

SharePoint® win

Make important connections by adding colleagues

The Colleagues feature helps you to keep track of your colleagues – what they're up to, where they are and whether they are available. When you add people as colleagues, you can follow their activities in your Newsfeed.

You can add someone as a colleague when you visit his or her profile:

1. Use search to find the person's My Site, or if his or her name appears as a link on your site, click the name.
2. Under his or her picture, click **Add as Colleague**. Note: If you're already following that person, the Add as colleague link will not be displayed.
3. In the **Add to Group** section, select whether or not to add the person to your team. You can use the My Team privacy category to provide access to some details that you don't want to share with all your colleagues.
4. Under **Add to Group**, do one of the following:
 - To add a colleague to an existing group, click **Existing group** and select a group from the drop-down list. Groups help you organize and easily browse through your colleague list, but you cannot apply unique privacy categories to each group.
 - To create a new group for this colleague, click **New group**, and then type the name of the group. You can add other colleagues to this group later.
5. In the **Show To** section, select a privacy category under Show this colleague to, if you only want to show this colleague to a specific

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set of people, such as just your manager or just your colleagues.

6. Click **OK**.

To add someone as a colleague from your My Site:

1. Click **Colleagues**.
2. Click **Add Colleagues**.
3. Follow steps 3 – 6 above.

Life win

LEARN SOMETHING NEW

Just because you're out of school doesn't mean you should ever stop learning. If you're looking for a challenge or to try something new, consider taking an adult education course. You could look for something related to your field, or take a class on a topic that you've always wanted to learn more about - like cooking or painting.