USER MANUAL

How to setup user profile?
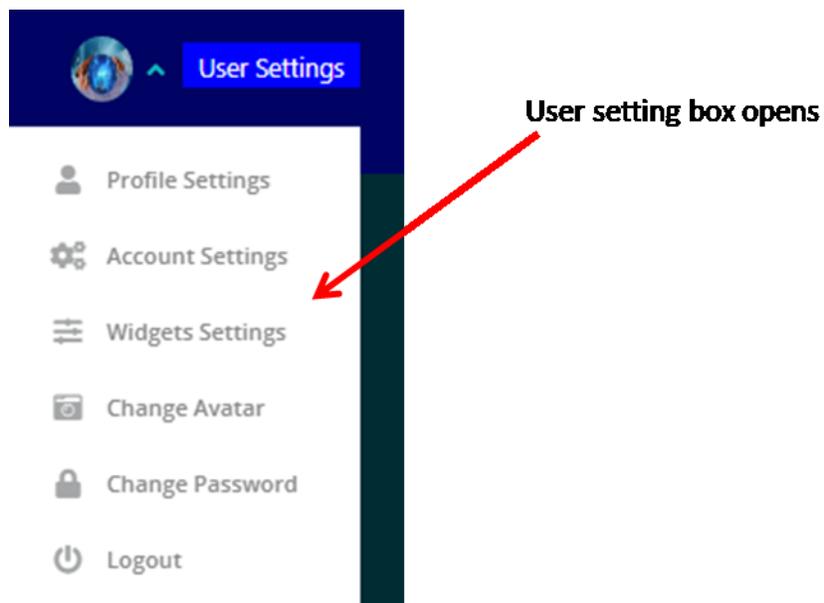
1. Go to **Profile Menu** > Click on **My** Profile

1a

| MEMBERS AREA ⌄ | PROFILE ⌄ | ACTIVITY | SECTORAL GROUPS ⌄ | NEWS & EVENTS ⌄ | MESSAGES ⌄ | LOG OUT |

MY PROFILE

CONNECTIONS

1b
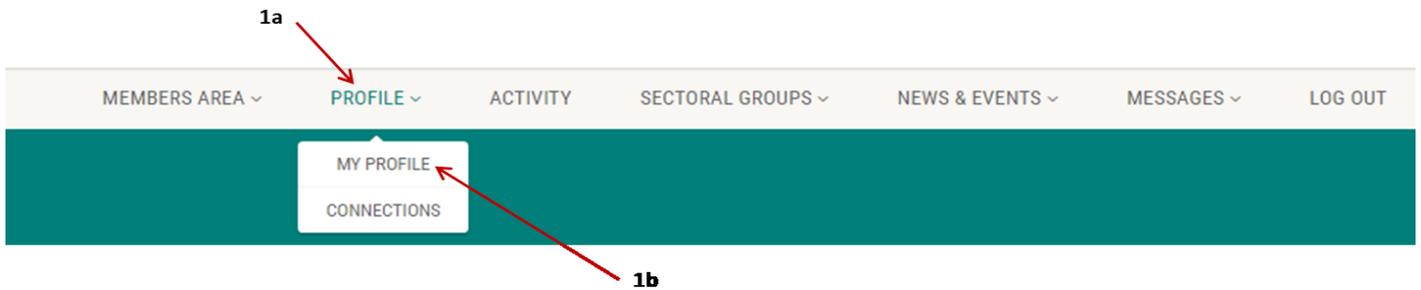
2. On the PROFILE view, Go to **User settings Tab**

