

Help 2. Using myLLL Applications: My News Stream, Edit My Profile, Adding Friends and Uploading a Photo

My News Stream

The first area on the platform that you will see is News Stream. This is an area where you can share news with your friends.

My News Stream

Area for sharing news with your chosen Internet friends

Tabs for News Stream or Edit my Profile

There are two tabs here, one for the News Stream and another to Edit my Profile. Click on Edit my Profile.

Edit my Profile

Here you can add information about yourself and upload your photo.

Edit mode tab

Upload your photo here

Area for sharing information on your skills

Work, private and contact information

The black MENU bar has tabs to move between My News Stream, Profiles, Notifications and Apps.



Menu for Profiles

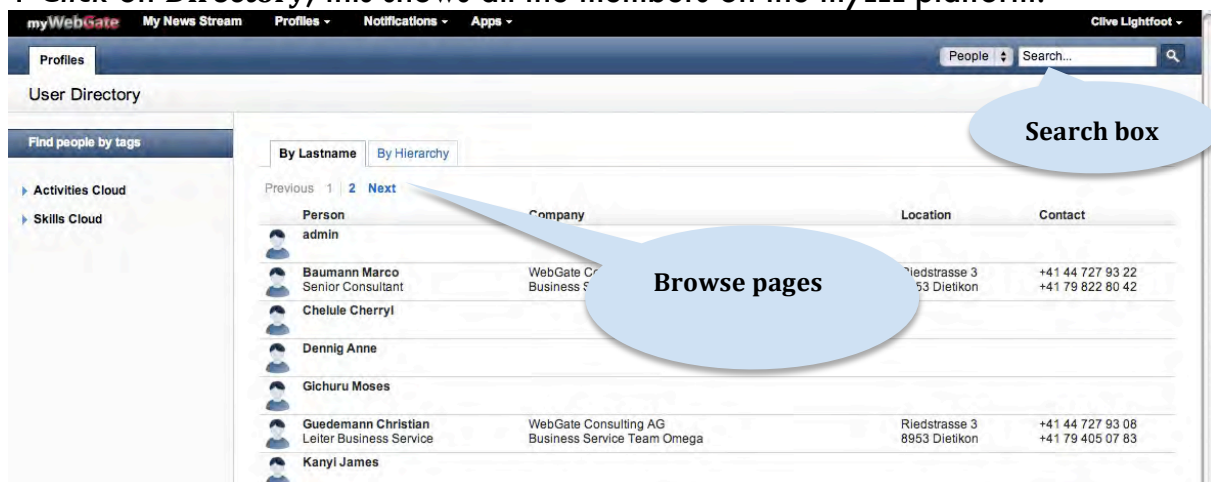
Profiles

Here you can find out information about others on the platform and write your own profile. You can invite friends and see friend requests.

If you *click* on Profiles you will see a drop down menu with:

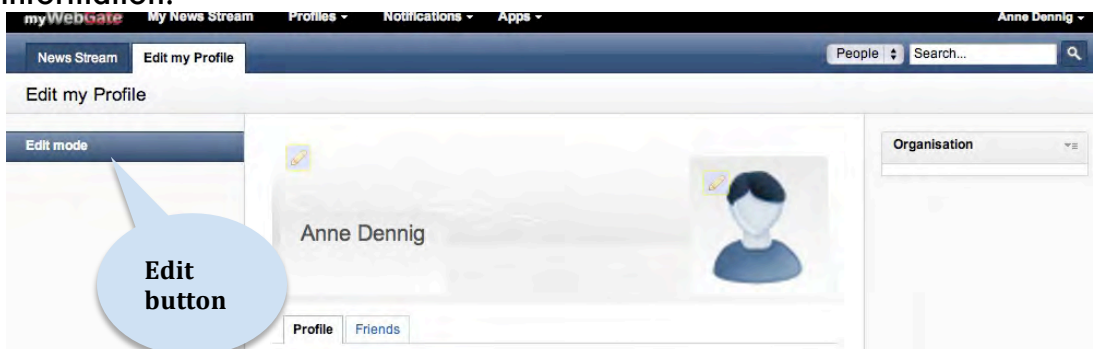
- 1 Directory
- 2 Edit my profile
- 3 Friend requests and invitations

