

## ALZConnected Connections

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### What is a Connection?

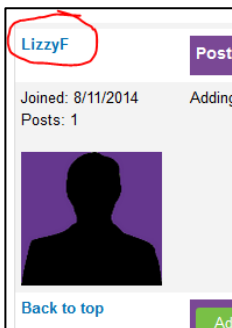
**Connections** can:

- see each other's activity on ALZConnected (based on your privacy settings)
- send private messages to each other through the ALZInbox email system
- Invite each other to join a private group

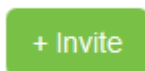
Members can invite other members to be a connection using the Connections page or the member's Profile link on the Message Boards.

### To invite a member using their Profile:

1. Click on their screen name.



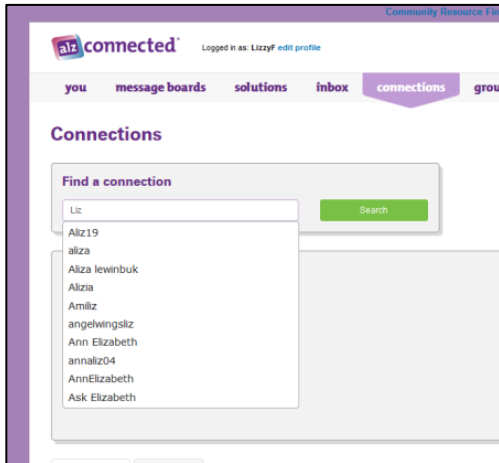
2. The member's profile information will be displayed with a green **Invite** button in the upper left corner under their picture.



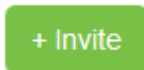
3. Click on the green **Invite** button. The message "You're invitation has been sent" will replace the green **Invite** button.
4. The member must accept your invitation to complete the process.

## To invite a member using the Connections page:

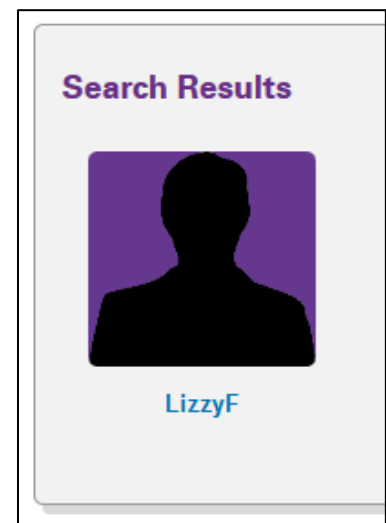
1. Near the top of the Connections page is a **Find a connection** option.



2. Enter the screen name of the member you wish to find. As you start to type the name, a list of possible matches will appear.
3. Leave the partial name for a larger search, or click on the exact name you want from the list.
4. To start the search, click on the green **Search** button.
5. The search results panel will be displayed with all the matching results:
6. To select the member you wish to connect with, simply click on the blue screen name under their avatar.
7. The member's profile information will be displayed with a green **Invite** button in the upper left corner under their picture.



8. Click on the green Invite button. The message "You're invitation has been sent" will replace the green Invite button.

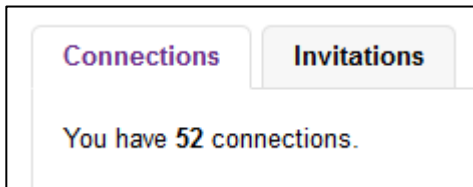


### To respond to an invitation:

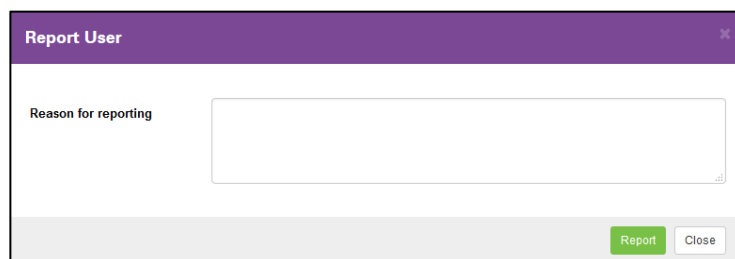
1. If you have any invitations pending, the navigation menu's Connections tab will display a small number in a round circle, letting you know how many invitations are waiting:



2. Go to the Connections page, and click on the Invitations tab near the middle of the screen:



3. The members trying to connect will you will be displayed.
4. You have three options:
  - a. Click on the green **accept** button to connect with that member. The member's information will be moved to your Connections tab.
  - b. Click on the orange **ignore** button if you do not wish to connect with that member. If you choose to ignore the request, the other member will not receive any message, but will only be able to see the green **invite** button again when they view your profile.
  - c. Click on the red **Report User** button if you feel this person has acted inappropriately or is not following the terms and conditions. If you report a user, the Report User screen will appear asking for the reason the member is being reported. Please enter a reason and click on the green **Report** button.



## ***Best Practices***

### **Respond to invitations**

If a user has more than 50 outstanding invitations, then any new invitations will be rejected by the system. Please make decisions on invitations in a timely manner.

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