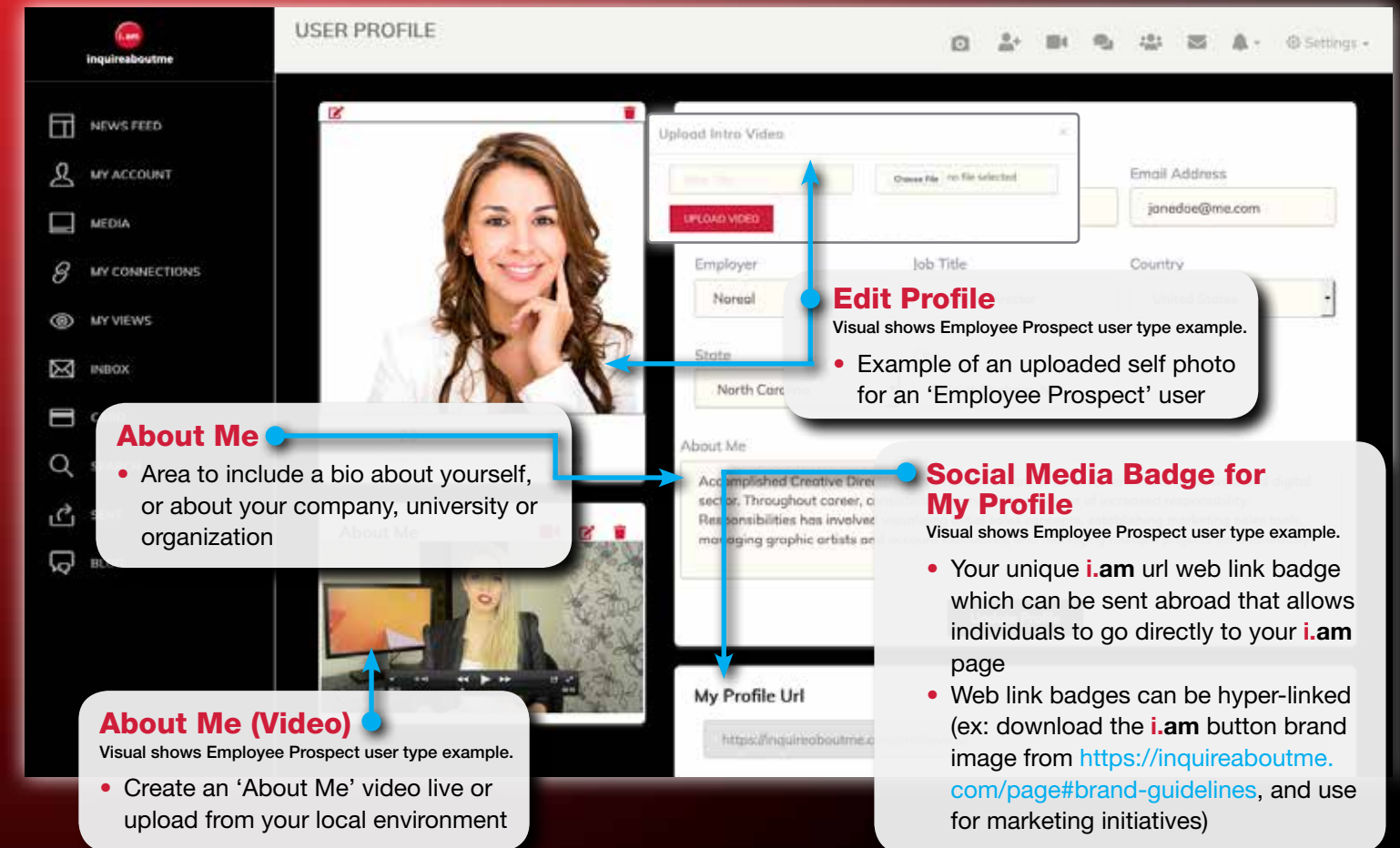
- After registering and verifying your account, click the 'Confirm' button from the email notification to go to the main landing page to access your account



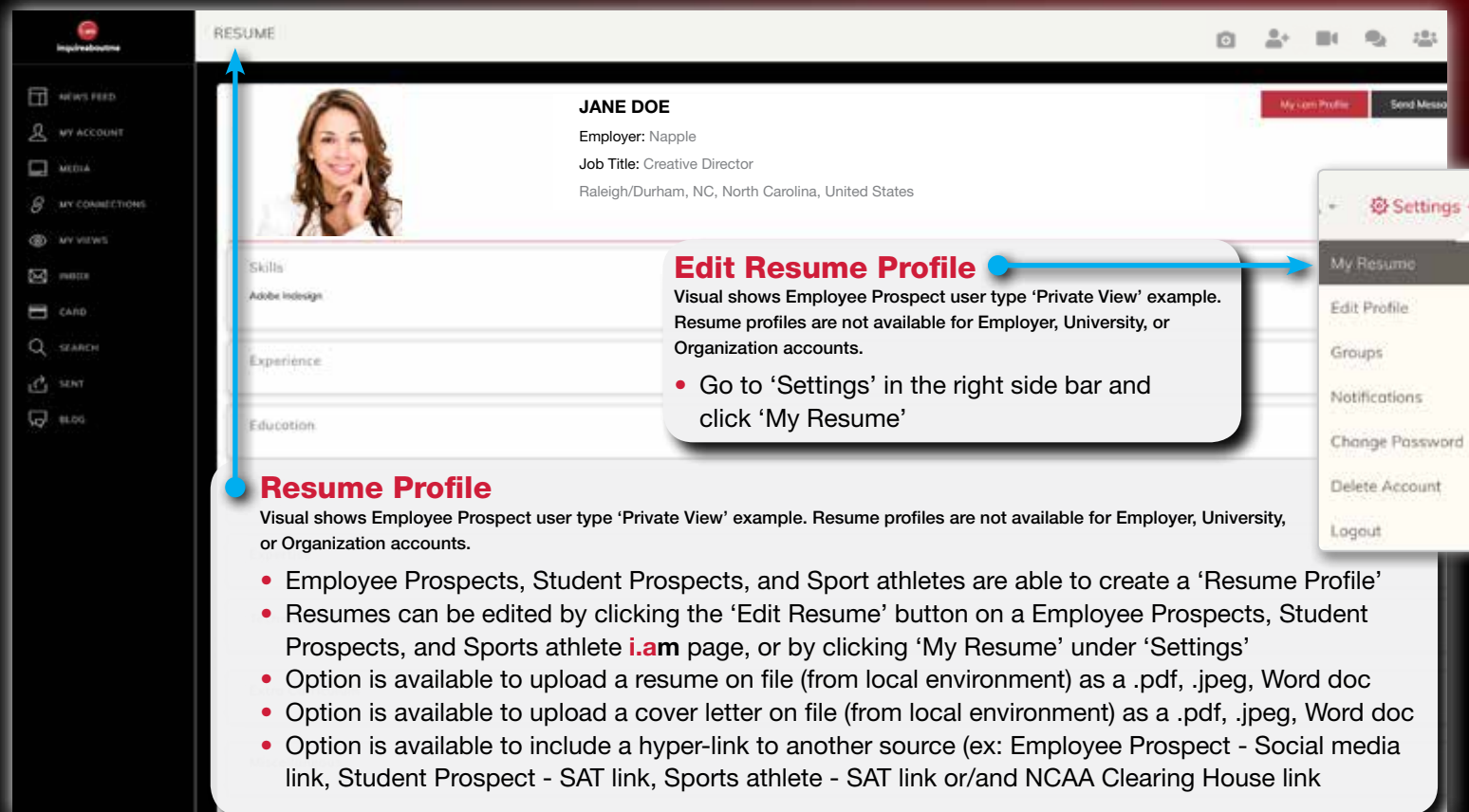
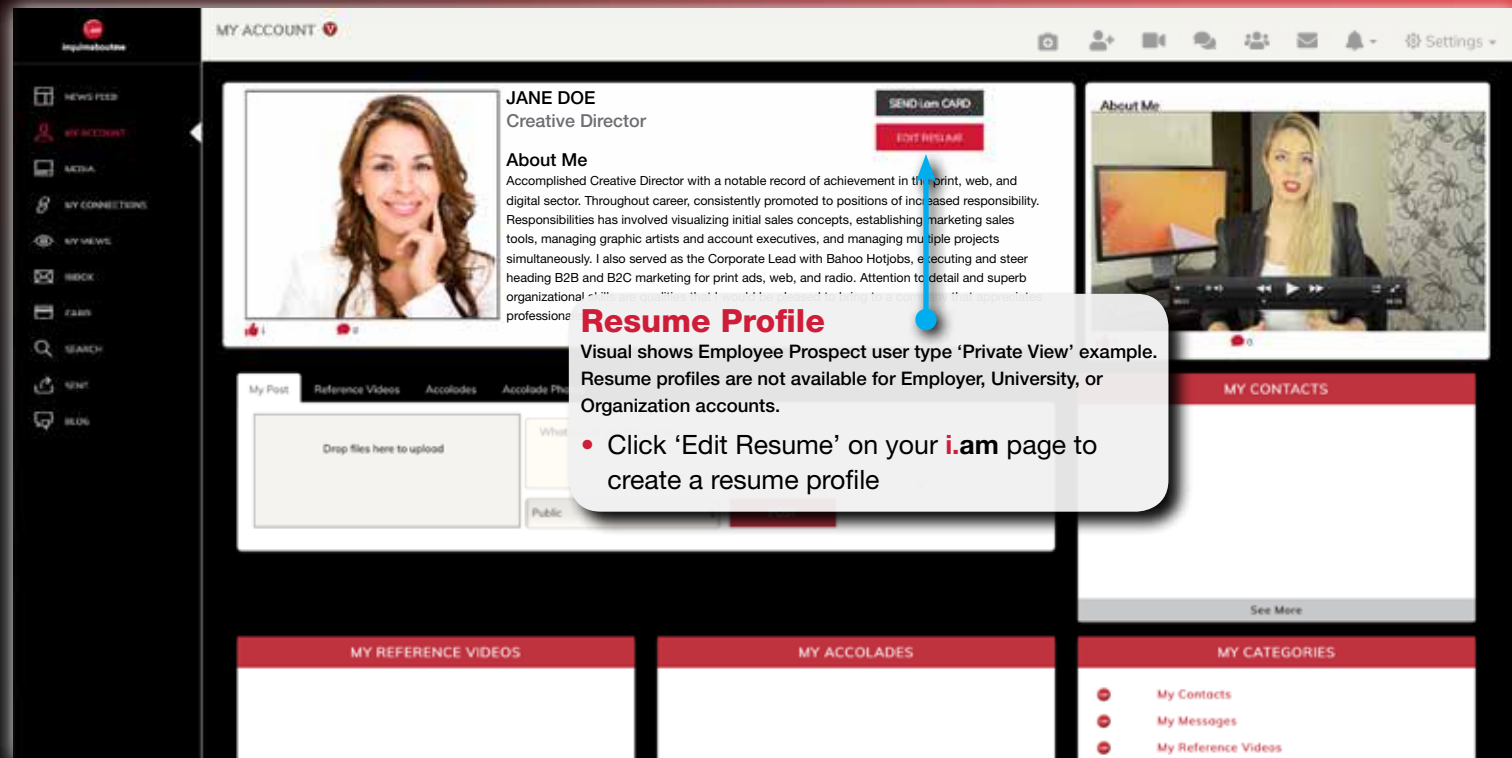
- All users can customized their accounts by uploading his/her self photo (**Employee Prospects/Student Prospects/Sports athletes**), or business logo (**Employer, University, Organization**)



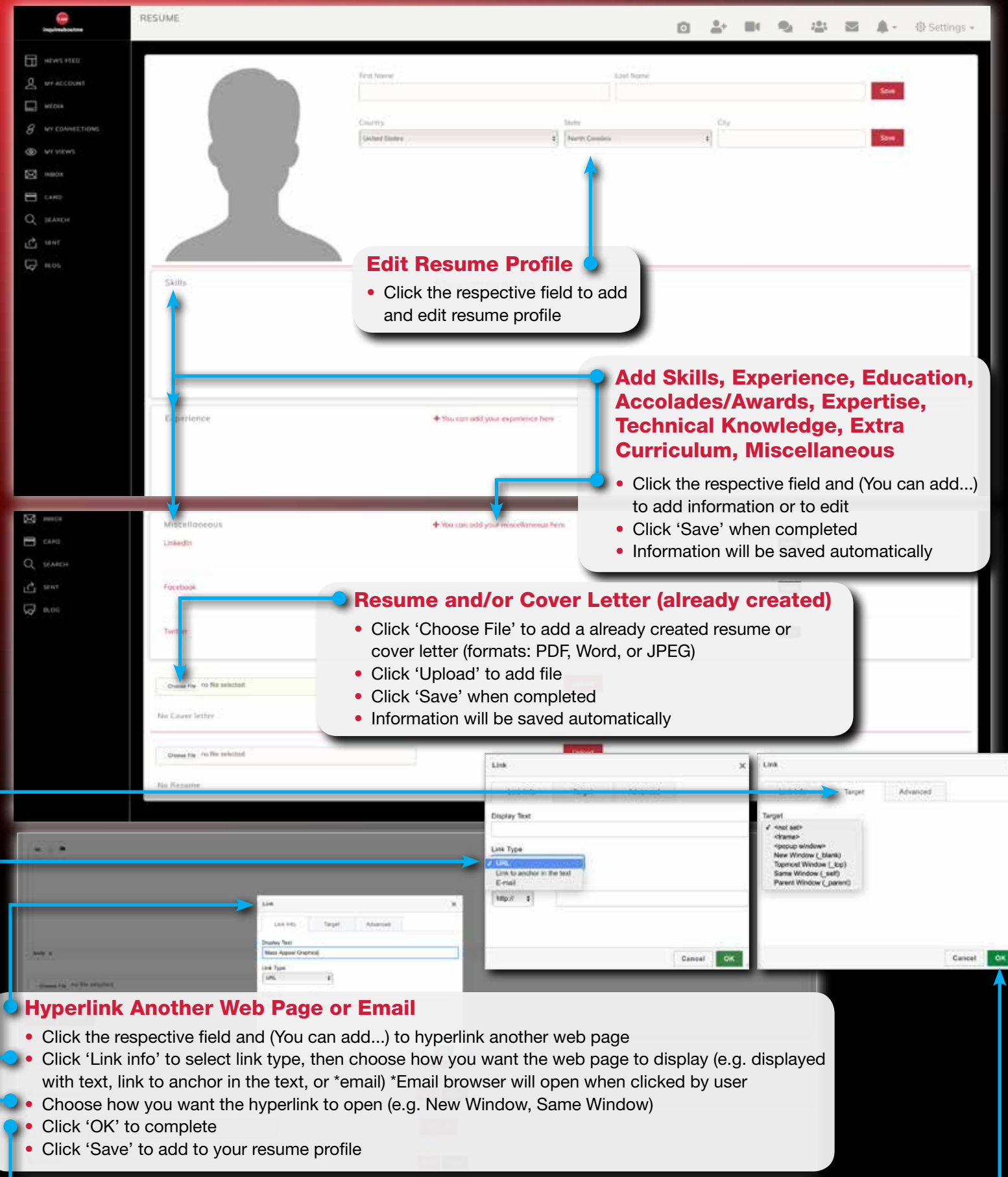
- After users have completed their profile (Self photo or logo, About Me video and bio, or **Employer, University, or Organization** About Me video and bio)



- **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

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 first or last name begin with the typed character

Requests Notifications
Visual shows Employer user type example.