Member Name ONLINE
★★★★★ · 0 OUT OF 5 · 0 RATINGS

0 0 196
POSTS COMMENTS VIEWS

MEDIA   ACTIVITY   OVERVIEW   ℹ INFO   GROUPS 13   INVITATIONS

EVENTS   FRIENDS 1   BOOKMARKS   ★ REVIEWS

User Settings

2
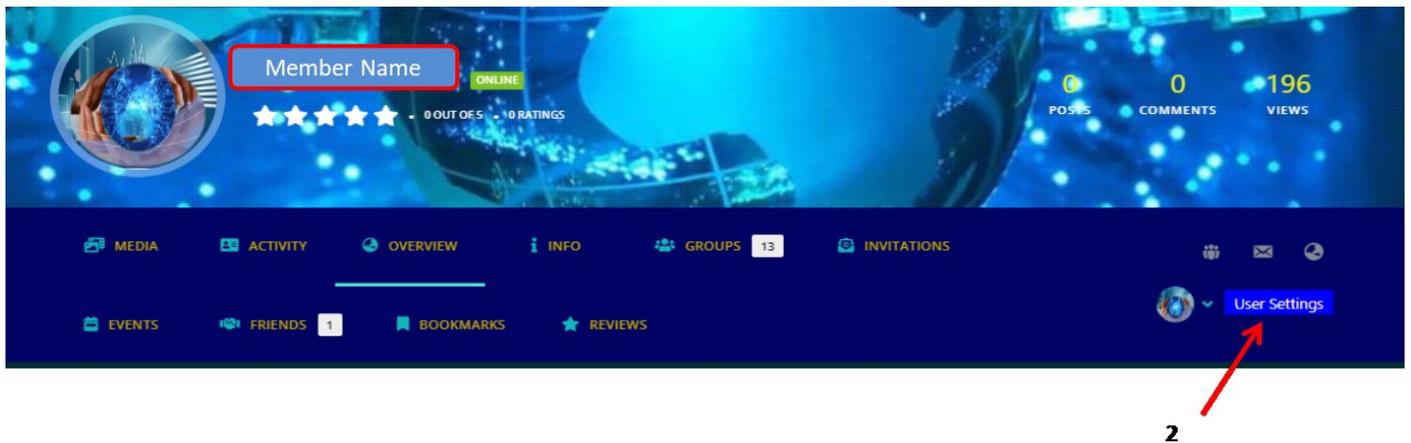
3. Click on the User Settings Tab, to open the **User settings box**

