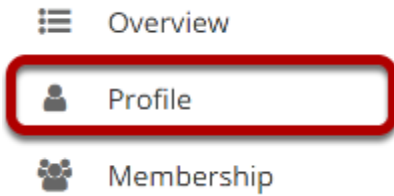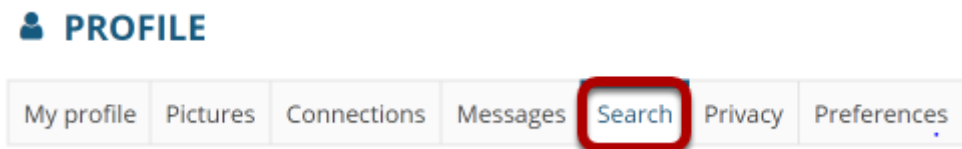# How do I search for and add connections?

Go to Profile.

Select the **Profile** tool from the Tool Menu in your Home area.

Click Search.

Or you can also go to Connections to view/search from there.

1. Click **Connections**.
2. Then click **Search for Connections**.

Enter your search terms.

Enter a name or keyword to search for, and then click the **Search** button.

Note: Optionally, you can choose to search by name/email, or common interest. You may also include current connections, or limit the search to a particular course by selecting it from the drop-down menu.
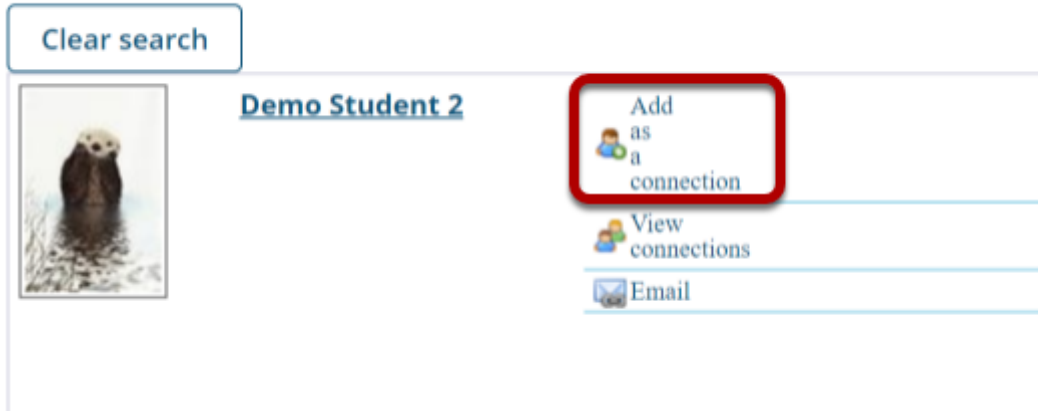
# View search results.

Search results will display at the bottom of the screen.

Add connections.

Displaying 1 result for: **demostudent02**

Clear search

Demo Student 2

Add
as
a
connection

View
connections

Email

Click the **Add as a connection** link to send a connection request to the selected user.

Connection Request Confirmation

Add Demo Student 2 as a connection?

Demo Student 2 will have to confirm your request.

Add connection   Cancel
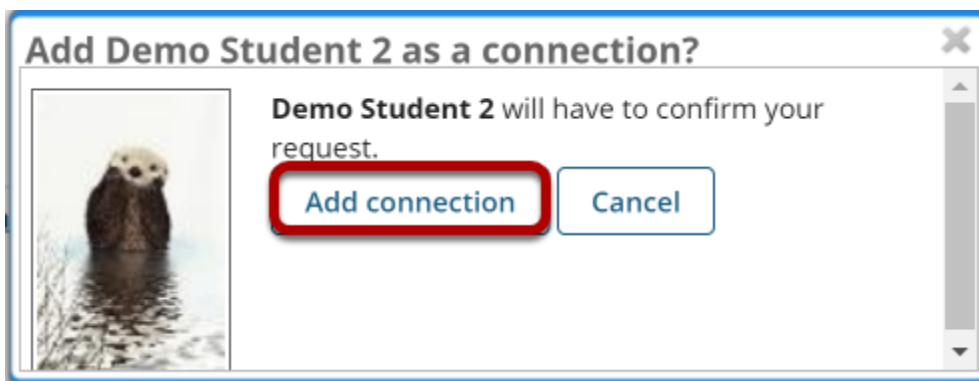
You will receive a notice letting you know that the user you have contacted will have to confirm the request before being added as your connection. To proceed with the connection request, click **Add connection**.

Pending Requests

Note: Once you have sent a connection request to someone, you will see the text "Connection requested" displayed for that user until he or she accepts or ignores the request.