- Notification that you have received a 'Connect Request', 'Video Request' or 'Blog Request'

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

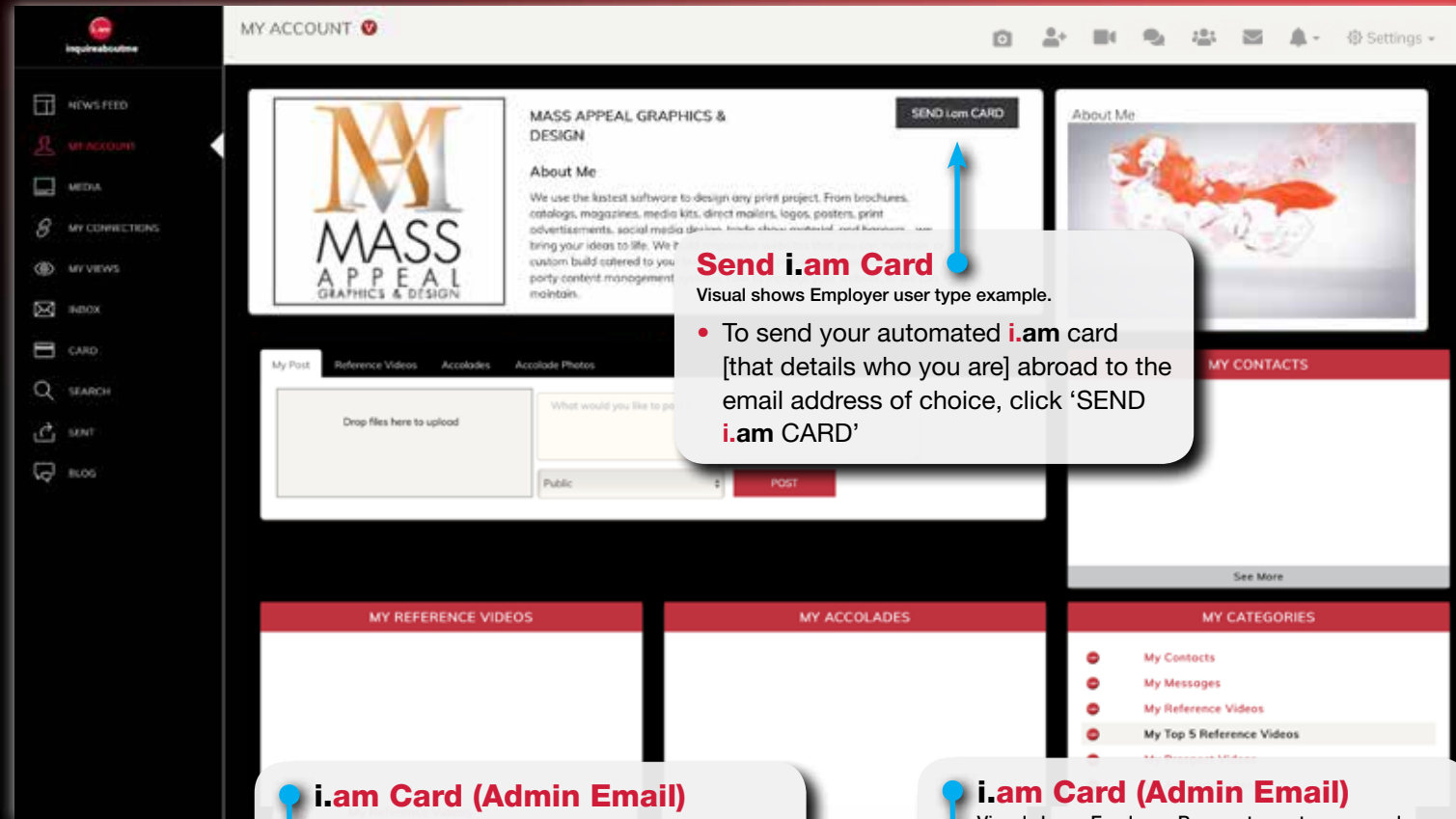
- How a 'Connect Request' appears before a recipient on their **i.am** page
- Click 'Connect' to add to your network

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)



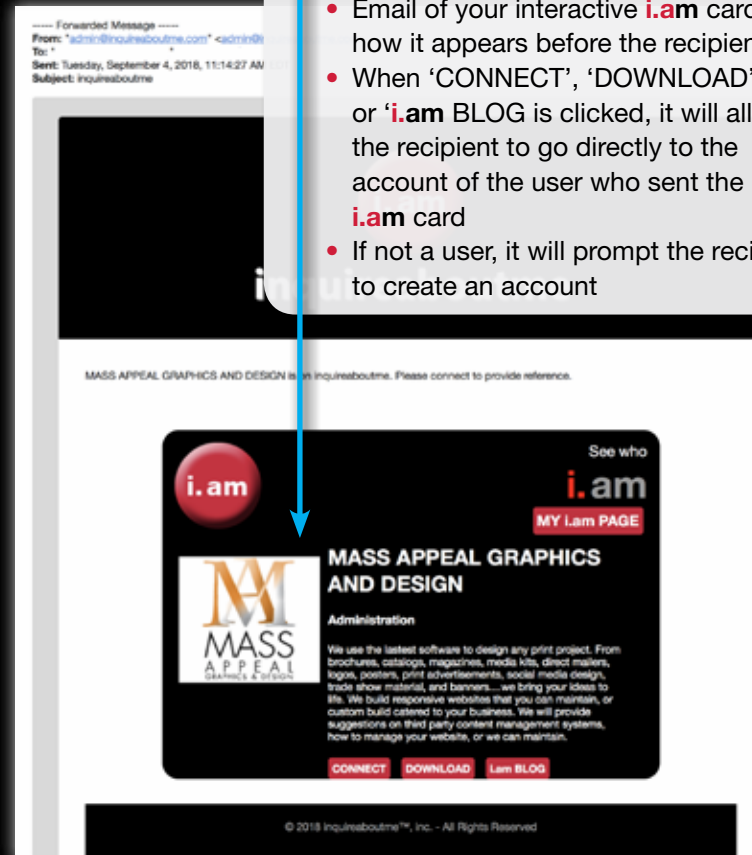
- Grow your network and send your **i.am** Card to anyone via email, with all 3 request options: **Connect Request**, **Video Reference Request** or a **Blog Request**



i.am Card (Admin Email)

Visual shows Employer user type example.

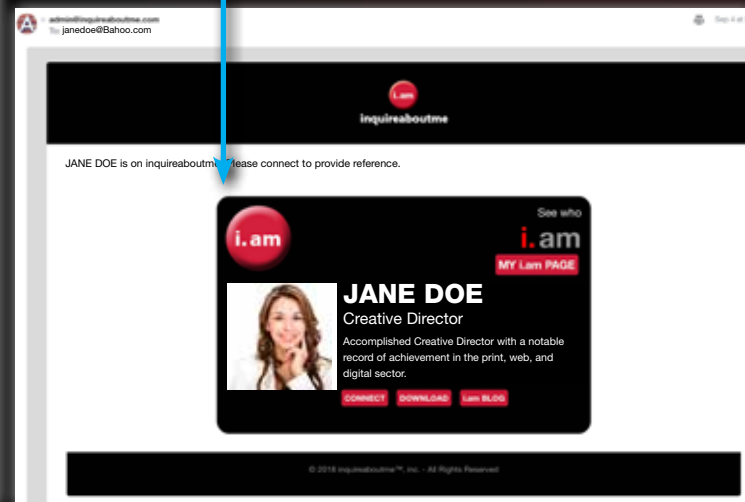
- Email of your interactive **i.am** card and how it appears before the recipient
- When 'CONNECT', 'DOWNLOAD', or '**i.am** BLOG' is clicked, it will allow the recipient to go directly to the account of the user who sent the **i.am** card
- If not a user, it will prompt the recipient to create an account



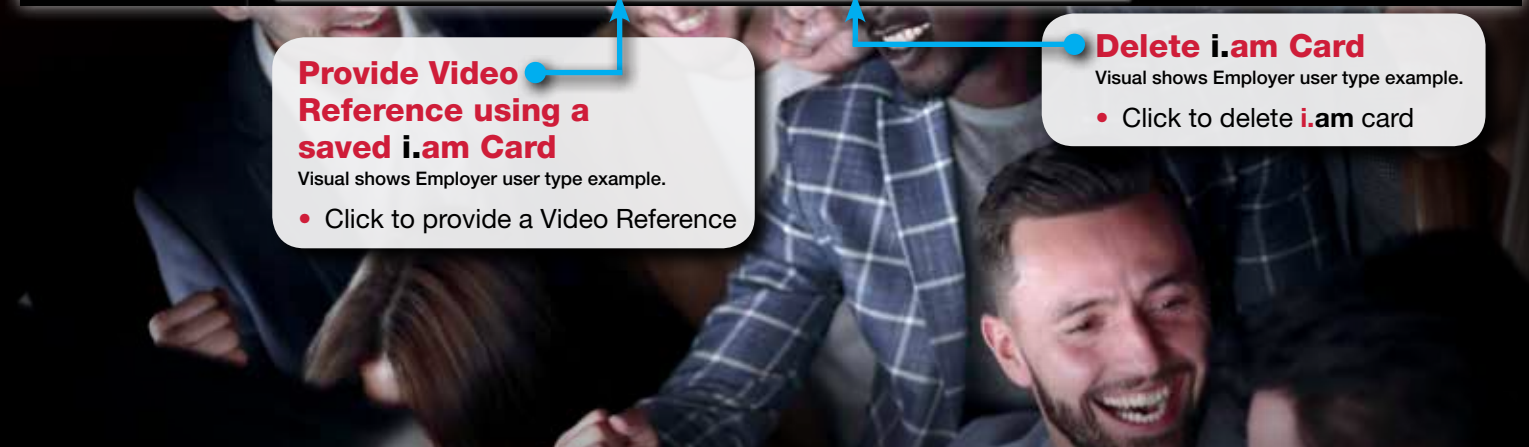
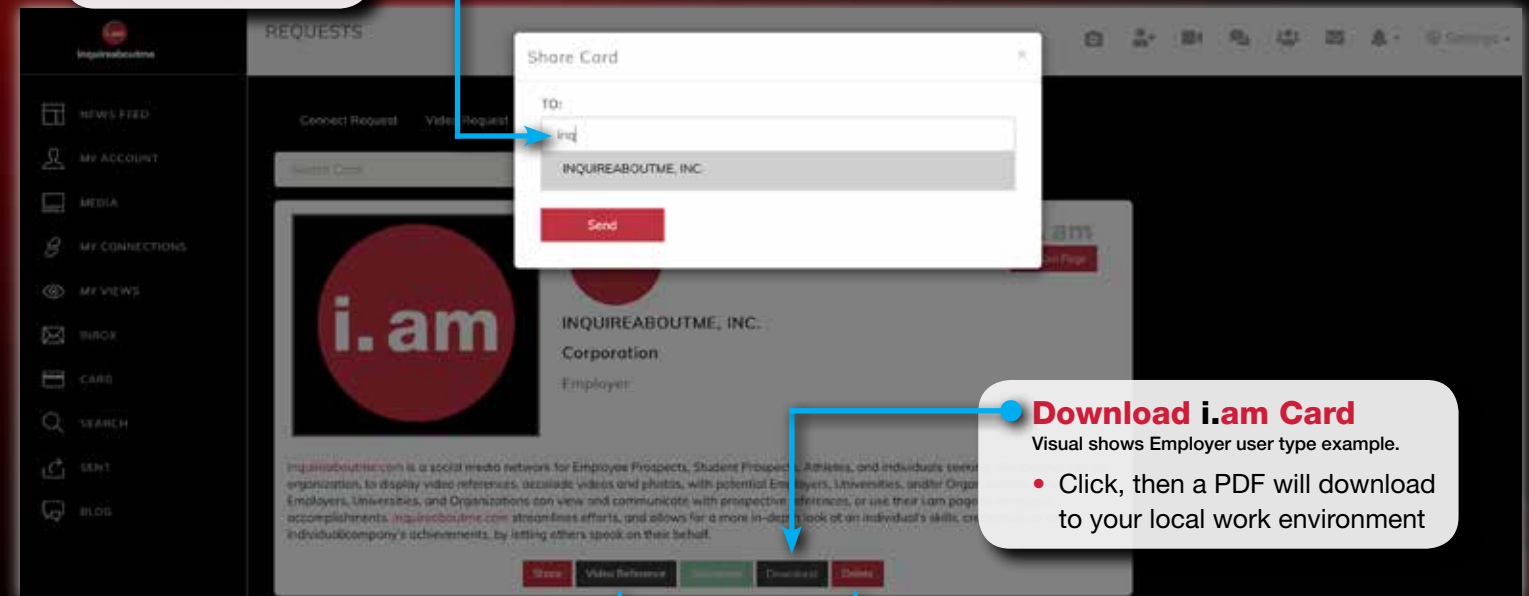
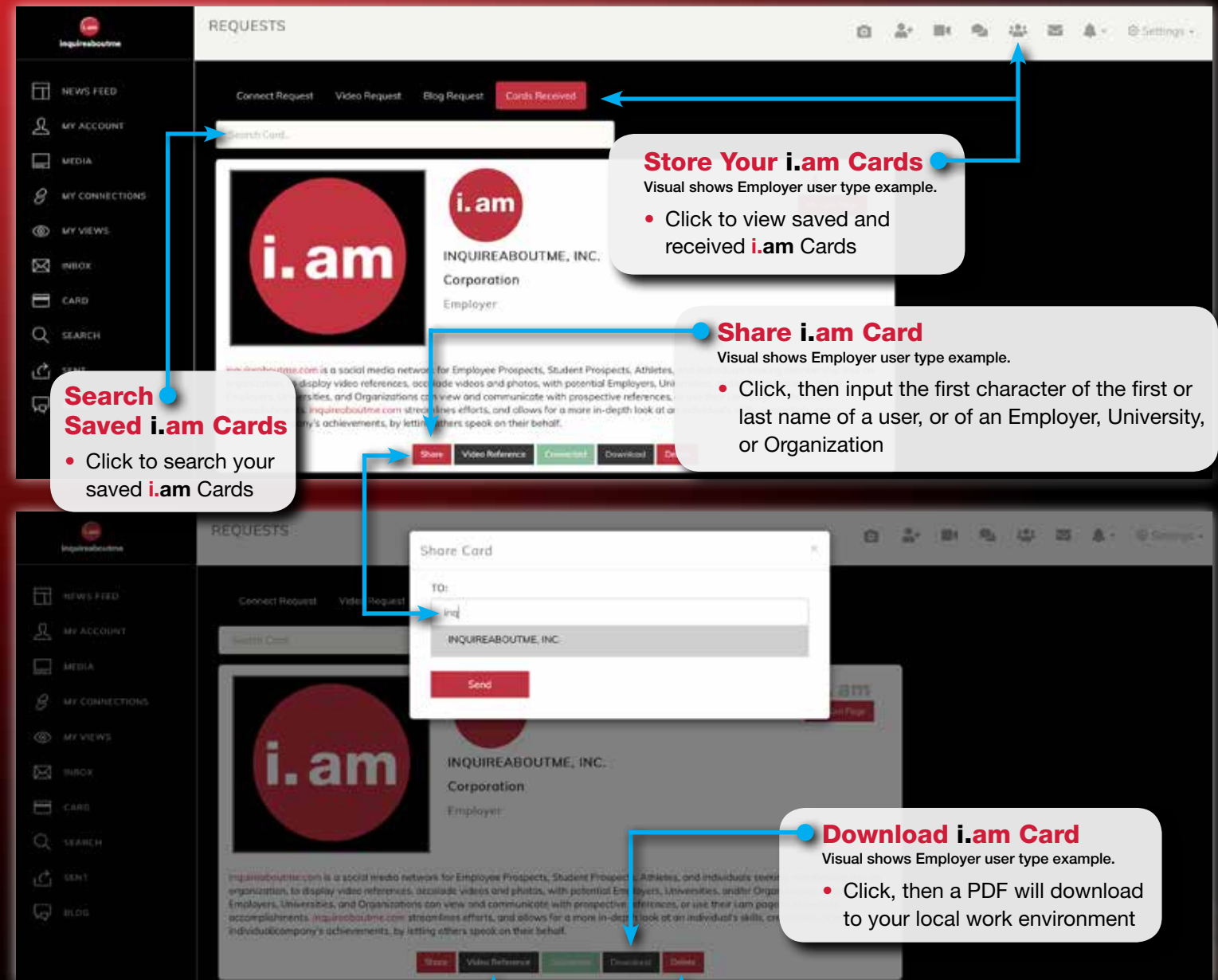
i.am Card (Admin Email)