^ User Settings

User setting box opens

👤 Profile Settings

⚙ Account Settings

≡ Widgets Settings
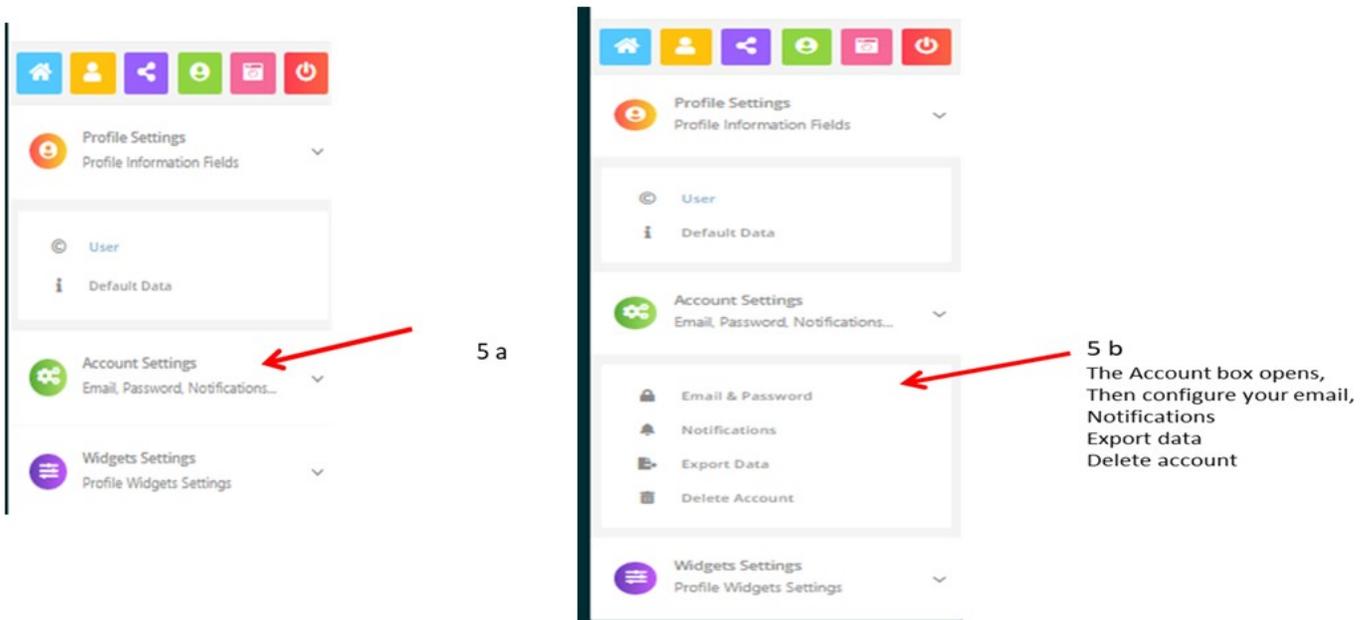
📷 Change Avatar

🔒 Change Password

⏻ Logout