1 Click on Directory; this shows all the members on the myLLL platform.

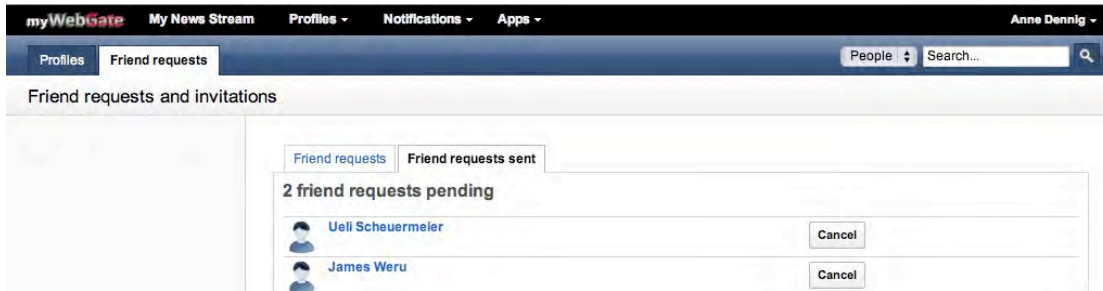
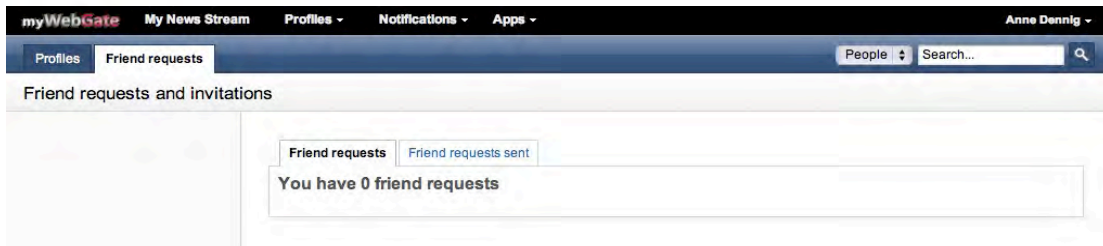


Search for a person with the search box or browse through the pages in alphabetical order. *Click* on the name of someone you know or would like to contact for more details.

2 Click on Edit my profile. Your profile will appear and you can change or add information.

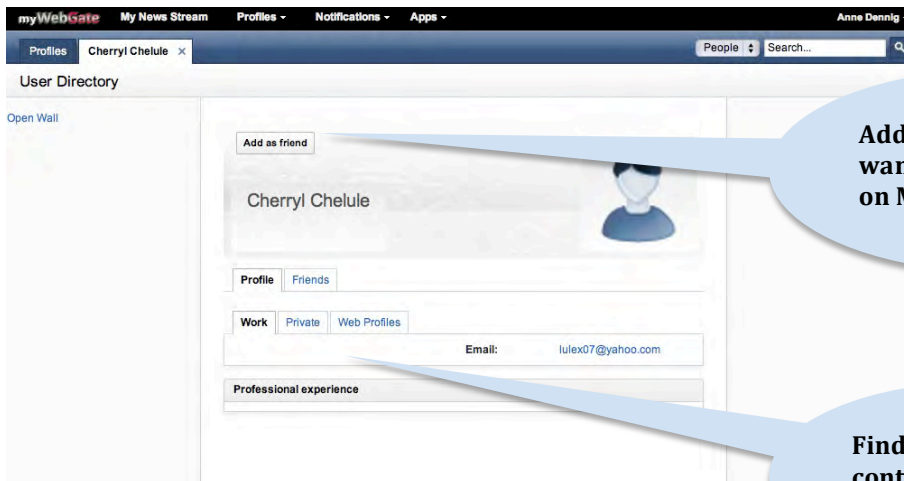


3 Click on Friend requests and invitations to see requests received or sent for people you want to communicate with on your personal communication page, My News Stream.



Adding a Friend

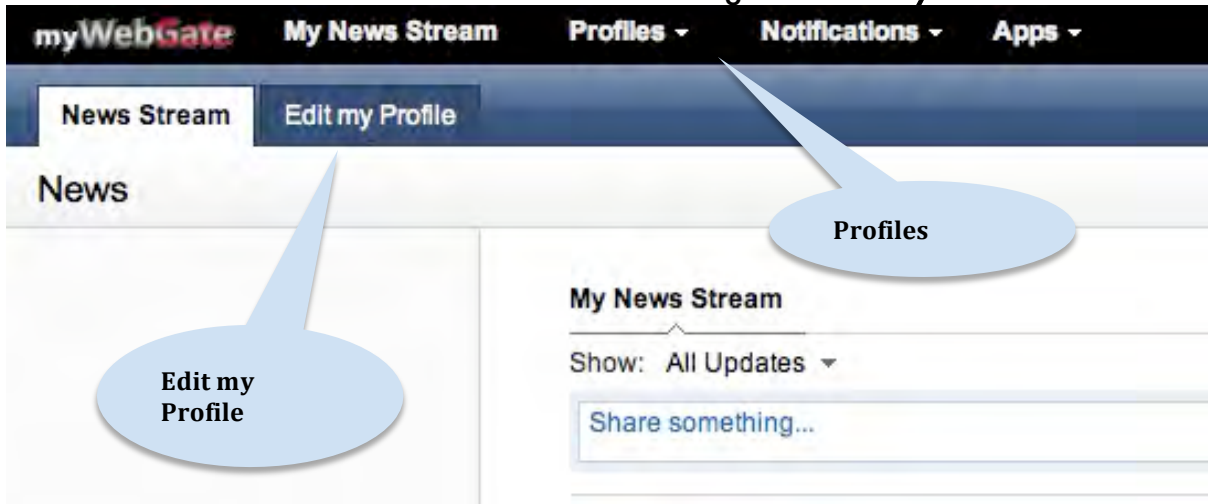
To add a friend, go back to Directory (click Profiles and then Directory on the drop down bar). Find a contact you want to add, open their page and *click* on the 'Add as friend' tab.