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 the account of the user who sent the **i.am** card
- If not a user, it will prompt the recipient to create an account

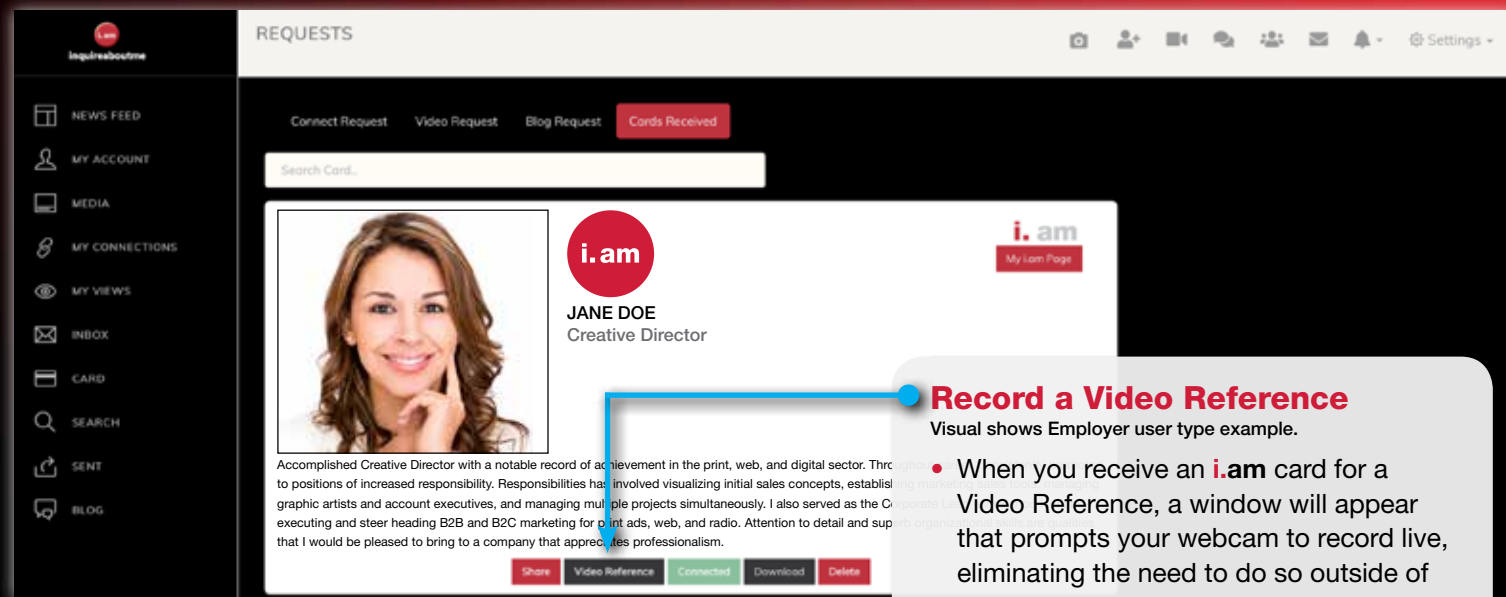


- Share your **i.am** Card with other users, with all 3 request options: **Connect Request**, **Video Reference Request** or a **Blog Request**
- Store received **i.am** cards
- How to share, store and download **i.am** cards



i.am Video Reference Request

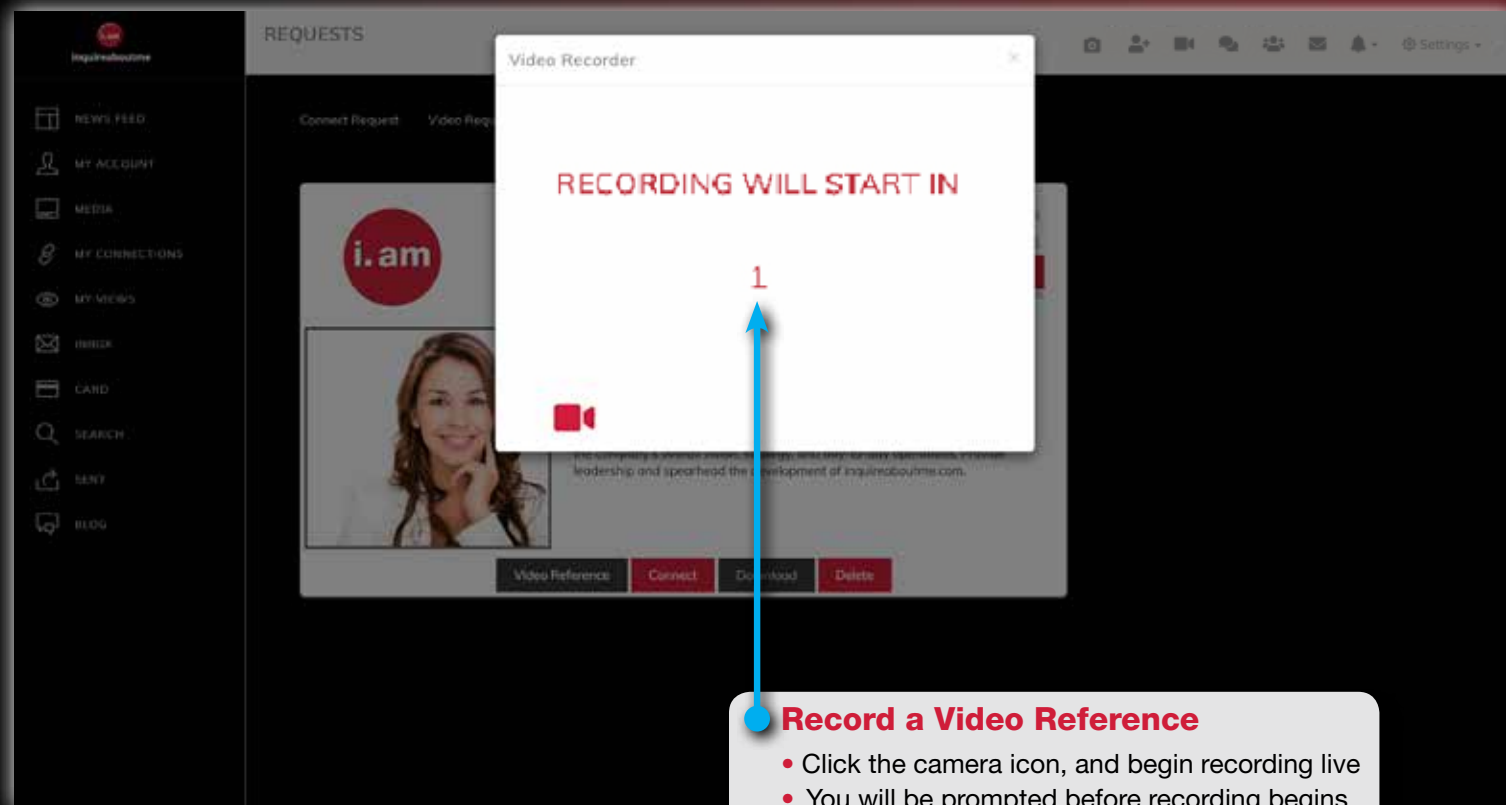
- How to provide a **Video Reference** live
- How to provide a **Video Reference** from a local environment



Record a Video Reference

Visual shows Employer user type example.

- When you receive an **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)

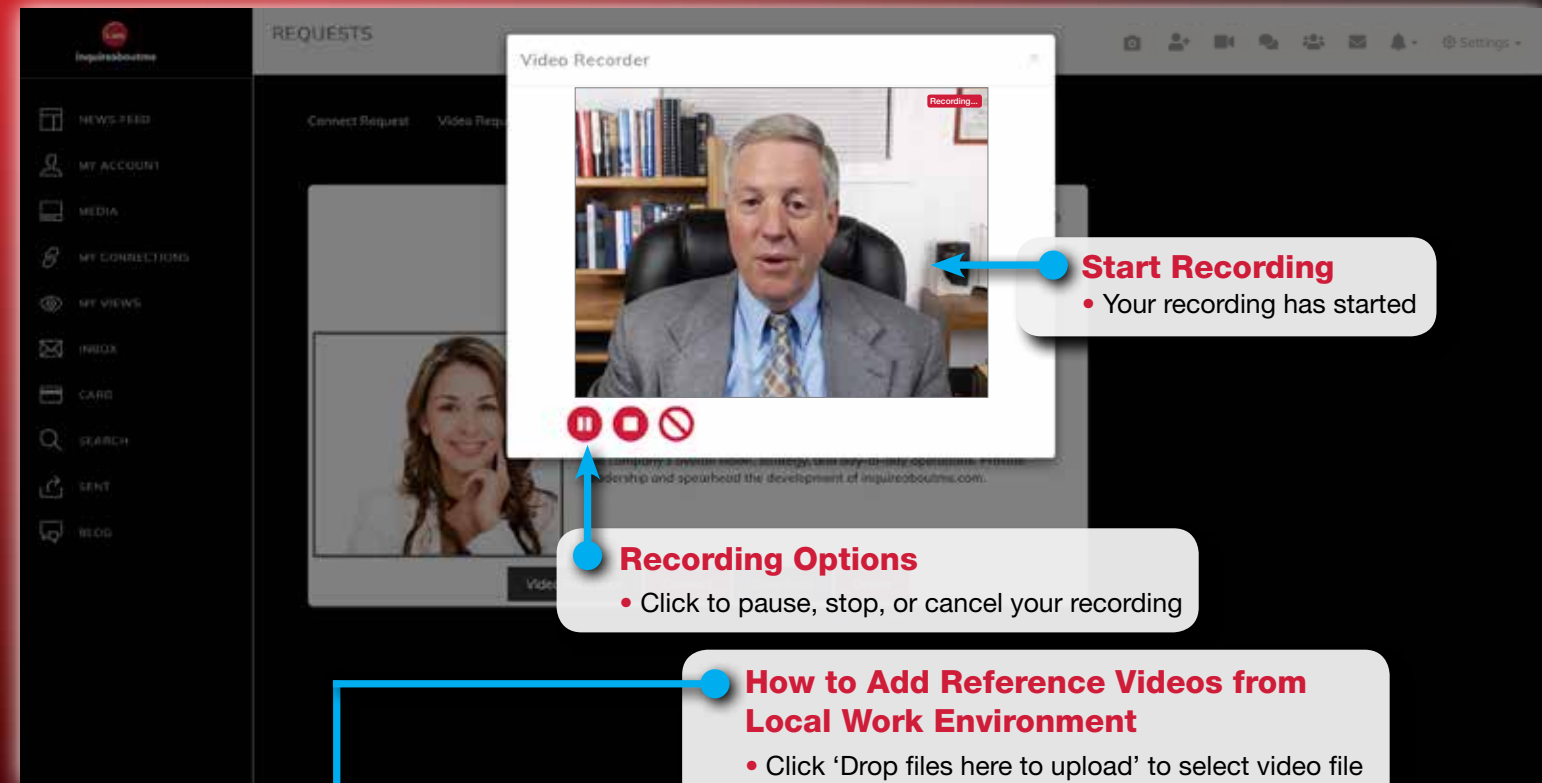


Record a Video Reference

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

i.am Video Reference Request

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



Start Recording

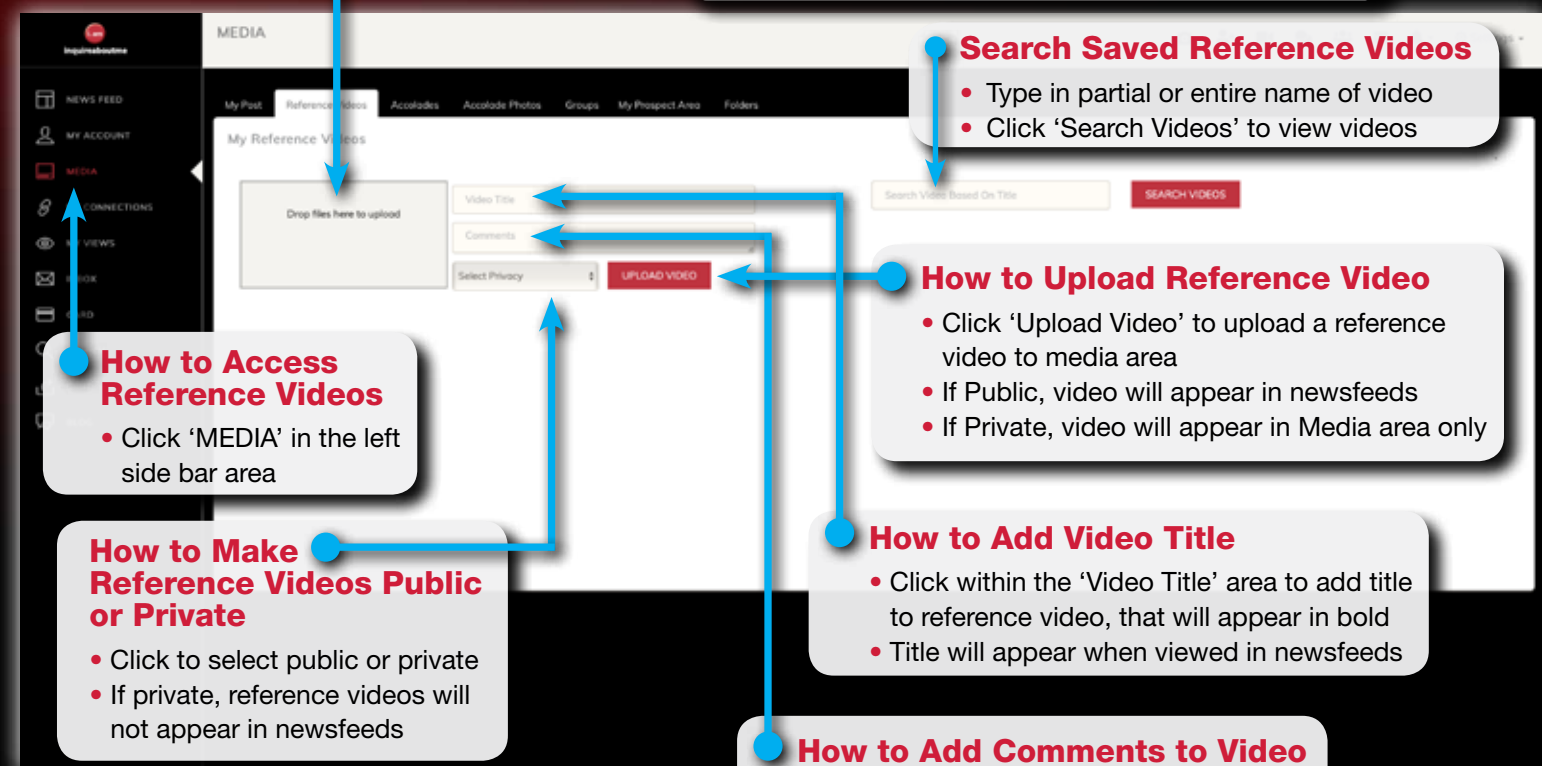
- Your recording has started

Recording Options

- Click to pause, stop, or cancel your recording

How to Add Reference Videos from Local Work Environment

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



Search Saved Reference Videos

- Type in partial or entire name of video
- Click 'Search Videos' to view videos

How to Access Reference Videos

- Click 'MEDIA' in the left side bar area

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 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 Add Video Title