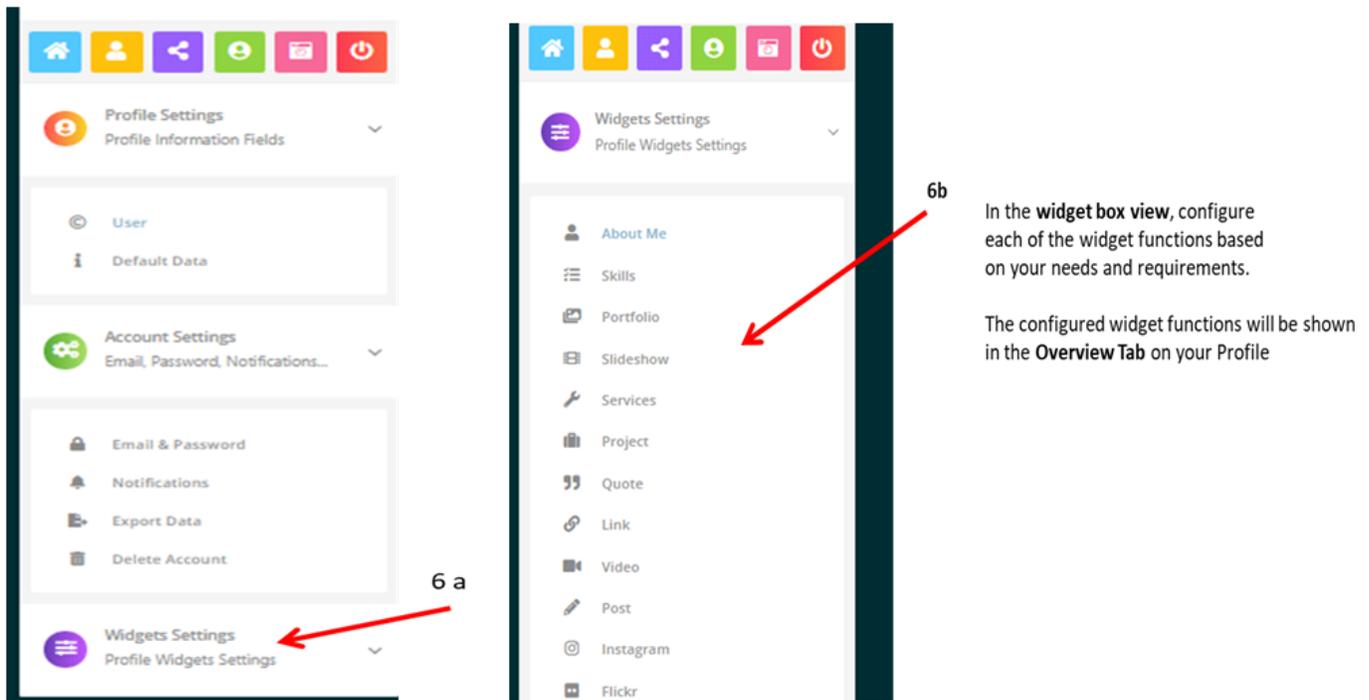4. Click on **Profile settings** in point 3 to setup your profile
   a) Enter your **first name**
   b) Enter your **last name**
   c) Change who can see your profile
