

Finding Friends in the Porthole

Navigate to My Friends

Porthole members can locate other Porthole members and view their friends' activities. Before you can actively link friends via the Porthole, you must request and receive friendship confirmation.

You add friends using your "My Friends" page. You must be signed into the portal. To access this page, hover your cursor over the icon of the "Circle of People" on the gold navigation bar, select "My Communities" and then select the "My Friends" option (see Figure 1).

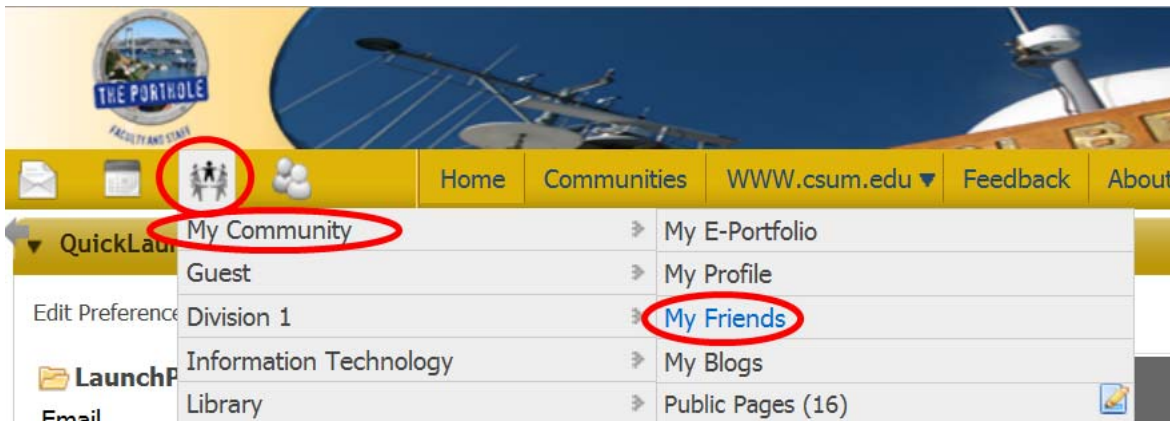


Figure 1

Add a Friend

To search for a friend, use the Search box in the Find Friend portlet (see Figure 2).

You can search using:

- His/her first or last name
- His/her username (i.e., logon name).



Figure 2

Once you have located the member, click on the **“Add as Friend”** link located to the right of the friend’s information as depicted in Figure 3.


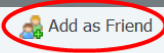
Photo	First Name	Last Name	Screen Name	Email Address	Job Title	Organizations
	Gordon Freeman	Gordon	Freeman	gfreeman	gfreeman@csum.edu	

Figure 3

Note: The person’s screen name is their official Cal Maritime login ID. The person must be publically searchable for search results to return a value.

Next, you must receive friendship confirmation.

Friend Confirmation

At anytime you can check to see if you have any pending friendship confirmations. When you logon to the Porthole, a red number will appear next to the icon on the gold navigation bar that represents two people. If you hover your cursor over this icon, a message will appear similar to the one illustrated below in Figure 4.



Figure 4

In this message alert, you are given the choice of whether you want to **“Confirm”** or **“Ignore”** the friend request. If you choose the Confirm option, you will receive a confirmation message in the **“Friends’ Activities”** panel (see Figure 1 for instructions on how to navigate back to the My Friends page).