

Platform User Guide

01

Overview

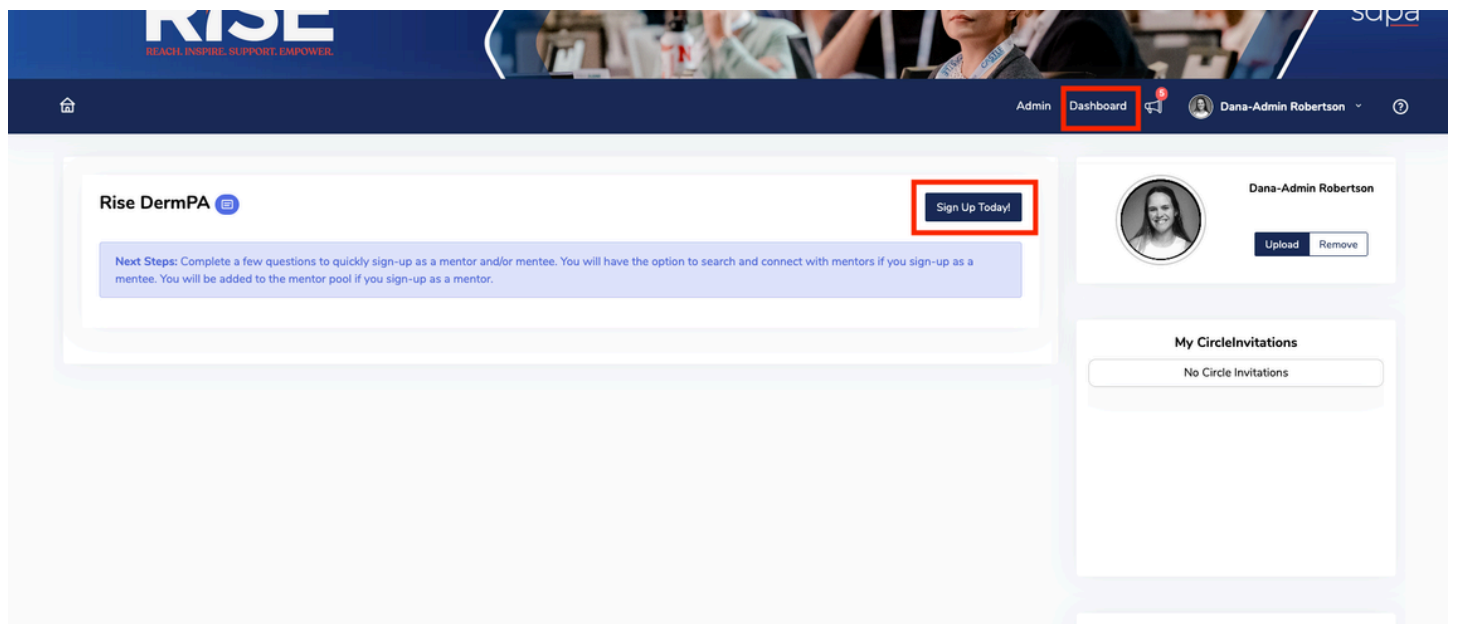
This guide outlines a few features of this platform. By utilizing this platform, you and your match can collaborate on goals and tasks, book meetings, send messages, and share files