   d) Enter your nickname
   e) Save changes
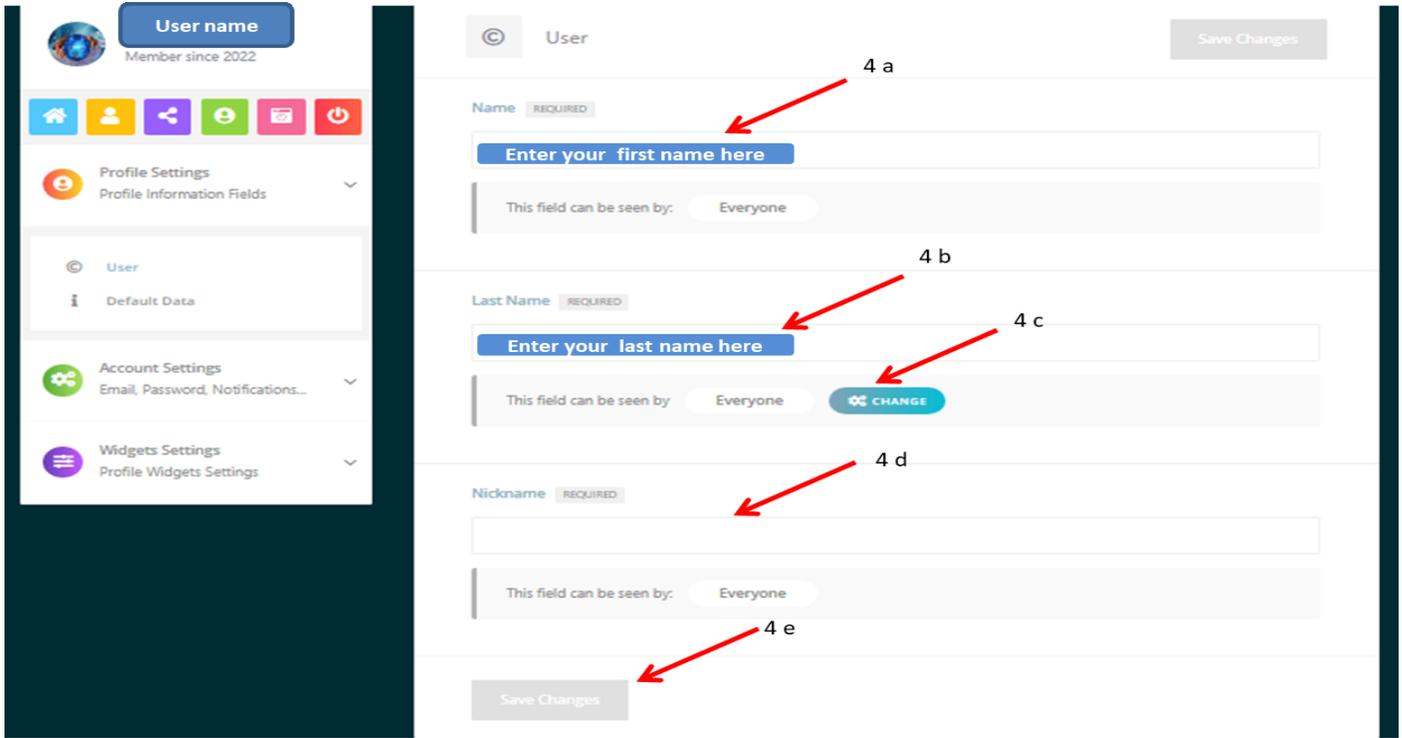
5. Click on the **Account settings**
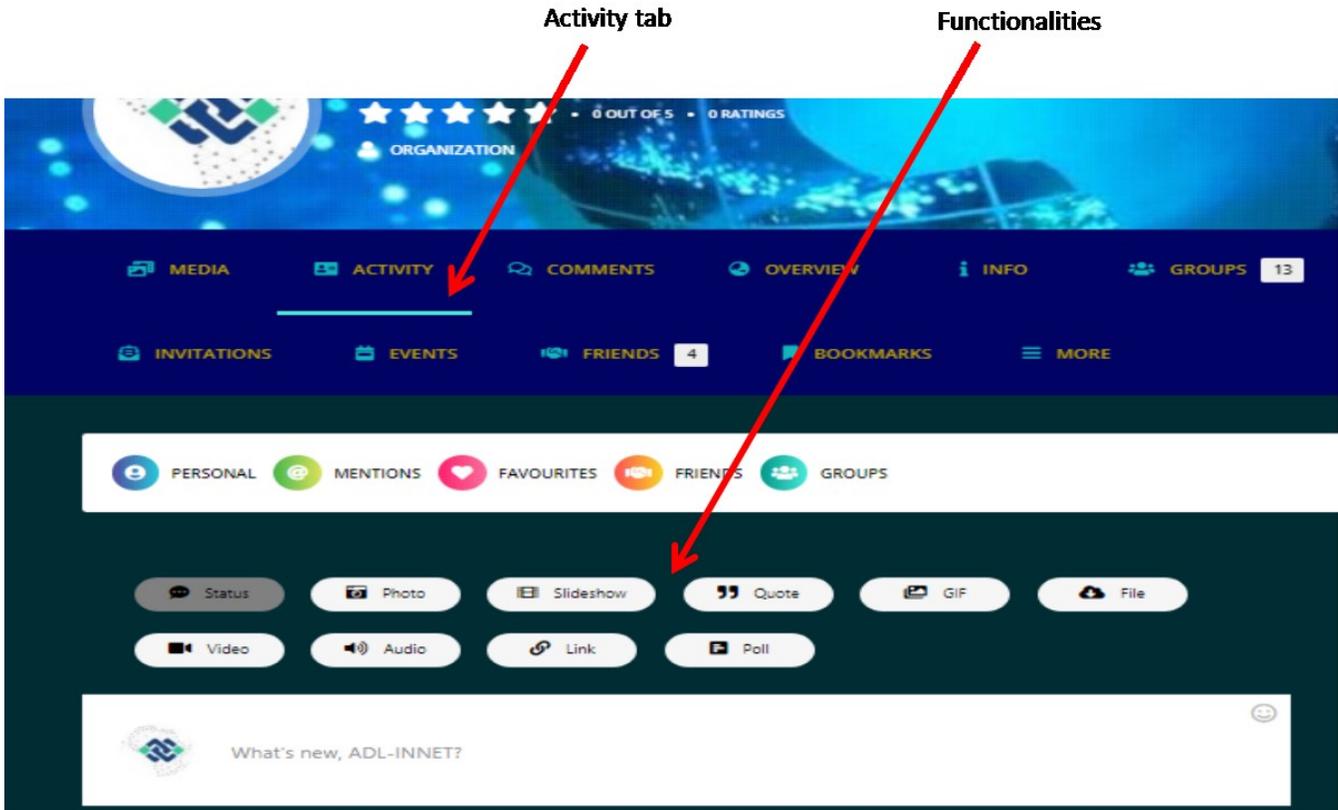
6. Click on the Widgets settings

