Connections

Overview

This tab allows the user to connect with other users in the system. Connecting to a user means that you will see their activity in your timeline and be able to post on theirs.

Creating a Connection

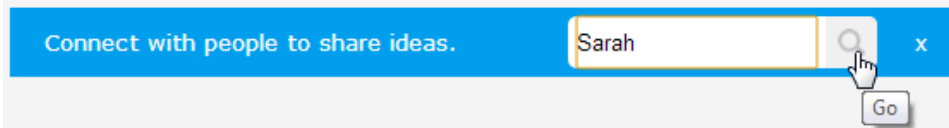Initially you will not be connected to any other users.

From here, there are a few ways you can connect to a user:

1. Search for a user on the Connections page
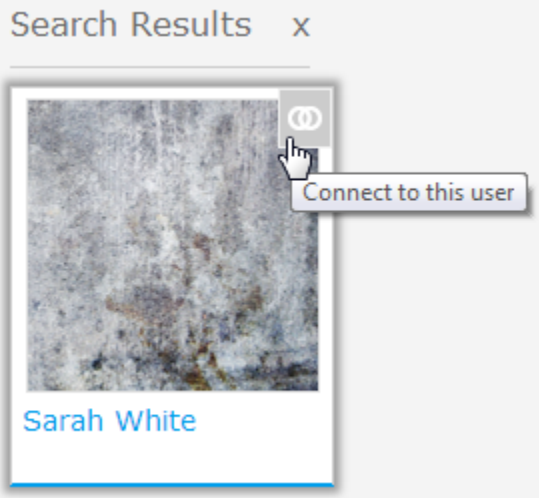2. Connect to a user from the Suggested list on the Connections page

Searching

In order to locate a specific user in the system you can search for them using the text box at the top of the connections page.

1. Type all or part of the user's name into the search box and hit the Enter/Return key, or click on the Go button

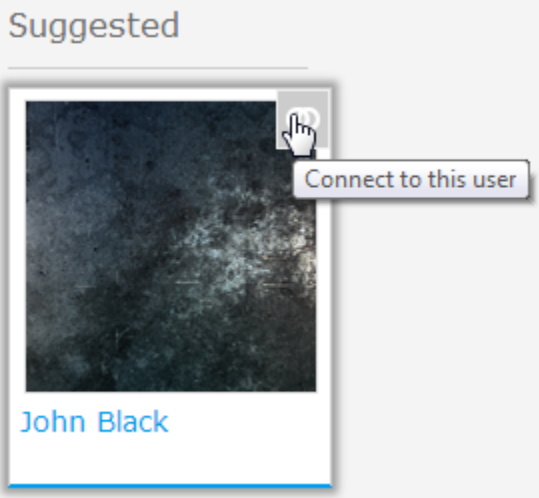2. Review the Search Results on the right of the screen

3. Mouse over the user you wish to add and click on the **Connect to this user** icon on the top right corner
4. Your connection will now be displayed in the list

Note: if a user has set their timeline to be private, you will need their approval to connect to them. In this case, they will appear in your connections list with a **Pending** label until they approve the request.

Suggested

While viewing the connections page you are presented with a list of suggested users to connect to. This appears until you search, when it is replaced with search results. To add a user simply:

1. Mouse over the user you wish to add and click on the **Connect to this user** icon on the top right corner
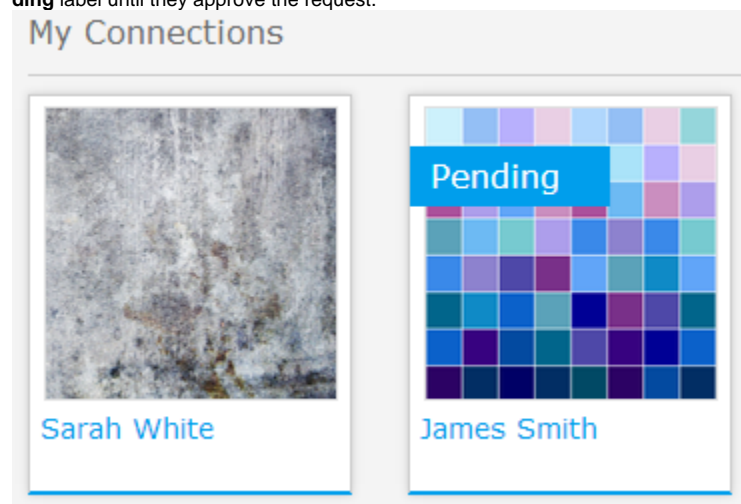