02

Procedure

Step 1: Getting Started

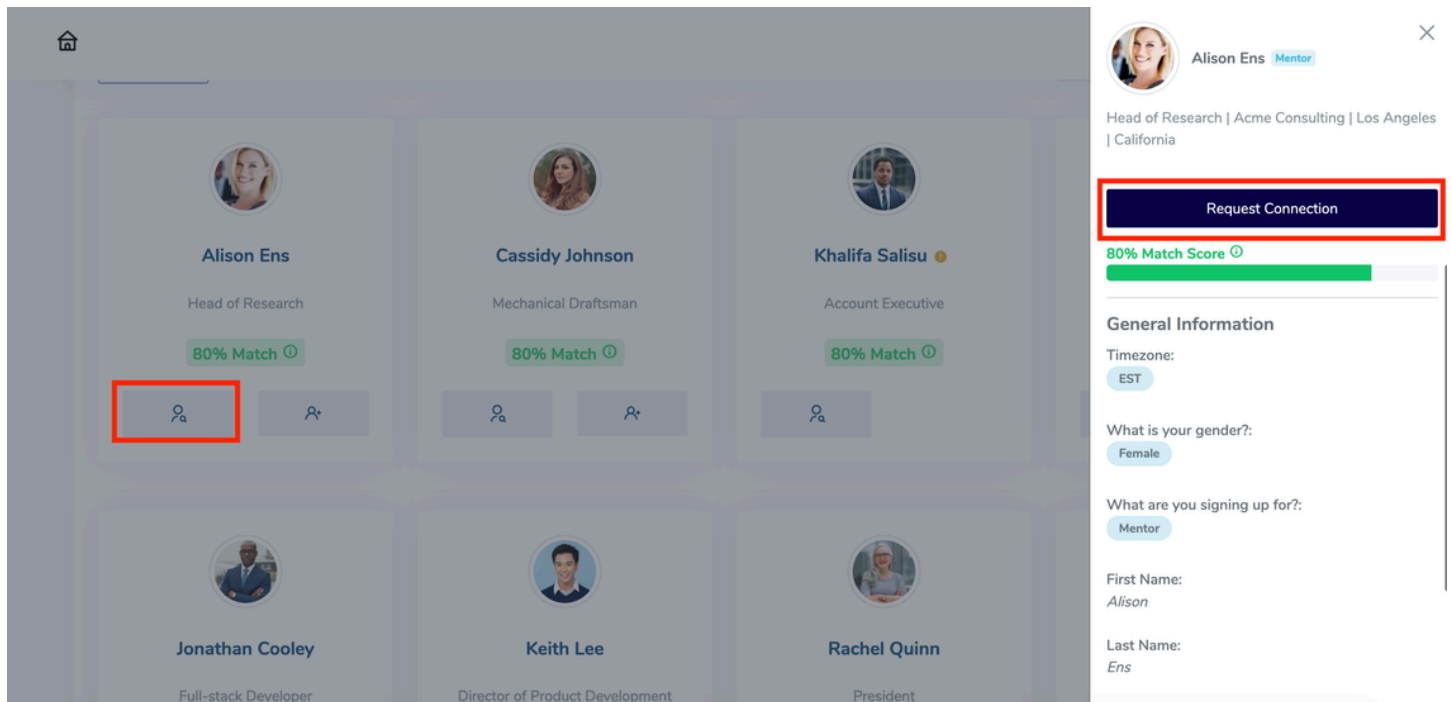
1. Click **login**.
2. Use your SDPA login credentials to access the program.
3. Once logged in, navigate to the **dashboard**. Click **Sign Up** to complete the program registration.



Step 2: Connecting with Others

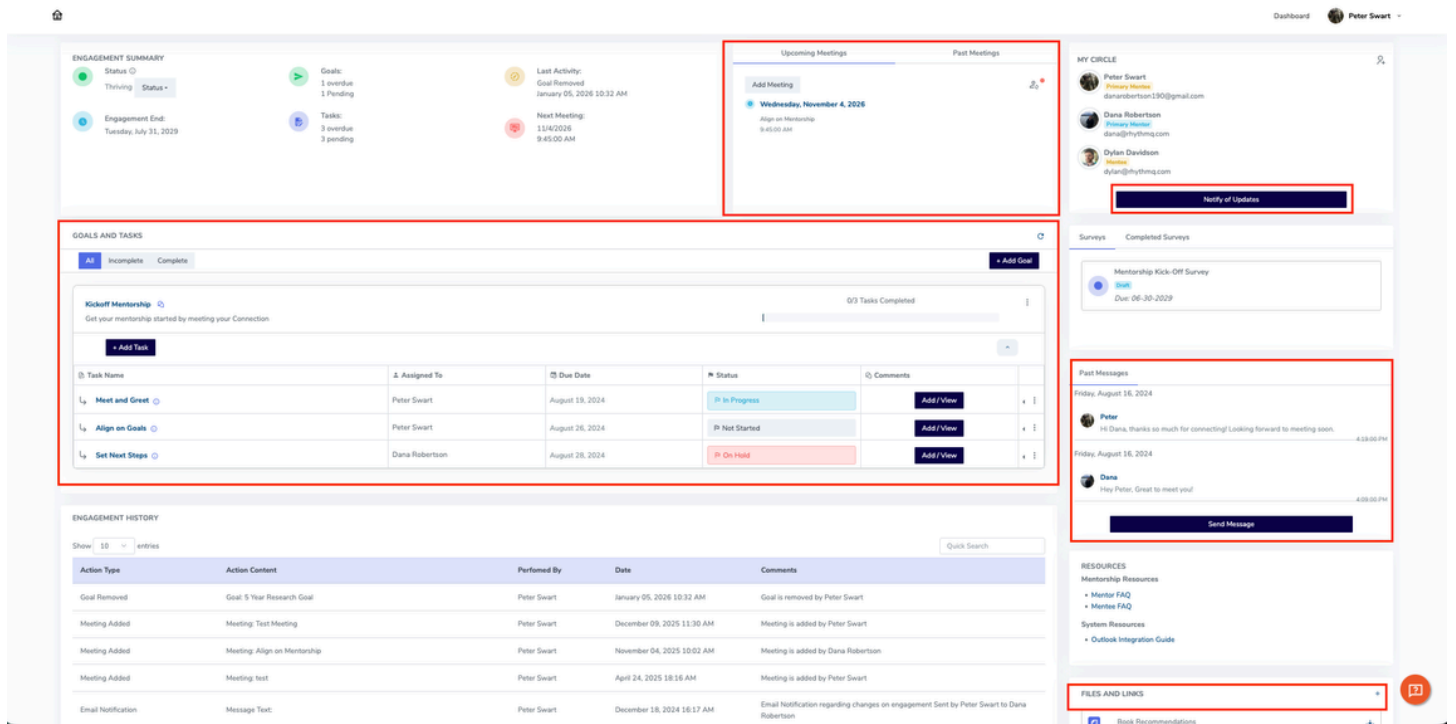
1. Once you've completed the sign up, your next step is to find a match.