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

How to Add Comments to Video

- Click within the 'Comments' area to add wording of choice
- Comments will appear (not bold) after Video Title

- How to store Video References in 'My Top 5 Reference Videos' and 'My Reference Videos' areas
- How to search for Videos and how they appear before others

Access Reference Videos

- Click the 'Reference Videos' tab area

How to View Reference Videos

- Click 'MEDIA' in the left side bar area

Search Saved Video References

- Type in partial or entire name of video file
- Click 'Search Videos' to view videos

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 and Reference Videos

- How your 'Top 5 Reference Videos' appear before others
- How your 'Reference Videos' appear before others

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

Search Saved Accolade Videos

- Type in partial or entire name of video file
- Click 'Search Videos' to view videos

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

Add Accolade Photos

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

Search Saved Accolade Photos

- Type in partial or entire name of picture file
- Click 'Search Photos' to view photos

Upload Accolade Photos

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

How to Add Photo Title

- Type title of choice that will appear in bold

How to Add Comments to Photos

- Type wording of choice that will appear (not bold) after Photo Title

How to Make Accolade Photos Public or Private

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

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 Recording

- A countdown will appear to begin recording

Begin Live Accolade Recording

- Click to initiate and open recording window

RECORDING WILL START IN

2

Recording Has Started

- Your recording has started

Cancel Recording

- Click to cancel your recording

Stop Recording

- Click to stop your recording

Pause Recording

- Click to pause your recording

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

Live Stream Videos

- Live streaming videos appear within the main newsfeed while recording

End and Upload Live Stream Video

- Click 'Upload' to save 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

Web Browser Support

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

Access Live Stream Accolade Videos

- Click 'Accolade' button to access

How to Access Live Stream Accolade Videos

- Click 'MEDIA' in the left side bar area

i.am Share Live Stream Accolade Videos

- How to share a LIVE stream Accolade video with another user
- How to post and save a LIVE stream Accolade video

Click icon to start Live Stream Video

- Video Live Streaming box will open

Go Live

- Click to begin recording
- Countdown will start from 3
- Recording will begin after countdown

Store Live Stream Accolade Video

- Click the 'Store' button
- Video will be placed in your 'My Accolades' section on your i.am page

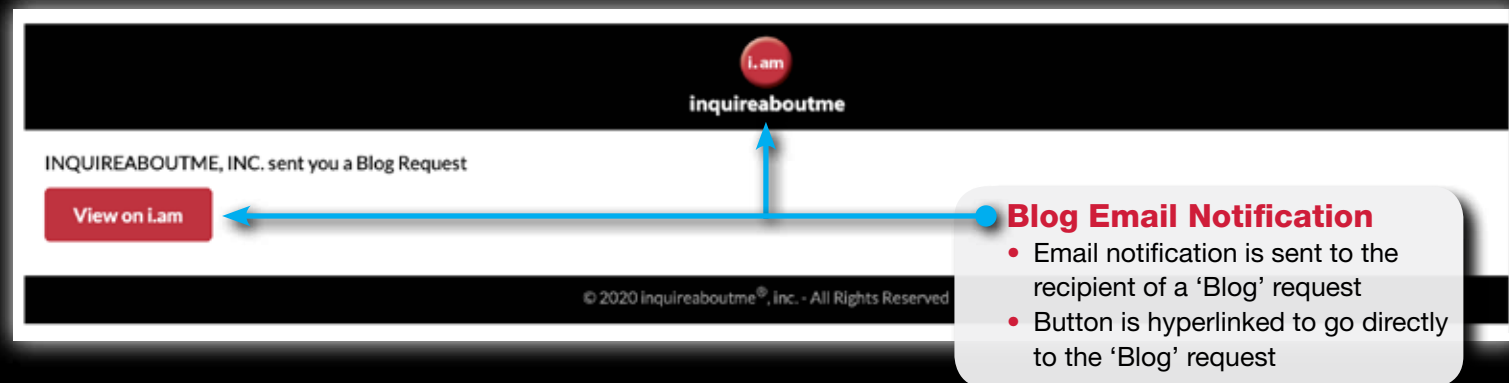
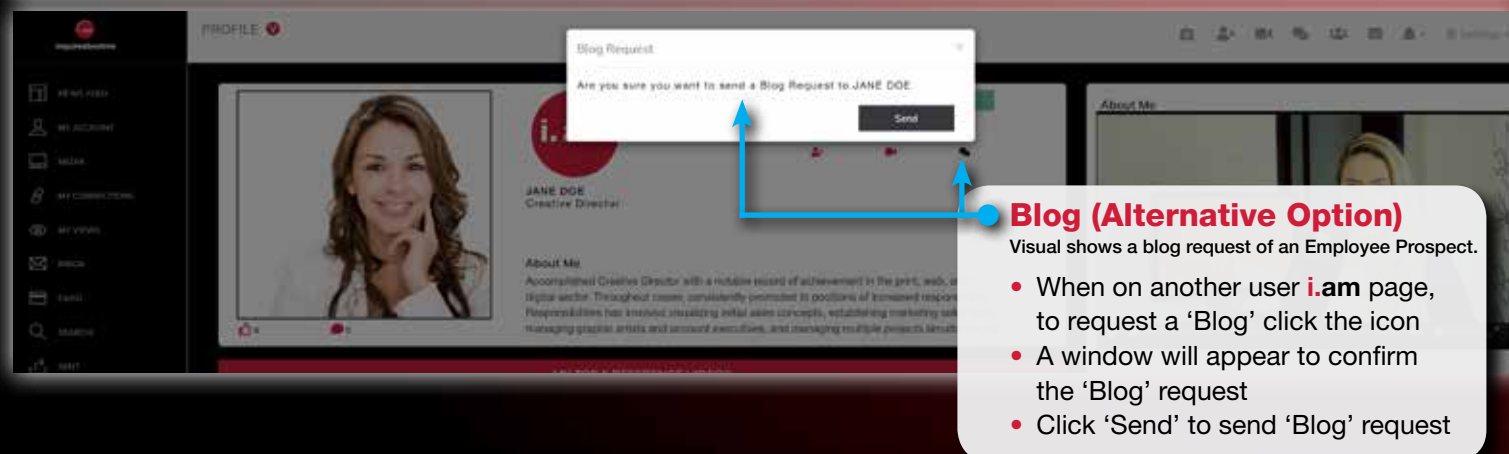
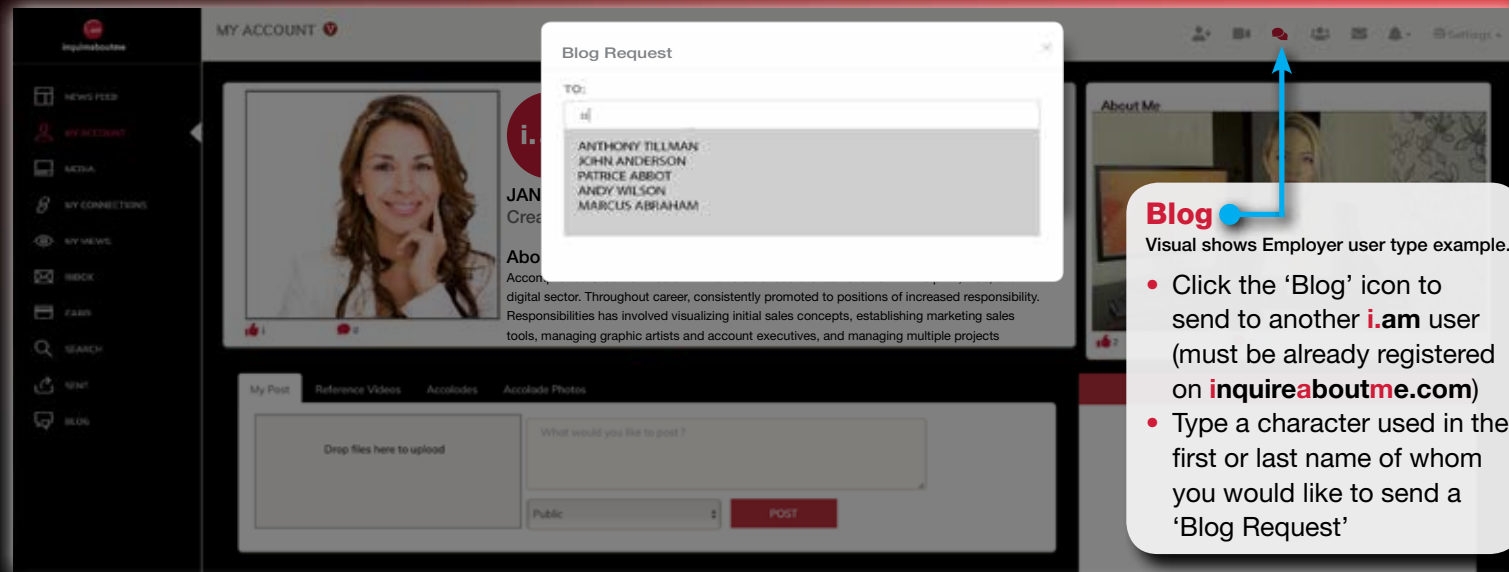
Post Live Stream Accolade Video

- Click the 'Post' button
- Video will appear on your newsfeed and 'My Accolades' section on your i.am page

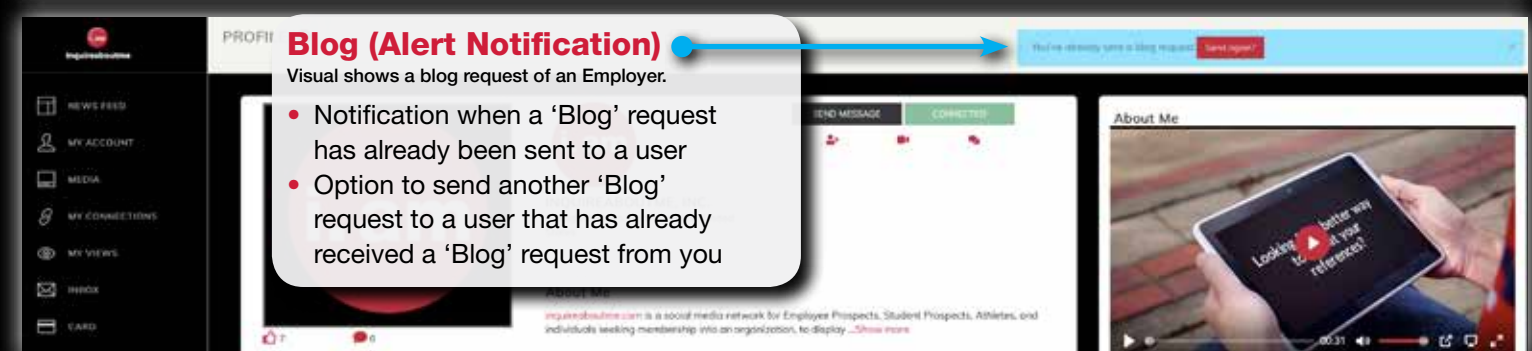
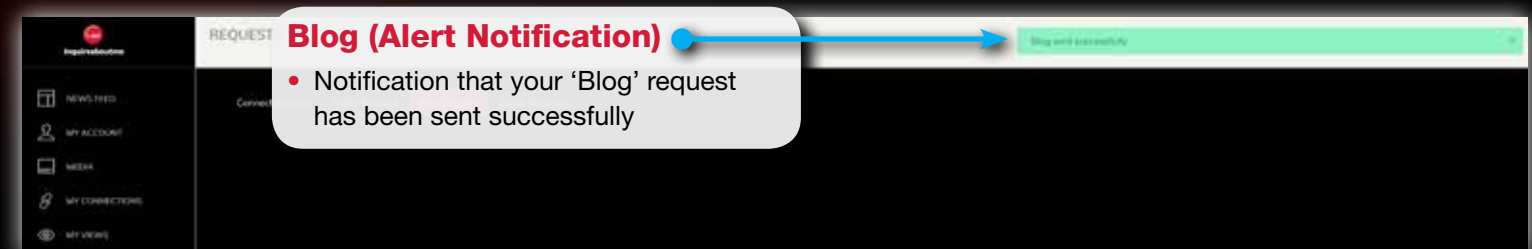
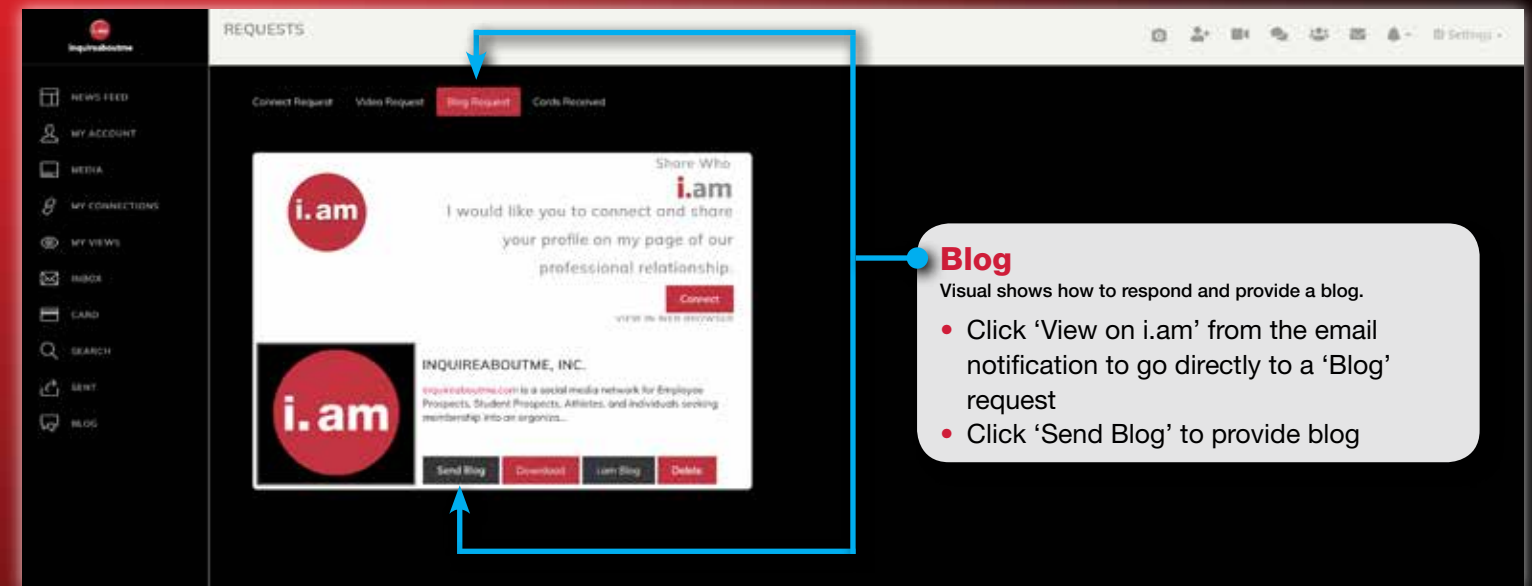
Share/Send Live Stream Accolade Video to Another User

- Click the 'Send' button
- Select user of choice
- Click the 'Send' button in next window
- A notification will be sent to the user

