How to Use the Friends List (as a Member)

NOTE - You must be logged in to your community in order to use the Friends List feature.

Add Friends to the Friends List
1. Use the Search the Directory link in the navigation.
2. Enter the search criteria you want to use and click Search. 
3. Click the Add Member to Friends List icon ( söz ) which is on the row with that person’s name.
4. Invite a Friend: A sample email invitation message is displayed. Customize the email if desired and click Preview. 
5. Select Send to send the invitation.

Remove Friends from the Friends List
1. Access the Friends List area by clicking from the Member Bar, or by going to your profile and selecting the Friends List tab
2. Click Remove Friend in your Friends List area for the person you want to remove.
3. A confirmation screen will appear. Click OK to remove the friend.

Send Emails to Your Friends
1. Click in your Friends List area for the person you want to send an email.
2. Enter a Subject and Message. Click Preview to view the message.
3. Click Send. (Or select Edit to make changes before sending.)

Send an Instant Note
1. Select Send Note to send to an individual Friend or Send Note to everyone on your Friends List.
2. Enter a Subject and Message for the Note. Click Preview.
3. Click Send. (Or select Edit to make changes before sending.)

NOTE - If you would like to receive email notification when you have notes waiting, make sure you check the following box in the Notes area.

Receive e-mail notification when unread Notes are more than 1 day old.