

Getting Started – Using Millfield Connect

Your profile: Click on the ‘Me’ tab to go to your account profile page. Make instant updates to your contact details and employment information when they change, plus share updates with the rest of the network about projects you’re currently involved in.

Updates: Use this to post to the entire platform, and check on what other users have posted. You can also like and comment on other people’s posts. You can attach documents, links and photos to an update.

Album: Upload photos, tag friends, view and like other users’ photos.

Directory: Search by name, or refine your search using Location, House, Class Of or Industry.

News: A live feed of the main Millfield social media channels.

Jobs: Find and share job vacancies and other opportunities, such as internship opportunities.

Groups: Join an OM sports club or branch and share events, updates and photos just in that space, rather than the entire platform.

Connecting with people: There are different ways to make connections with people you either know, or are interested in knowing.

- a. **Follow someone:** Go to the person’s profile page and click on the ‘Follow’ icon to receive notifications when they post or update on the site.
- b. **Send a message:** Go to the person’s profile page and click on ‘Send message’. You can see the message you sent by accessing your mailbox.
- c. **Send a mentor request:** Use the ‘Request mentor’ button on the profile page to send a mentorship request. Look for OMs who have signed up as ‘Willing to help’ and find someone who best fits your requirements by searching in the directory.
- d. **Connect via LinkedIn or Facebook:** If the person has added their social networking information, you can directly connect to them on LinkedIn or Facebook through their profile page.

Solving Problems

Having technical issues? Please email support@millfieldconnect.com

OM related questions? Please email omoffice@millfieldschool.com