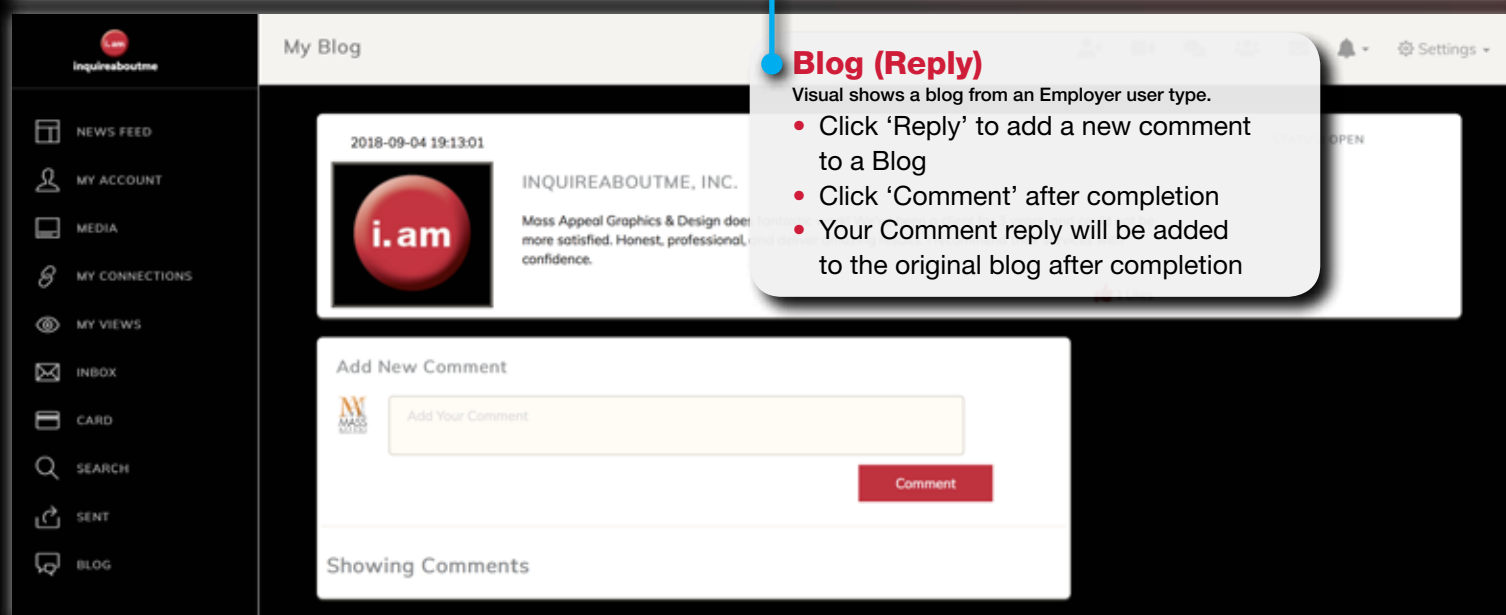
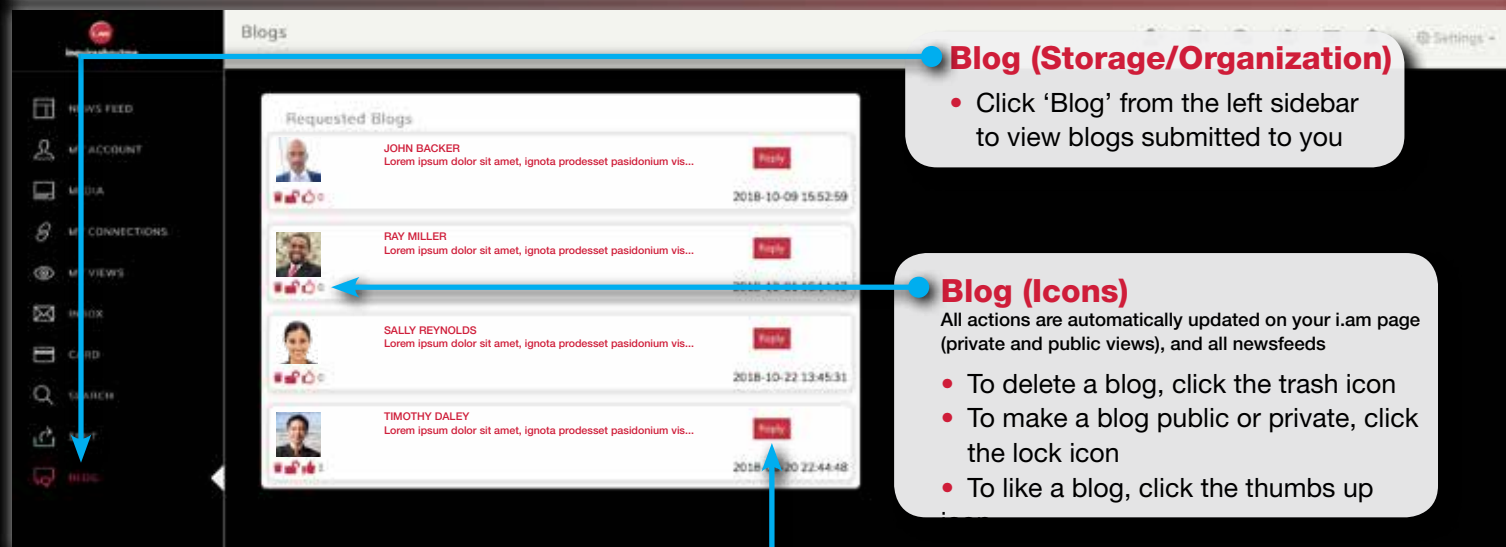
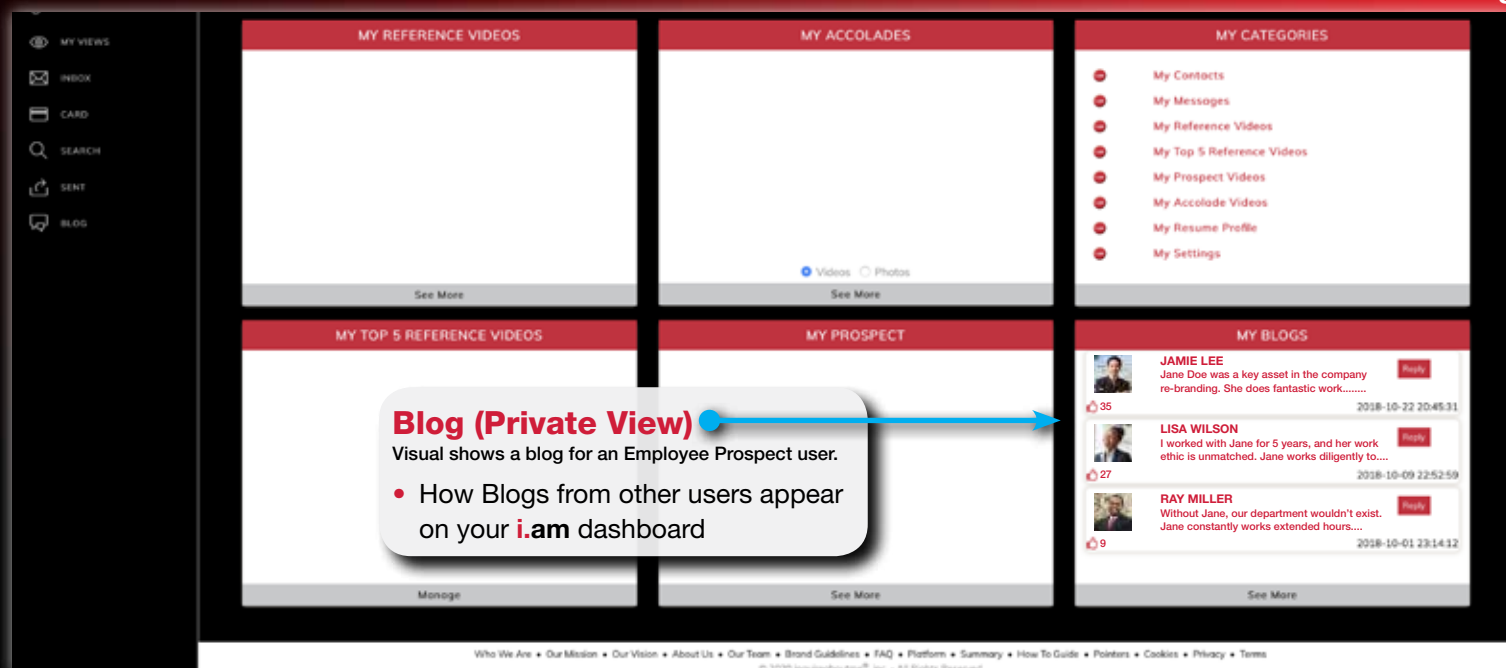
- How to send a **Blog Request** (a comment about you (Employee Prospect, Student Prospect, Sport athlete), or a business (Employer), University, or Organization)



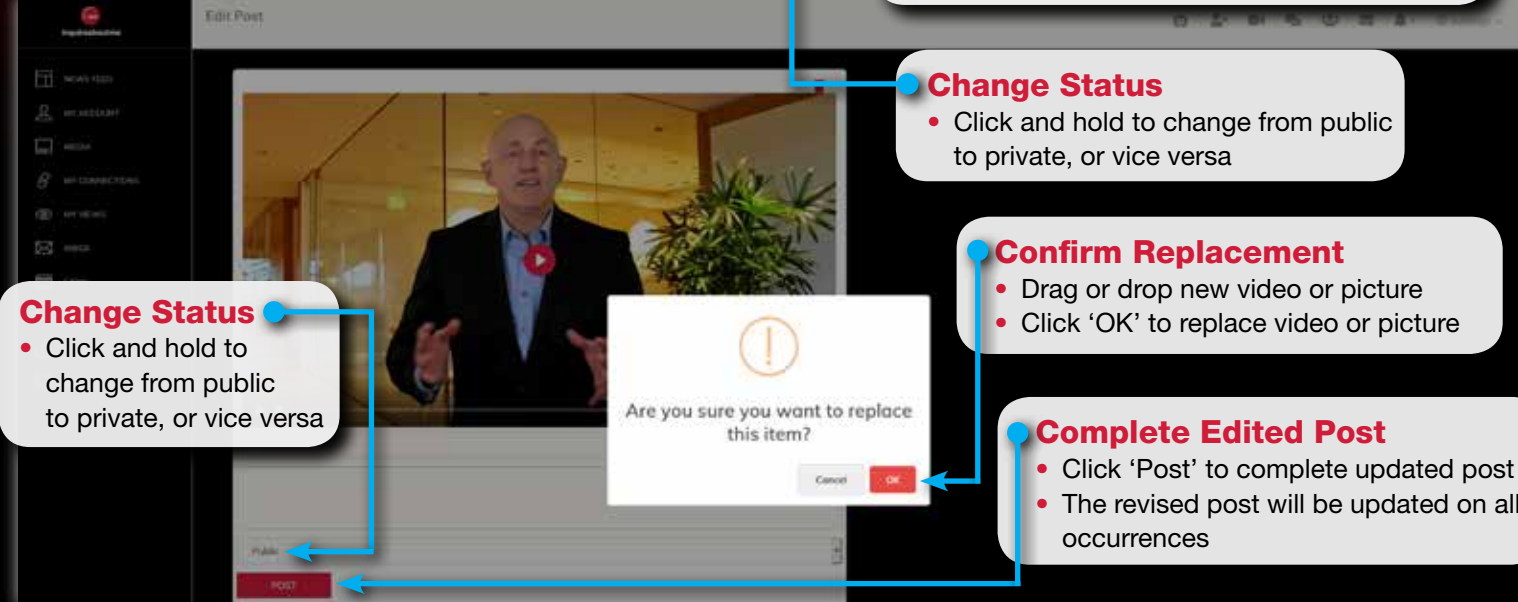
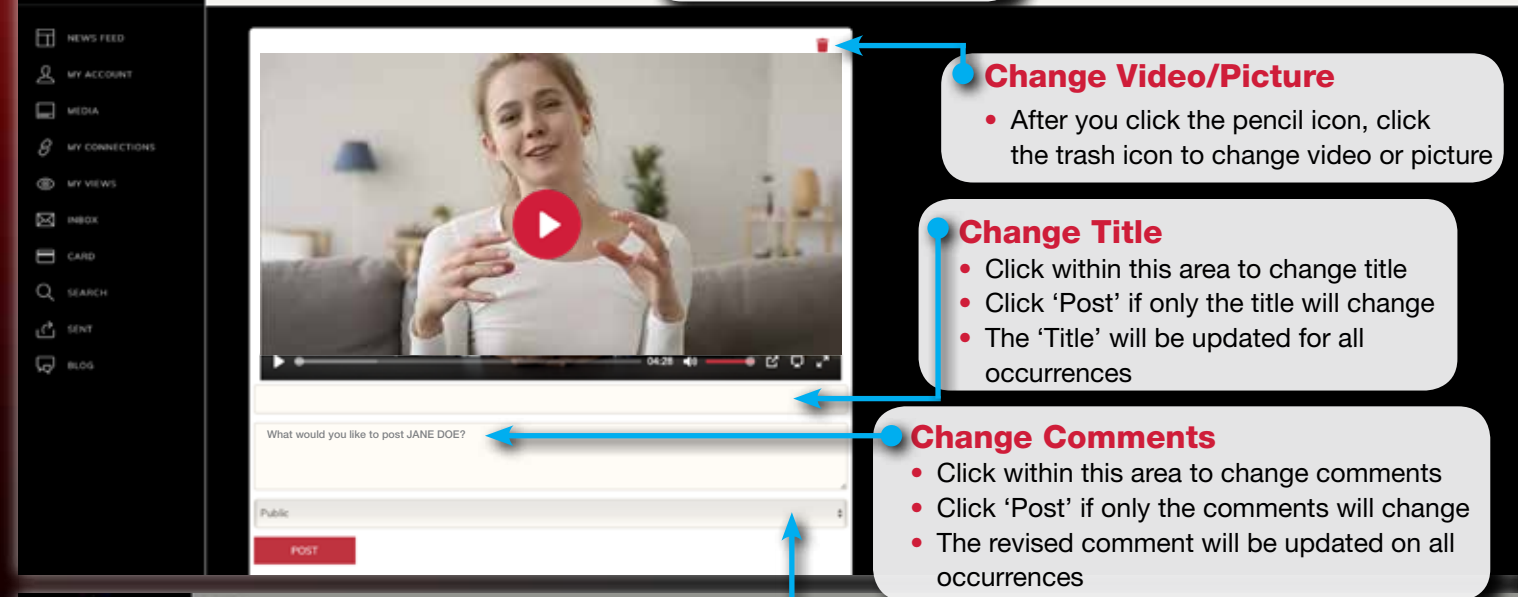
- How to respond to a **Blog Request** and alert notifications



- How Blogs appear on users private dashboard
- How to add a comment to a Blog



- How to update an existing post
- How to change a video, picture file, title, or edit a title or comment



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

Messages (Inbox)

- Click 'Inbox' on the left sidebar to access and compose or reply to your messages (ex. For an Employee Prospect, you may receive a message from an employer for a job you applied to)

Messages (Compose)

- Click 'Compose' to send a message to another i.am user
- A search field will appear as a short cut of i.am users
- Recipient must be registered on [inquireaboutme.com](https://www.inquireaboutme.com).

How to Access Message Inbox

- Click 'MEDIA' in the left side bar area

New Message

TO:

Message:

Send

Move message to a folder

- Click to transfer message to a folder
- When clicked, a window will appear to place in the folder of choice

Reply to a message

- Click to reply to a message

Message details

- Click to view the date, from, to, and the message in general separately

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

How to Create Folders

- Add naming convention
- Then click 'Create Folder'

How to Access Message Inbox

- Click 'MEDIA' in the left side bar area

How to Change Folder Name

- Click the edit icon
- Then change naming convention

How to Search for a Specific Folder

- Type the 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

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.

- Notification area for 'Connect/Video/Blog' requests, 'Likes' and 'Comments' for Blogs, videos and photos

Notifications

Visual shows Employer user type example.