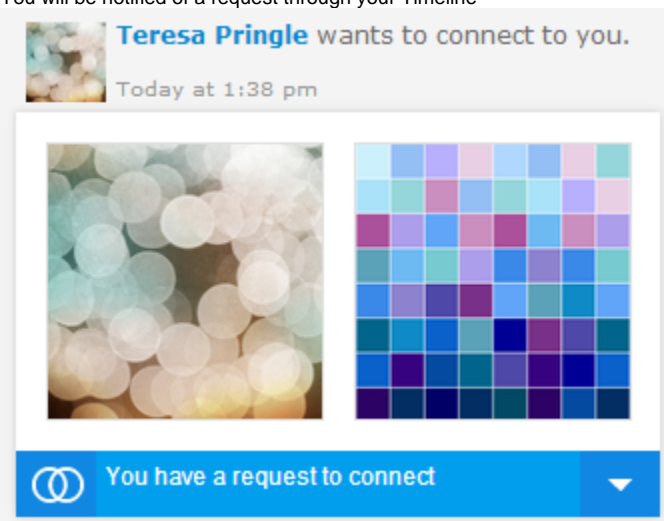2. Your connection will now be displayed in the list

Note: if a user has set their timeline to be private, you will need their approval to connect to them. In this case, they will appear in your connections list with a **Pending** label until they approve the request.

Approval

If a user has set their timeline to be private, you will need their approval to connect to them. In this case, they will appear in your connections list with a **Pending** label until they approve the request.
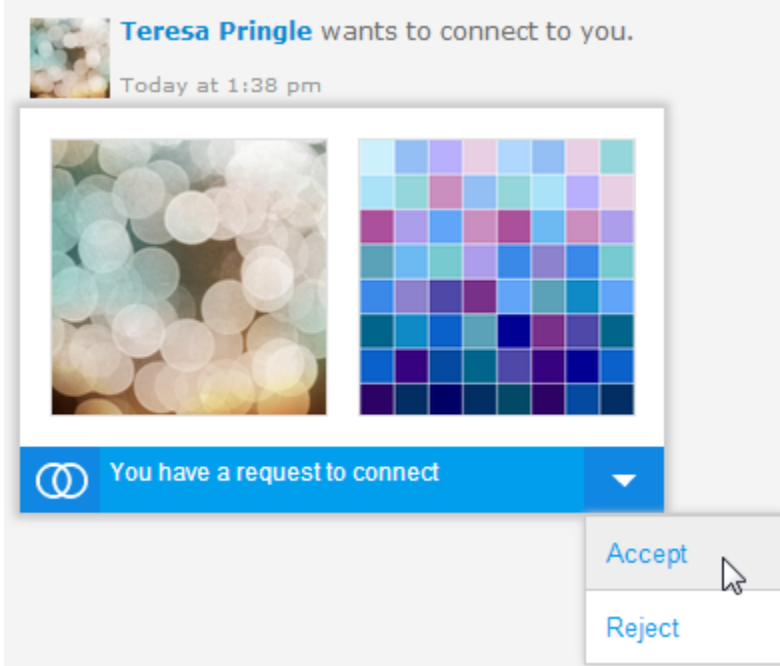

Approving a Request

When your timeline has been set to **Private** you must approve any connection requests before a user can see your timeline.
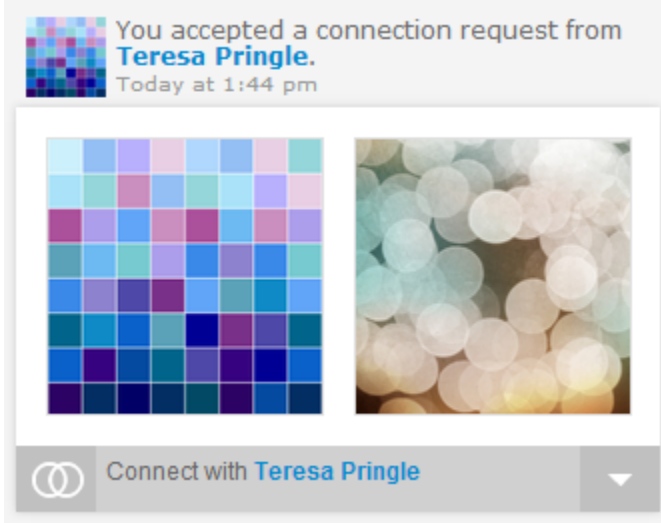
1. You will be notified of a request through your Timeline

2. From the request, click on the drop down arrow on the right of the notification and select **Approve**
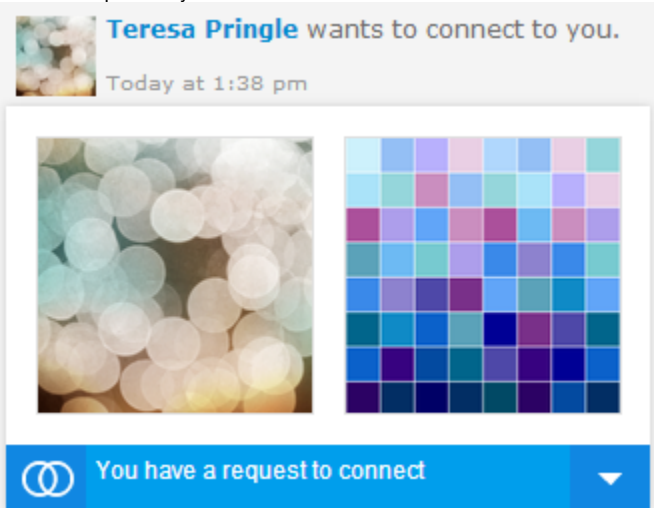