2. Matching is open from April 22-30. During this time, click the **search and connect button** on your dashboard.
3. Click into this button, and then you'll see the other participants who are available to connect.
4. View profiles by clicking the **view** icon beneath the profile images.
5. Click **Request Connection** to send an email request to other participants.

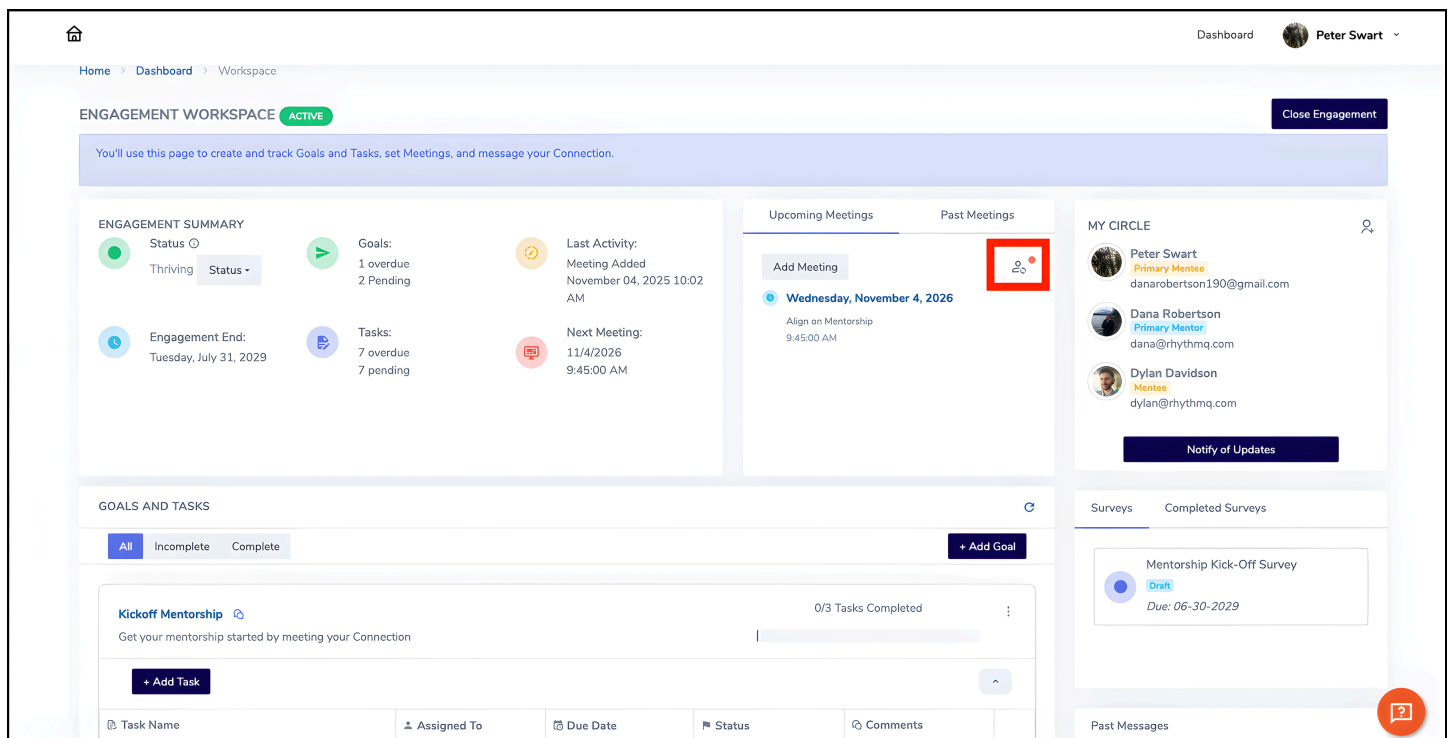


Step 3: Engaging

1. Once connected, navigate to the **Workspace** section.
2. Here you can schedule **meetings**, send **messages**, upload **files and links**, and **notify your match** of any updates.



Step 4: Connecting with Outlook



- Click the icon in the upper right side of the meetings widget.
- Follow the directions to integrate with your Outlook calendar.

If you don't integrate with Outlook, the **Teams link toggle** will not be available. You will need to manually upload a Zoom, Google Meet, or similar meeting link in the **Location** field when scheduling.

- Ensure you have the necessary permissions to authorize Outlook integration.
- If you encounter any issues, contact your administrator or support for assistance.
- Keeping your calendar up to date will help ensure availability accuracy when scheduling meetings.



Thank you!