- Click to see who 'liked' or 'commented' on your 'Blog, About Me Video, Reference Video, or Accolade Video/Photo'
- Click to view your 'Connect/Video/Blog' request that have been provided
- Notification will appear for users in your network who are 'Live Streaming'
- The icon will change colors as indication of new notification

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

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

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

- How to post Accolade Videos and pictures to the main newsfeed of your network
- How to post LIVE Accolade 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 on 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 connections
- 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

New Employers

- Shortcut to view i.am pages of new users

New Student Prospects

- Shortcut to view i.am pages of new Student Prospect users

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

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 Add Reference Video to Post

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

Complete Reference Video Post

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

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

Add Accolade Video Comments

- Click within area to add comments for post

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 on 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

i.am 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 User Individual Newsfeed

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

Private View

Visual shows Employer user type example.

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

Add a Post, Reference Video, Accolade Videos or Photo

- Click the corresponding tab

Add Title

- Click within area to add a video title

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 Comments

- Click within area to add comments for post

Complete Post

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

How to Make Post Public or Private

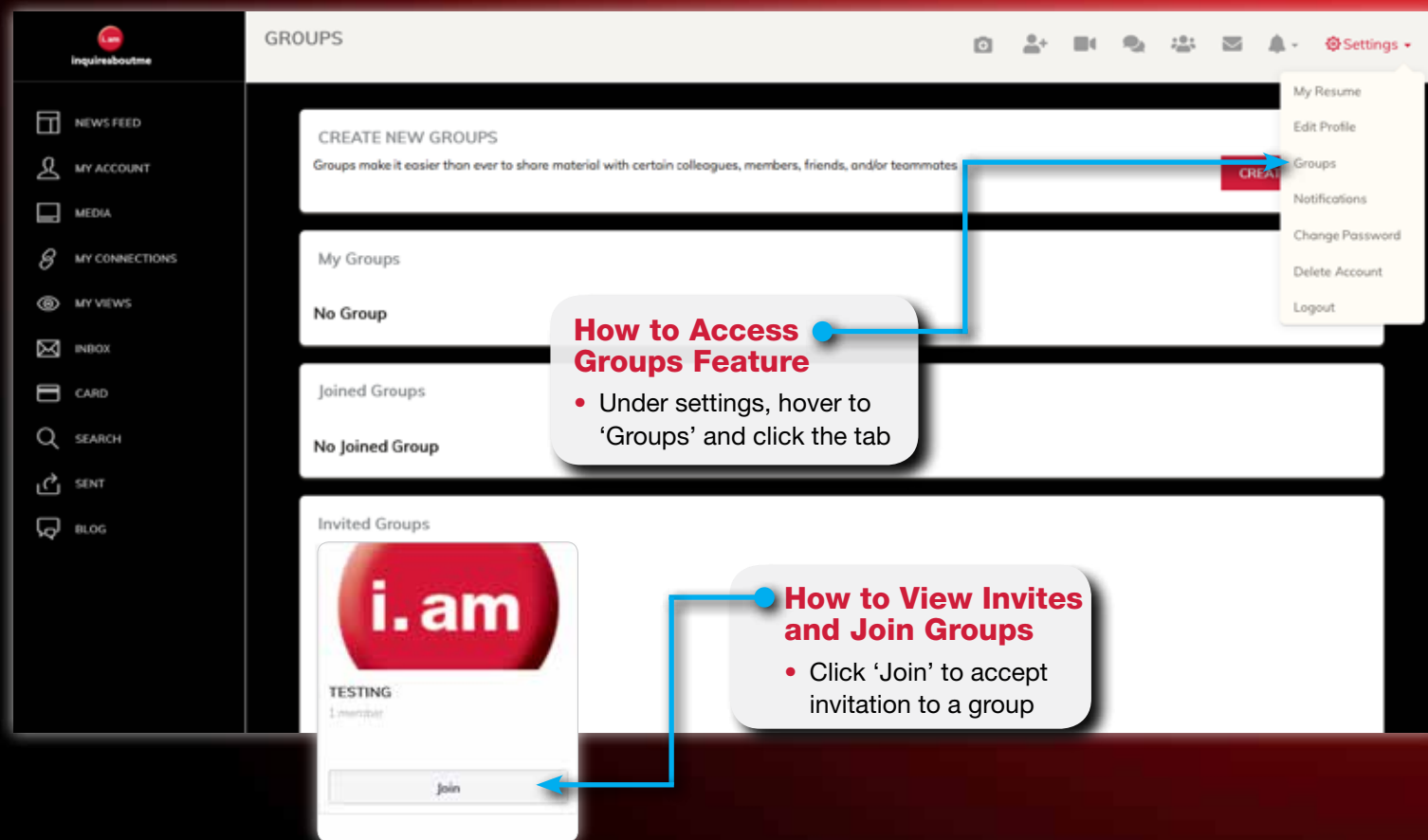
- Click to select public or private
- If private, post will not appear in newsfeeds

Individual Newsfeed

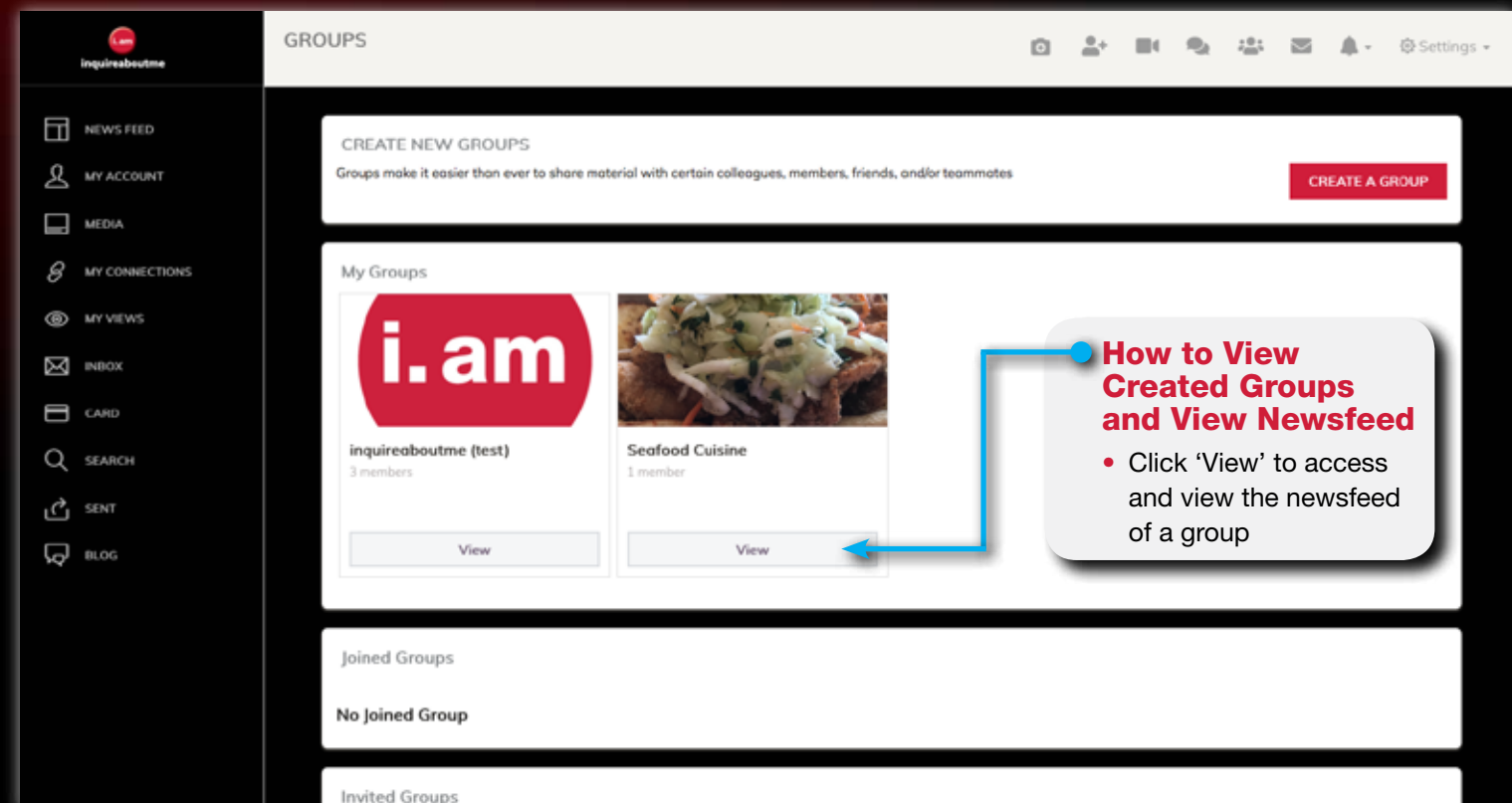
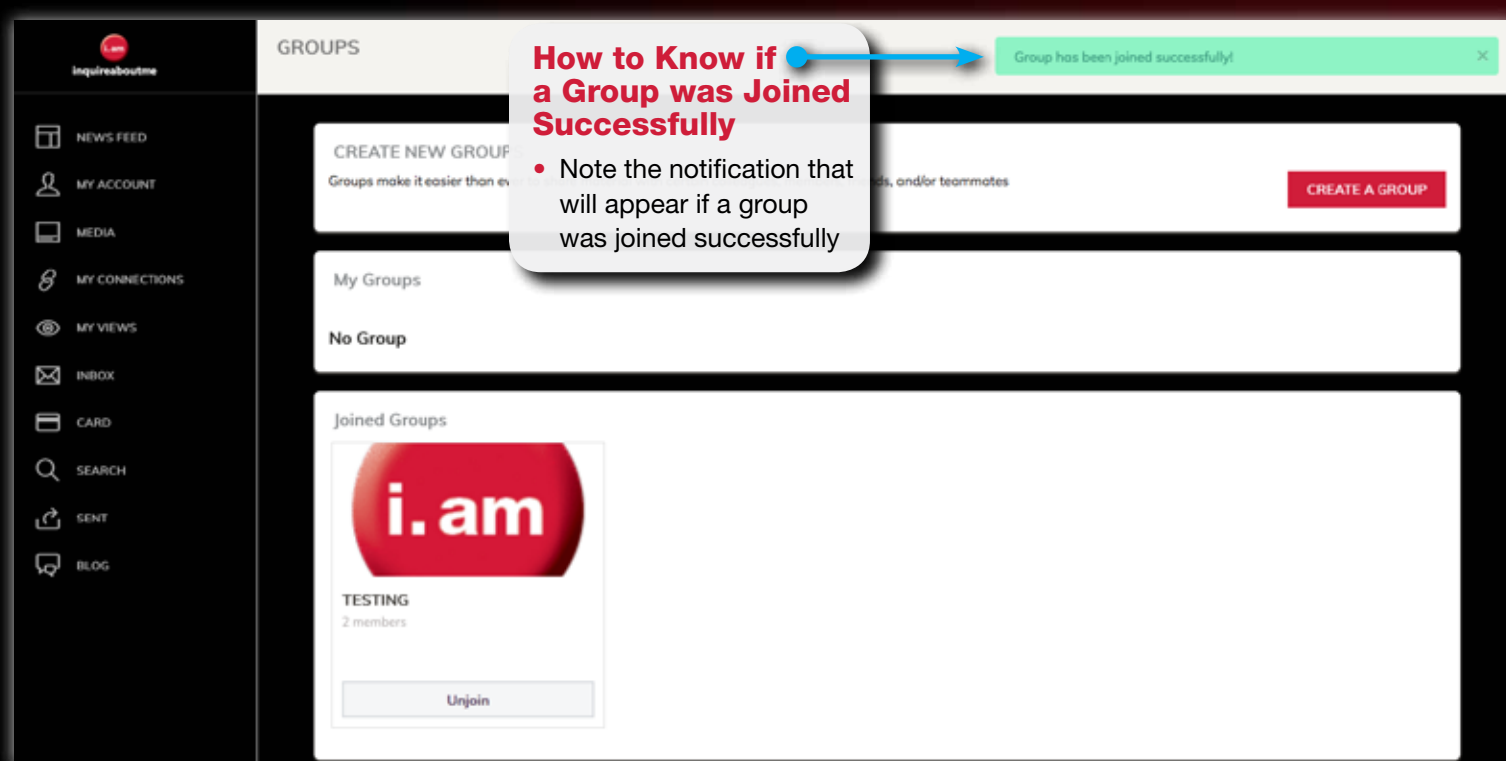
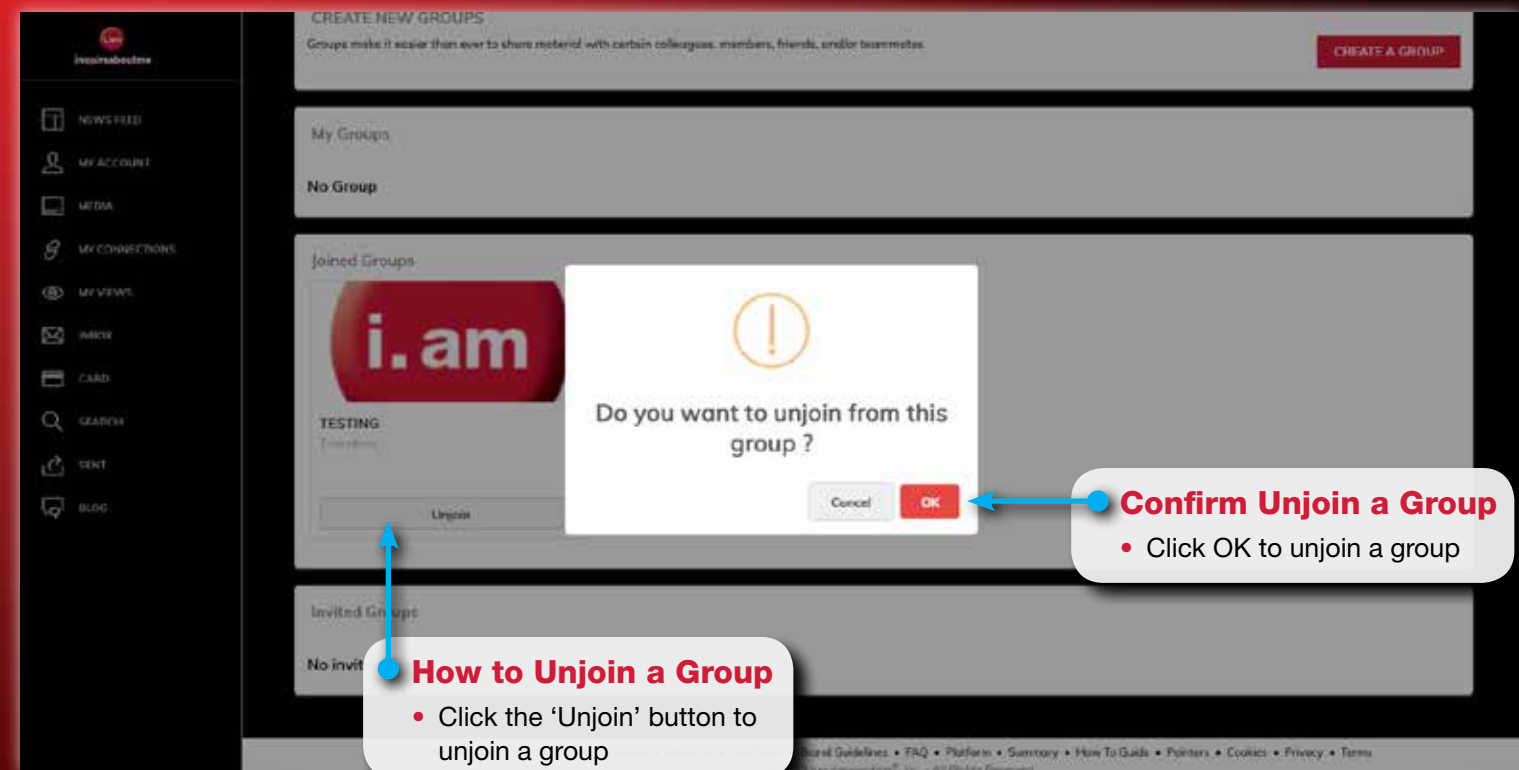
- All users have an individual newsfeed
- Click the hyperlink of any post to view their i.am page and newsfeed

i.am Groups

- How to access groups
- How to join a group

**i.am Groups**

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



i.am Groups

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

Group Name

- Add group name here

Upload Group Logo or Photo

- Click 'Browse' to select group logo or photo

How to Make Post Public or Private

- Click to select public or private
- If private, other group members can not invite other members
- If public, group members can invite other users to join

