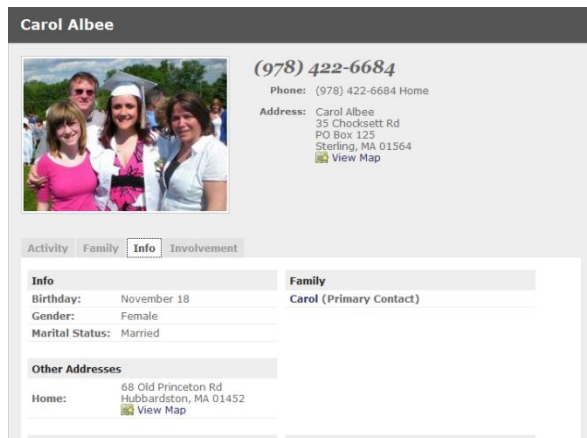
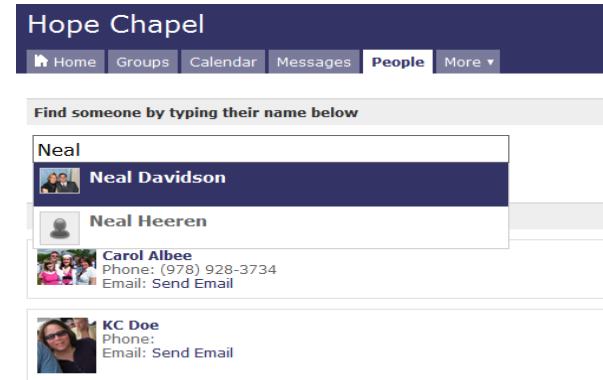


# Viewing Other Profiles

To **search for people** click the ‘People’ tab. Enter a few letters of the first and last name or the beginning of either name. Possible matches will appear. Select the person you are looking for.

You will not be able to see names of people who have set their privacy to unlisted or people who have limited access (usually guests).



**Contact information** and a **photo** will be visible in the top section of the profile. This info includes phone numbers and addresses, but visibility is based on the person’s privacy setting.

On the **info** tab you will be able to see whatever information the individual has chosen to share with the online community. Anything not shared will be blank or show a message ‘not enough privileges to view’; meaning administrative rights are required to view the information.

Because the tabs in profiles are ‘sticky’ any profile you access will open to the same tab you were on previously (i.e. **Activity, Family, Info** or **Involvement**)



\*Tip\* Adding people to your Friends List will allow those people to view information in your profile with privacy settings of ‘friends only’ or ‘friends and my groups members’. In addition, it will give you easy access to those profiles if you wish to email them or view phone number. This is a one way add and does not require approval from the other person or allow any additional access to their profiles.