3. Once you have approved the request you will have a connection event shown on your timeline
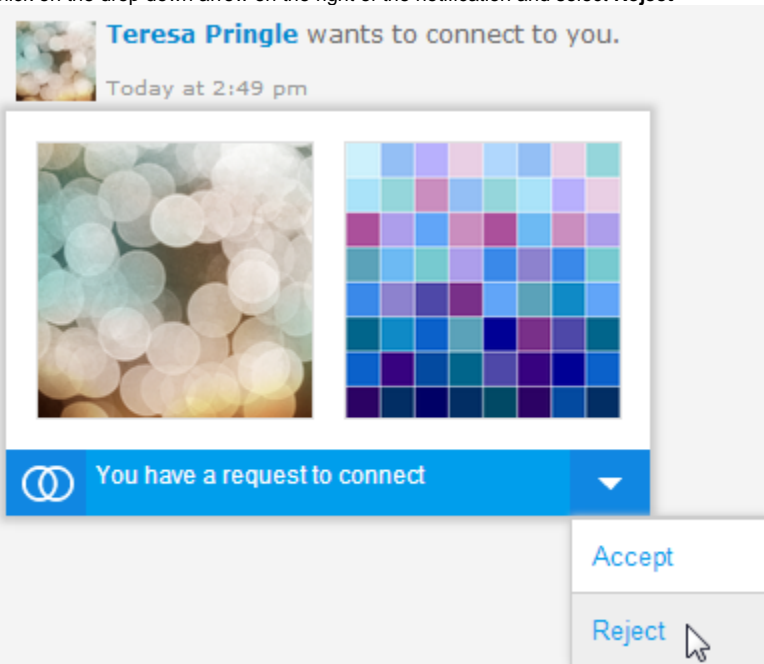

Rejecting a Request

When your timeline has been set to **Private** you must approve any connection requests before a user can see your timeline. To reject a request:
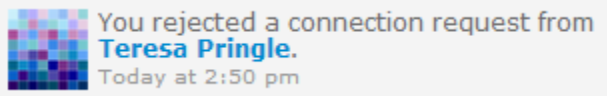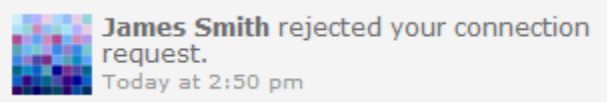
1. View the Request on your Timeline

2. Click on the drop down arrow on the right of the notification and select **Reject**

3. Once rejected you will have a connection event shown on your timeline

The user will also have a notification on their timeline to inform them their request was rejected
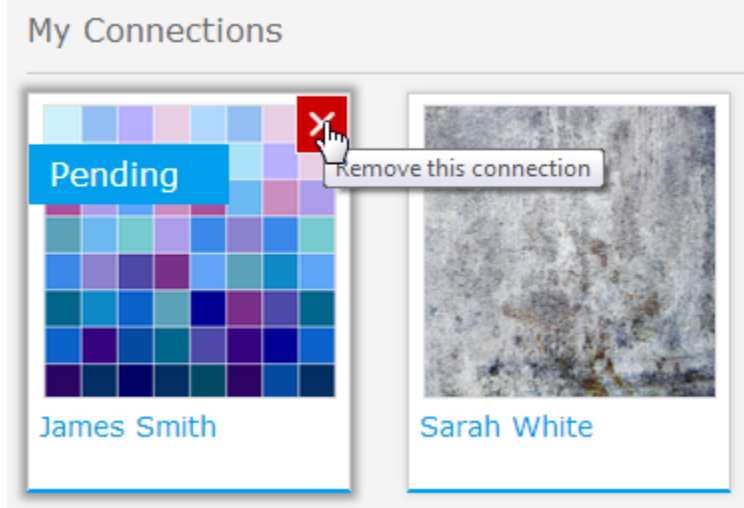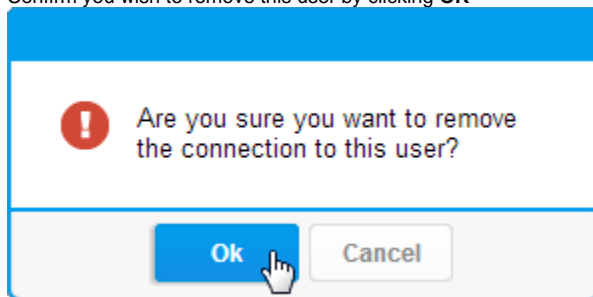

Removing a Connection

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In order to remove a connection from your timeline view you will need to:

1. Open the connections tab and locate the user you wish to remove

2. Hover over the user and click on the **Remove this connection** icon on the top right corner

3. Confirm you wish to remove this user by clicking **OK**