Complete upload and Finalize Group

- Logo or photo image appears
- Click the 'Submit' button to confirm creation of group

Invite Users

- Type a character used in the first or last name of whom you would like to invite
- Click the name of the user when it appears
- User will appear in invite window
- User will receive notification

Post

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

Add Video or Picture to Post

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

Shortcut to Invite Other Users

- Type a character used in the first or last name of whom you would like to invite

Complete Post

- Click 'Post' to add to newsfeed

Edit Post

- Click to edit your group post

i.am 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 customized folder or 'My Prospect Area'

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 first or last 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

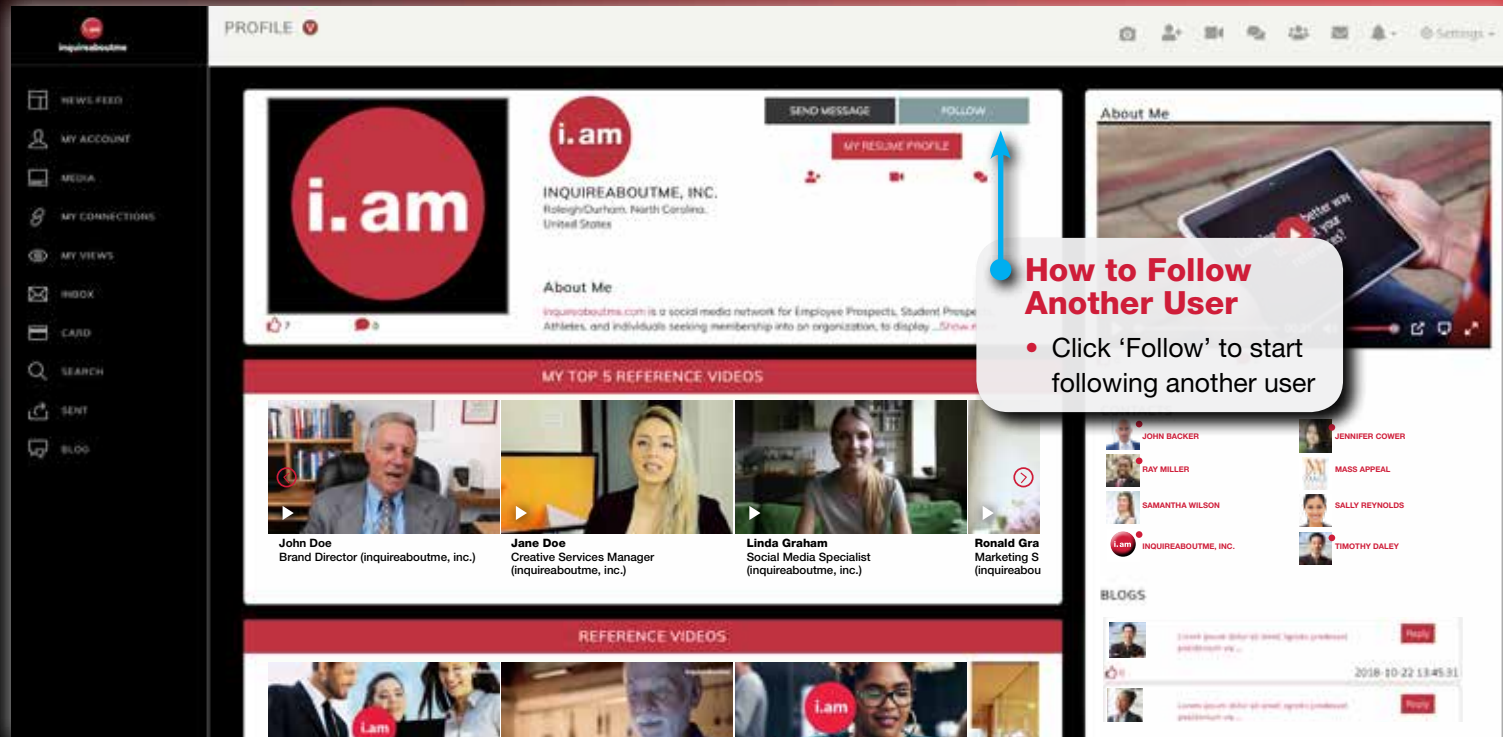
Share Post Notification

- Banner will appear if you've shared post already

You have already share this post

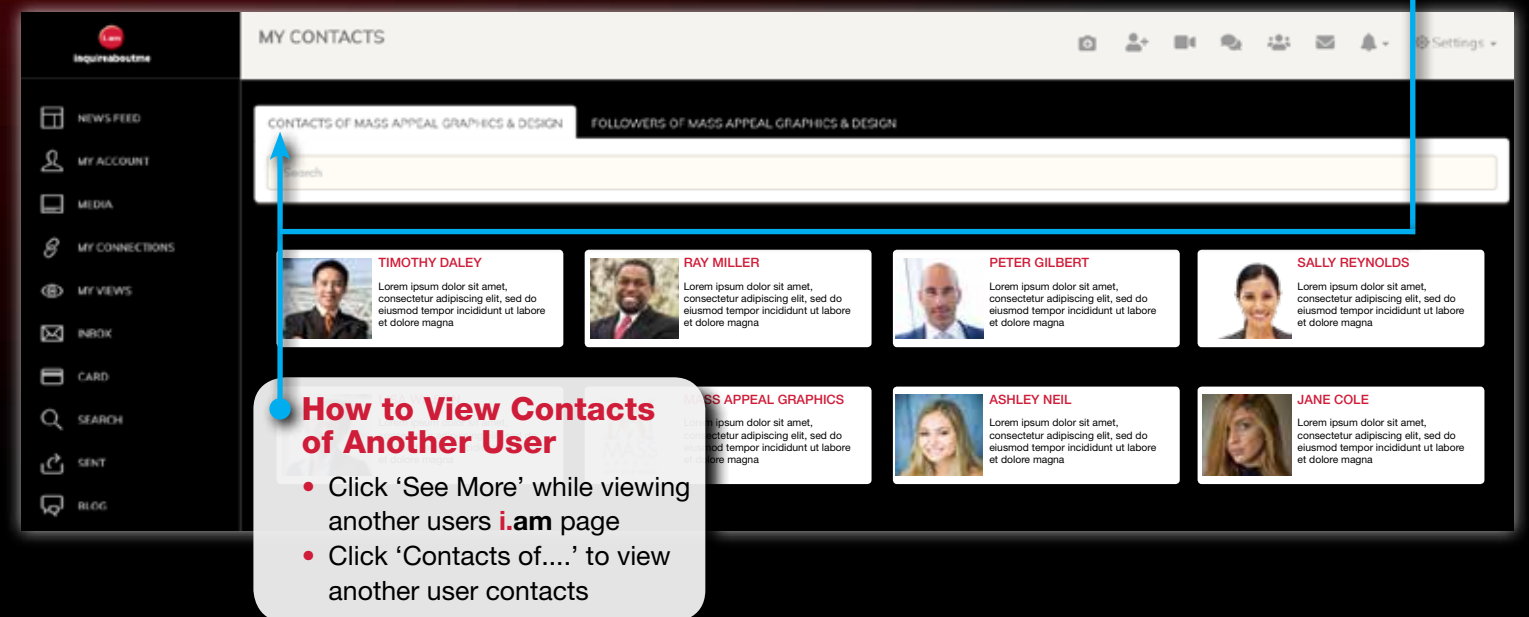
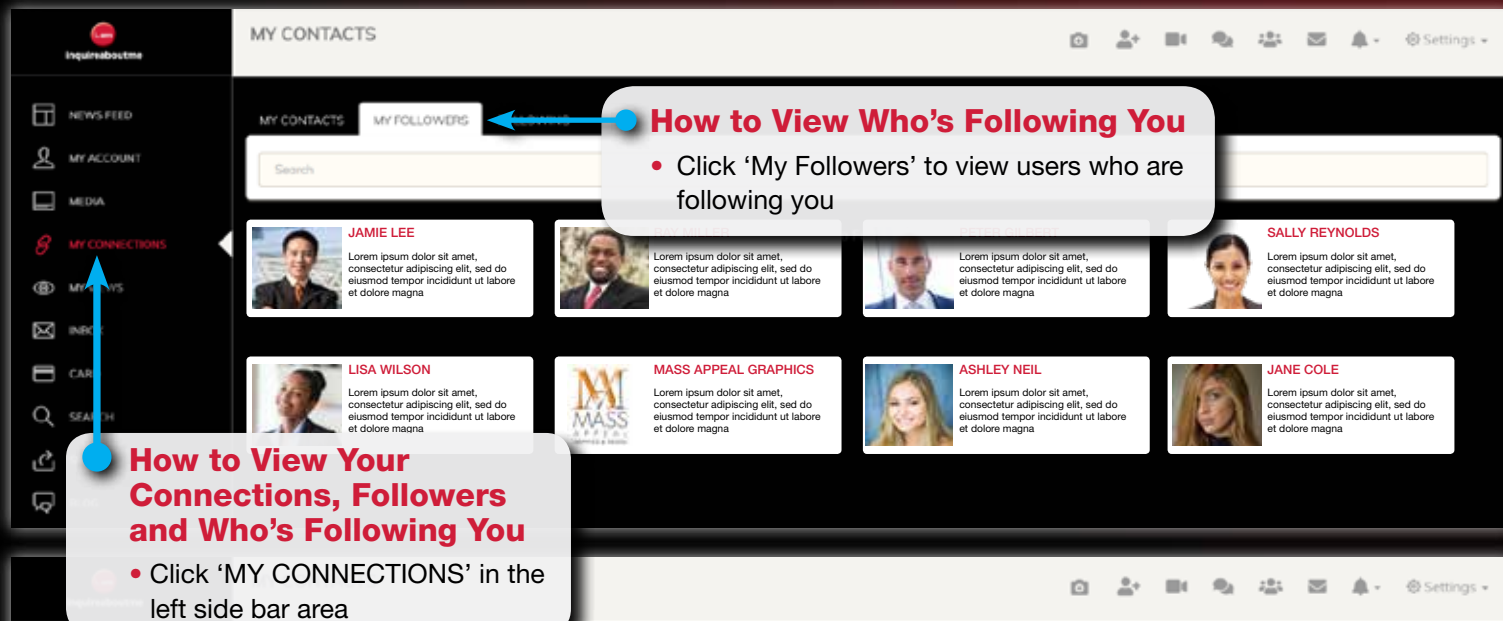
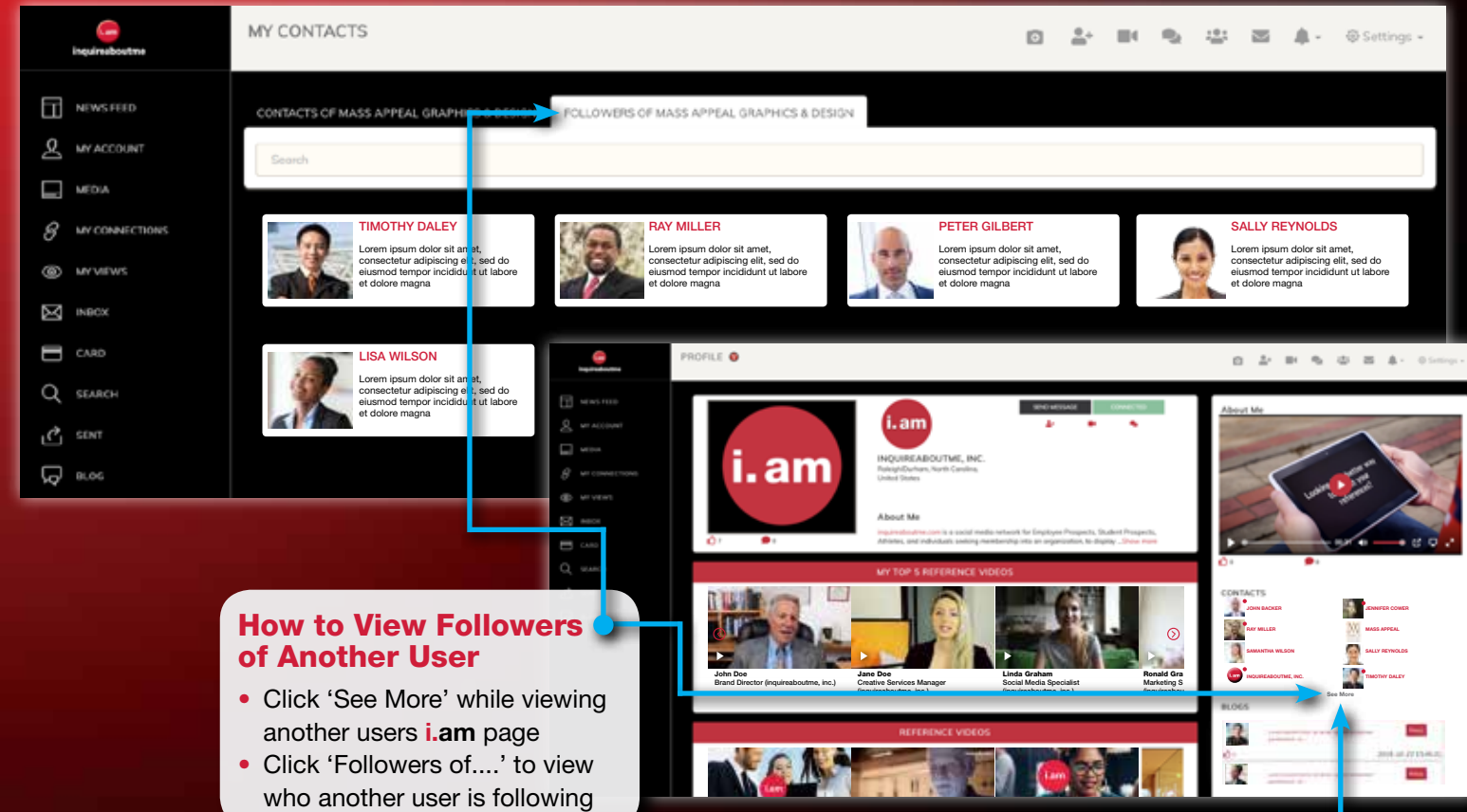
i.am Follow/My Connections