6 a

6b

In the **widget box view**, configure each of the widget functions based on your needs and requirements.

The configured widget functions will be shown in the **Overview Tab** on your Profile

The configured widget settings in **Point 6 b** will be shown in your **Profile** > **Overview Tab**, as shown b
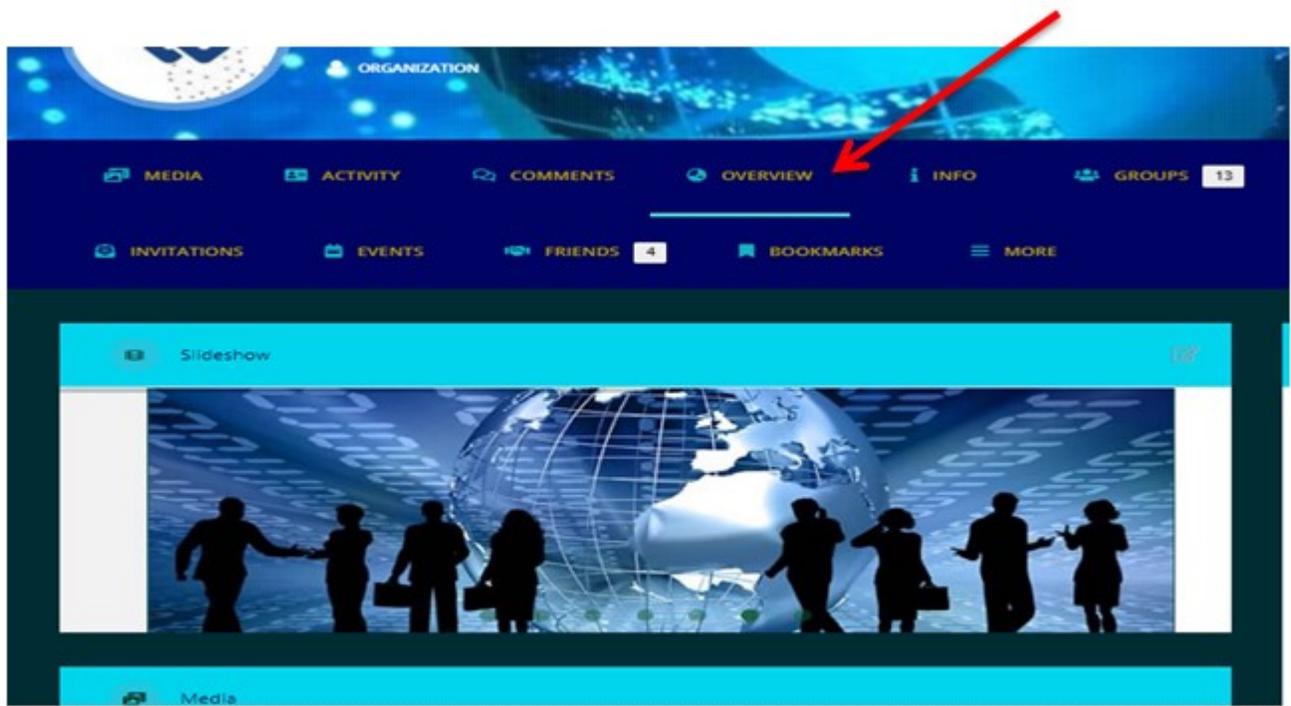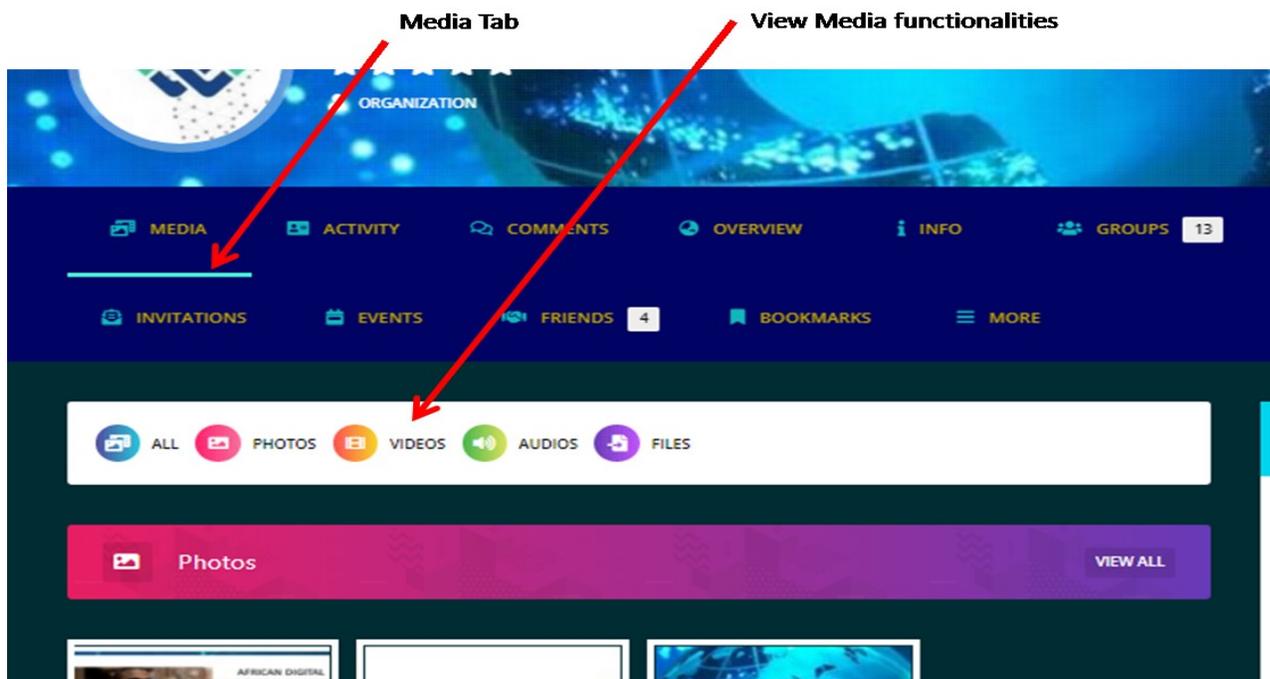
7. On the Profile view, Go to **Activity Tab**

Configure the functionalities as shown. The **Photo, Video, Audio, File** functions you have uploaded will be shown in the **Media Tab.**

The functions **Link, Slideshow, Quote**, will be shown in the **Overview Tab**

8. On the Profile view, Go to **Media Tab**

9. On the Profile view, **Go to Invitation Tab (send out invitations to your contacts)**