

MutualiLearn Guide:

Social Networking

MutualiLearn is packed full of social features to help you learn collaboratively. Hopefully you'll find it super easy to connect with friends and colleagues, but just in case, there are a few pieces of guidance below:

Searching and adding friends

1. Click the teal coloured search button on the top tool bar
2. Enter the name of the person you'd like to search for.
Most usernames on MutualiLearn follow the format "firstname"."lastname"- try searching using this format if you are struggling to find someone!
3. Click on the name of the person you'd like to add as a friend
4. Click the "add friend" button
5. Your request will be sent to the individual to be approved

Sending Messages

1. Click the "My Inbox" button on the left tool bar
2. Click the teal "Compose" button
3. Search for the user you'd like to send a message to. Please note, it may take a few seconds for the search to be returned so be patient!
4. Click on the name of the user you'd like to send a message to. This will add them into the message. You can add multiple users into the same message
5. Enter a subject in the subject bar
6. Enter your message in the message box
7. Click the teal "Send Message" button to send the message to the user/s

It's even easier to speak to your Group Leader – just click the "Contact Group Leader" button found on the right-hand side of any module or lesson!

Removing friends

1. Click the "My Friends" button on the left tool bar
2. Scroll down until you find the user you wish to remove as a friend
3. Click the teal "Cancel Friendship" button
4. The user will be removed from your friends list

Remember – if you are having difficulty with a user on MutualiLearn (bullying or harassment) you can contact us at: support@mutualgain.org

Filename: Social Networking.docx
Folder: /Users/owenmiller/Library/Containers/com.microsoft.Word/Data/Document
s
Template: /Users/owenmiller/Library/Group Containers/UBF8T346G9.Office/User
Content.localized/Templates.localized/Normal.dotm
Title:
Subject:
Author: Owen Miller
Keywords:
Comments:
Creation Date: 29/08/2017 11:39:00
Change Number: 2
Last Saved On: 29/08/2017 11:39:00
Last Saved By: Owen Miller
Total Editing Time: 1 Minute
Last Printed On: 29/08/2017 11:39:00
As of Last Complete Printing
Number of Pages: 1
Number of Words: 321
Number of Characters: 1,467 (approx.)