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



i.am Follow/My Connections

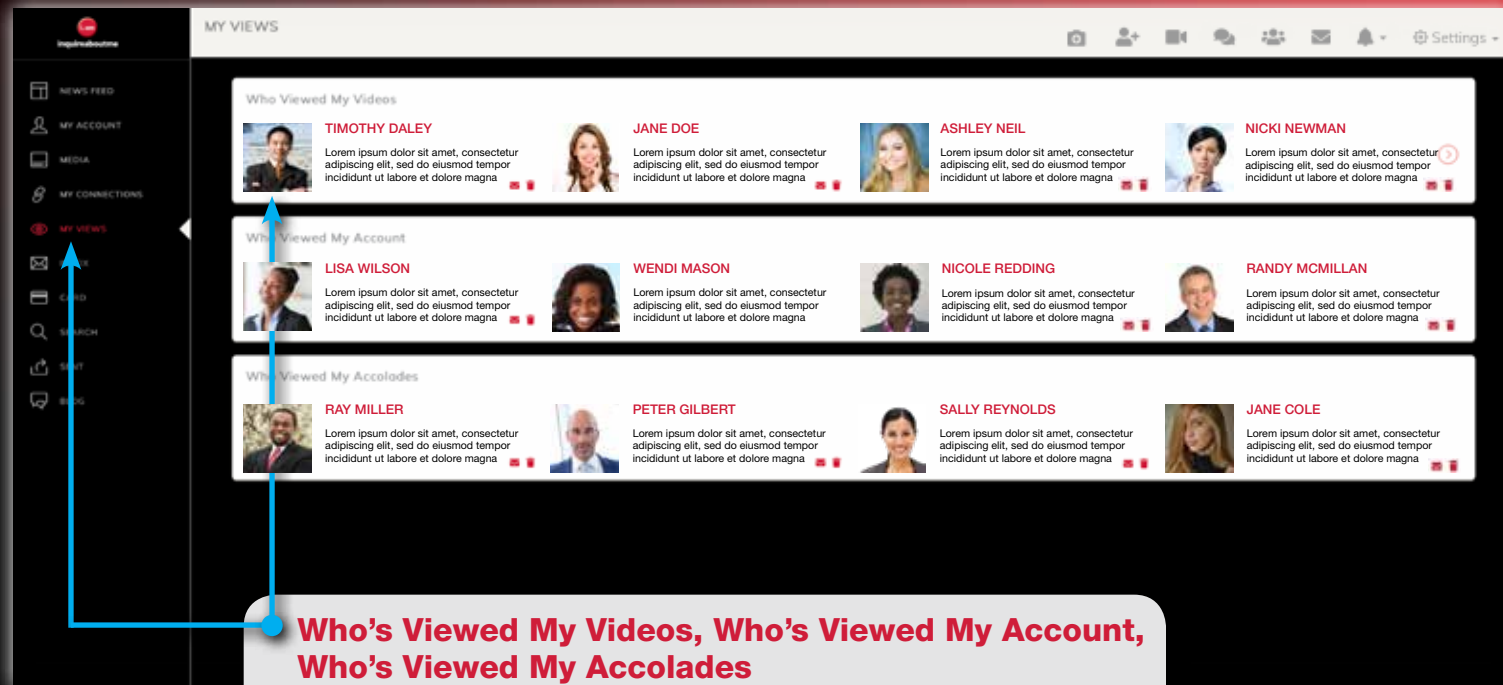
- How to view who's following another user
- How to view contacts of another user



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

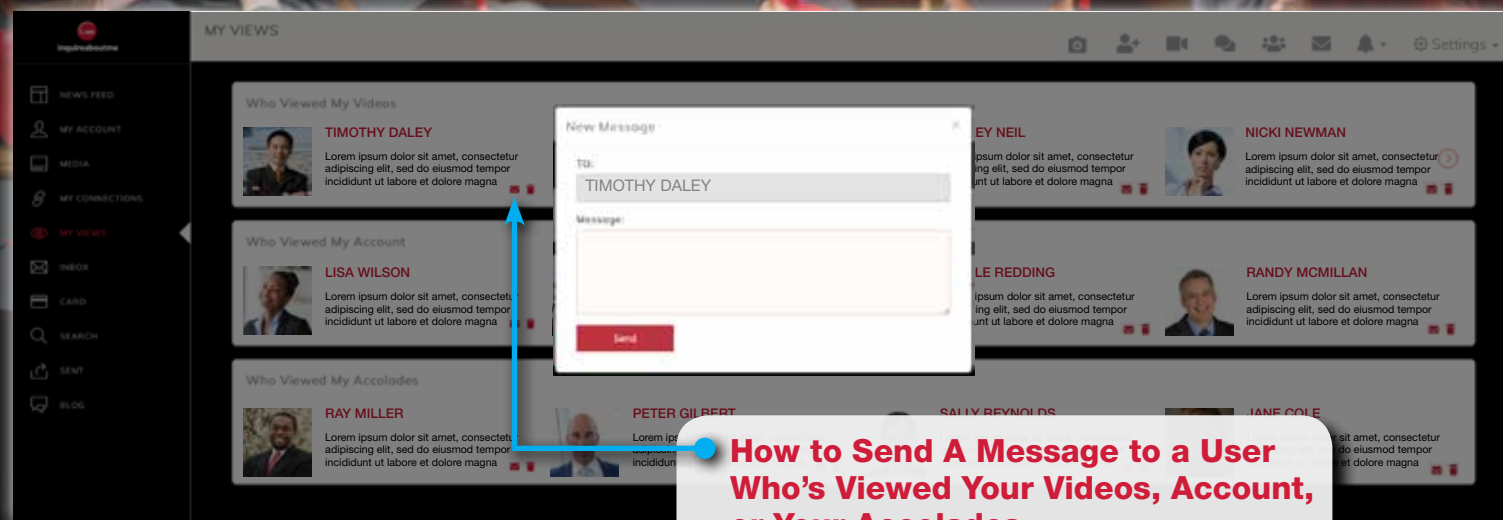
- How to check **i.am** users who's viewed your **i.am** page, photos, and/or videos

- 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.com**



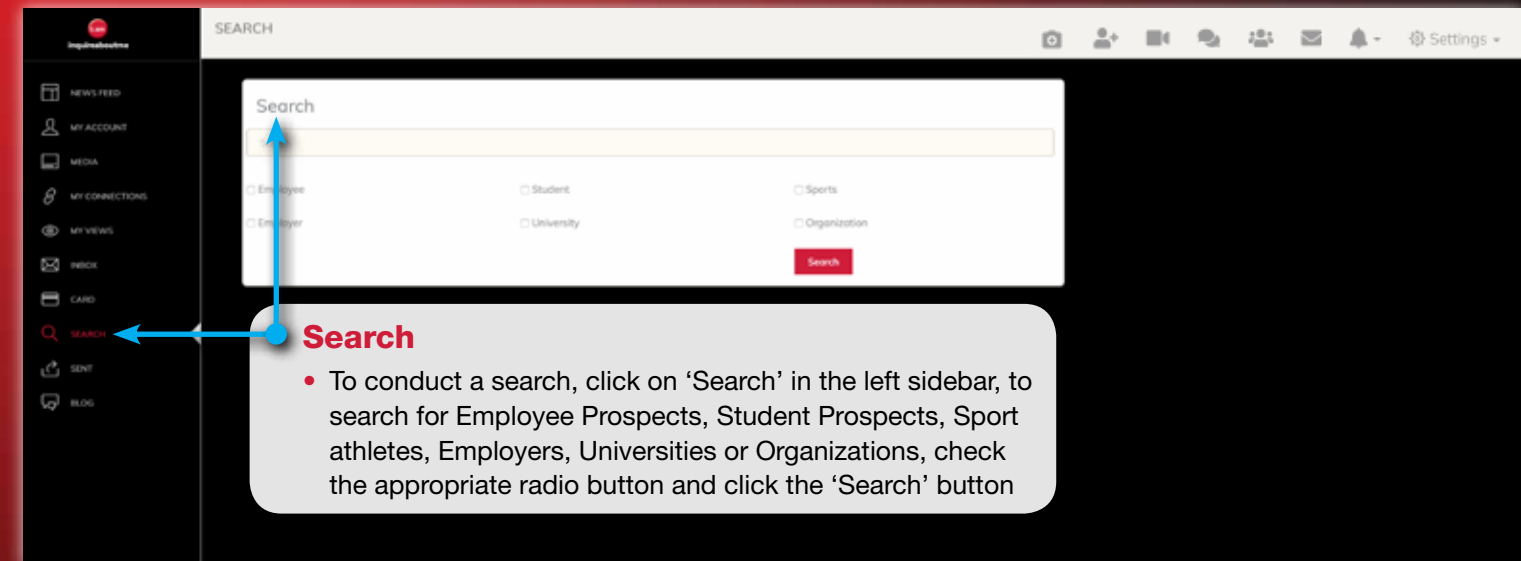
Who's Viewed My Videos, Who's Viewed My Account, Who's Viewed My Accolades

- To see **i.am** users who's viewed your reference videos or accolade videos/photos, click 'MY VIEWS' from the left sidebar



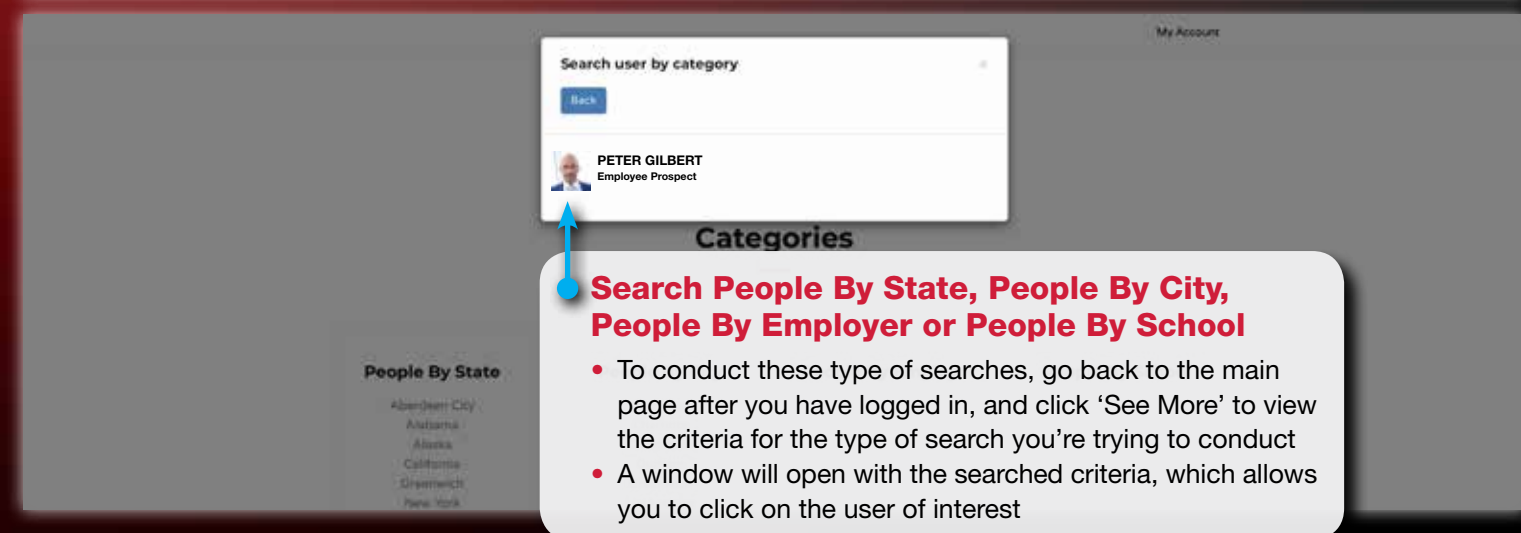
How to Send A Message to a User Who's Viewed Your Videos, Account, or Your Accolades

- 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



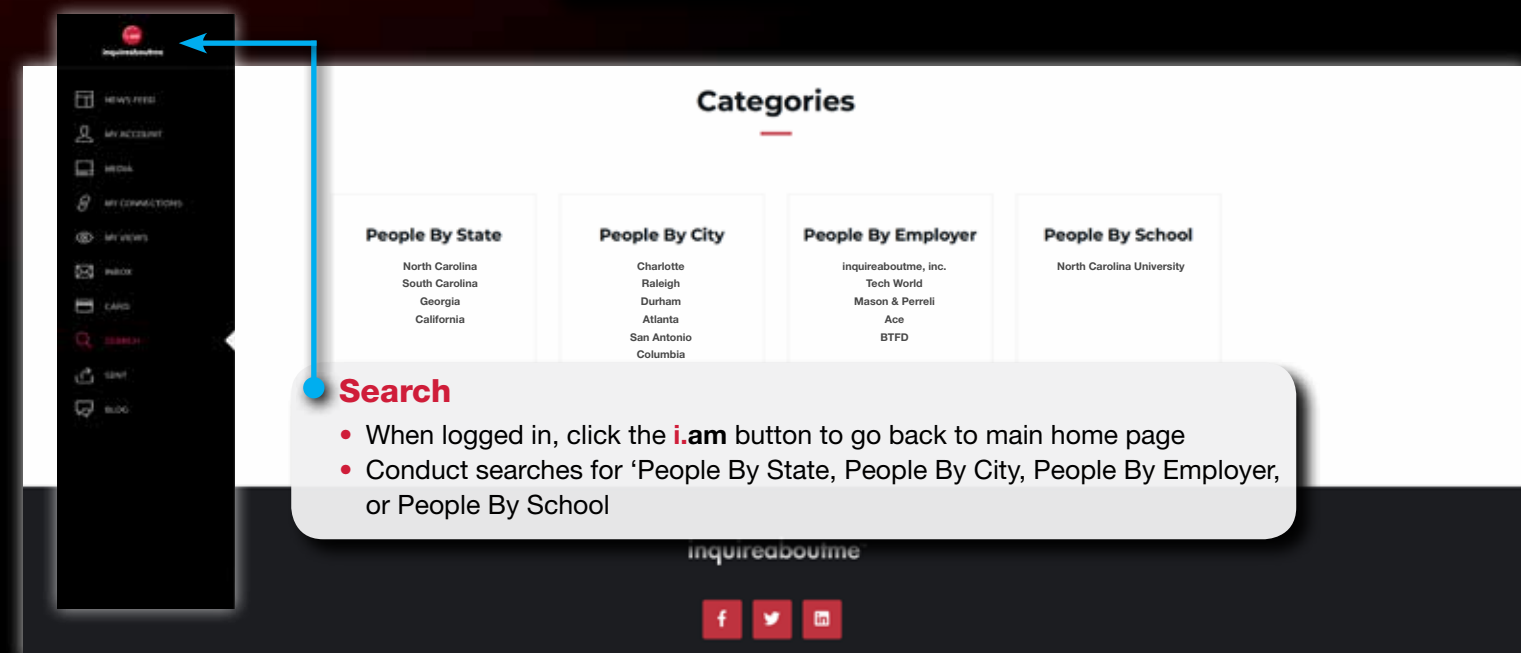
Search

- To conduct a search, click on 'Search' in the left sidebar, to search for Employee Prospects, Student Prospects, Sport athletes, Employers, Universities or Organizations, check the appropriate radio button and click the 'Search' button



Search People By State, People By City, People By Employer or People By School

- To conduct these type of searches, go back to the main page after you have logged in, and click 'See More' to view the criteria for the type of search you're trying to conduct
- A window will open with the searched criteria, which allows you to click on the user of interest



Search

- When logged in, click the **i.am** button to go back to main home page
- Conduct searches for 'People By State, People By City, People By Employer, or People By School'

i.am Recover Password

- How to recover and create a new password

Recover Password

- Enter the email address associated with your account
- Click 'Submit' to complete

Recover Password

- Click 'Login' on the homepage of **inquireaboutme**
- Click 'Forgot Password'

Recover Password

- Message will appear that indicates a reset link has been sent to your email address

i.am Recover Password

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

Reset Password

Admin@inquireaboutme <admin@inquireaboutme.com>
To: "johndoe@inquireaboutme.com" <johndoe@inquireaboutme.com>

i.am
inquireaboutme

Hello!
You are receiving this email because we received a password reset request for your account.

Reset Password

Recover Password

- When the email notification is received, click the 'Reset Password' button

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Reset Password

E-Mail Address
Password
Confirm Password
Reset Password

Recover Password

- Input the email address used to create your account
- Create new password
- Click 'Reset Password' to complete and access account



i.am

inquireaboutme®

Summary

inquireaboutme allows others to put a face with the name, and actually see and hear what others say about a person, 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

