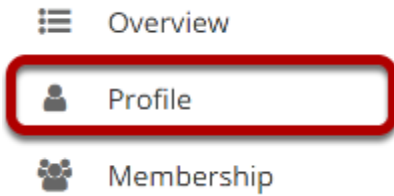


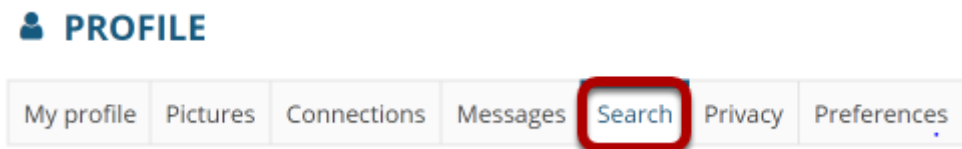
# How do I search for and add connections?

## 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.

## PROFILE

[Link](#)[? Help](#)[My profile](#) [Pictures](#) [Connections](#) [Messages](#) [Search](#) [Privacy](#) [Preferences](#)

Search profiles

Search terms

Enter search terms depending on whether searching by name/email or by interest

### Person's name or email

Enter a name or e-mail address to find people

### Common interest

Enter an interest, eg 'cycling' to find people with similar interests

### Include connections in search results

Include connections in search results

### Limit search to selected worksite

Limit search to selected worksite

Limit search to selected worksite

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.

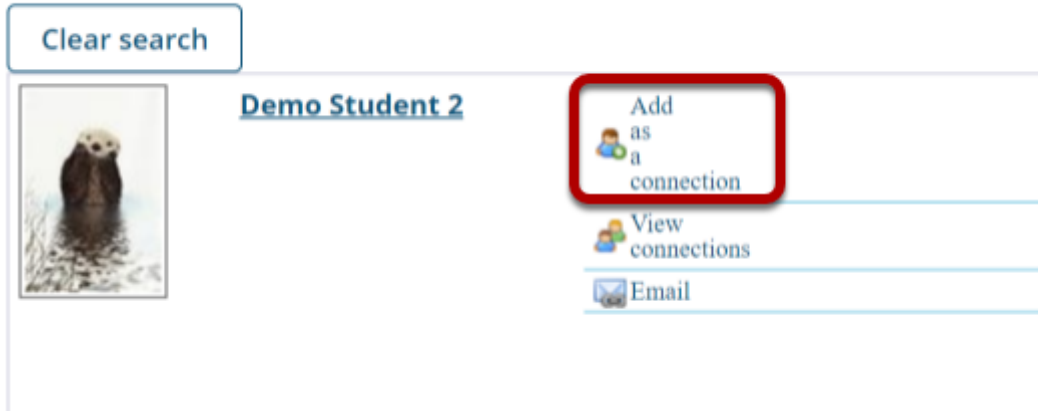
Displaying 1 result for: **demostudent02**

	<b>Demo Student 2</b>	<input type="button" value="Add as a connection"/>
		<input type="button" value="View connections"/>
		<input type="button" value="Email"/>

Search results will display at the bottom of the screen.

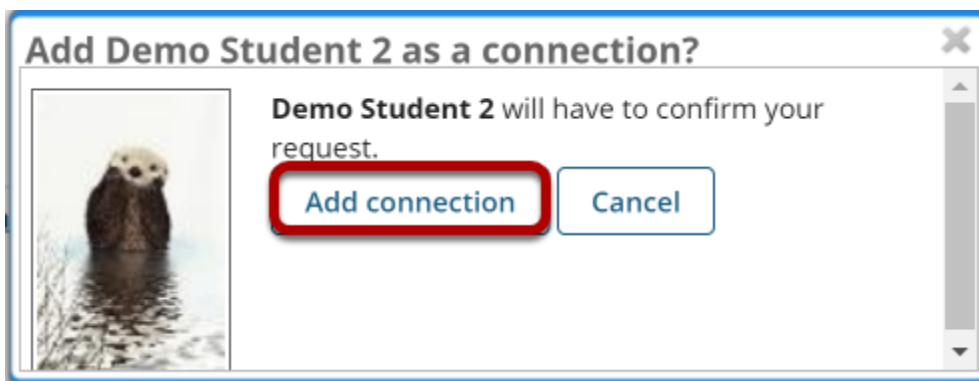
## Add connections.

Displaying 1 result for: **demostudent02**







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

## Connection Request Confirmation



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

	<b><u>Demo Student 2</u></b>	 Connection requested
		 View connections
		 Email

*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.*