Uploading your Profile Photo

You can edit your profile photos in two ways:

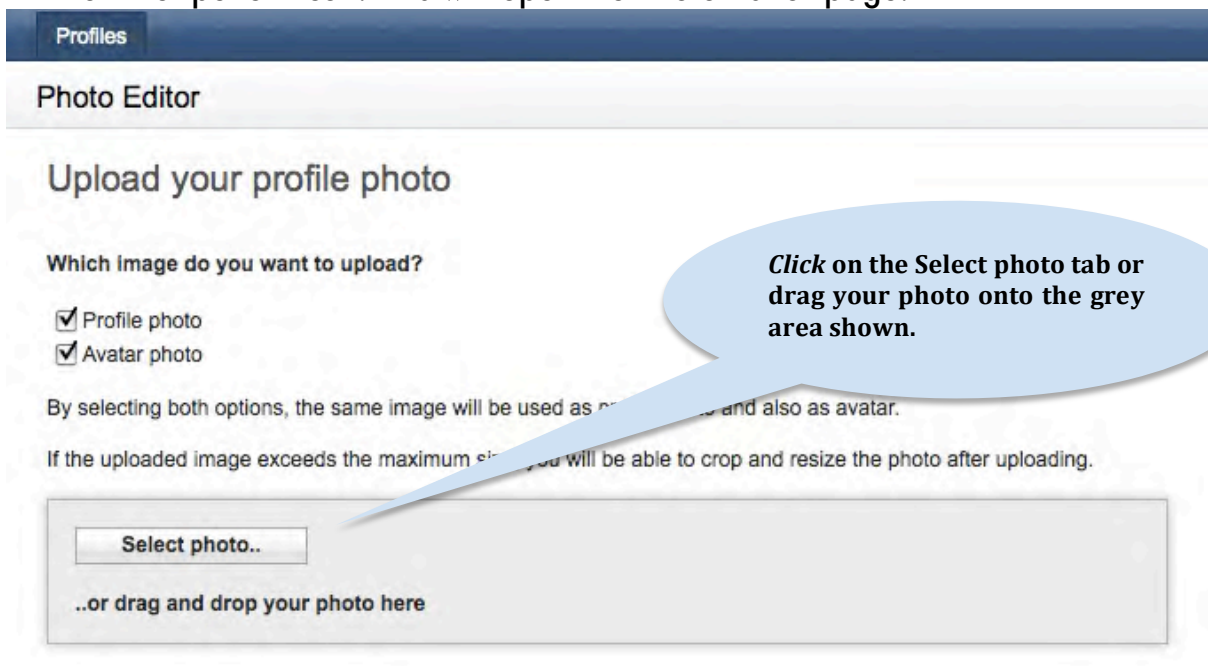
From the black menu bar go to **Profile** and then from the drop down menu to **Edit Profile**. Or below the black menu bar on the left go to **Edit my Profile**.



This will open a window where you can fill your personal and work details. On the right side a vague picture will appear with an icon of a pencil on the corner.

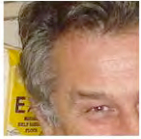


Click on the 'pencil' icon. This will open the Photo Editor page.



Once you drag or select the photo it will be pinned on the grey area where you can now *click* on the **Upload Photo** tab. (This should take you about 2 minutes to load (remember to upgrade your Mozilla browser to v13 or v14.0.1)).

Image preview:



Scale and crop your image:



Save and use photo Announce picture change on your wall

The Photo Editor screen will appear for you to resize the photo to the size you want and how you want it to appear on your profile. You can check this by looking at the image on the top left of the screen.

Once you have finished resizing, *click* on the **Save and use** photo tab below your picture and *check* the box **Announce picture change on your wall** (so anytime you change your photo it will be shown on the **News Stream** page).

Check Announce picture change on your wall

Save and use

Your photo has been saved will be shown on top of the picture that you have just uploaded.

Photo Editor

Your photo has been saved.



[Return to your profile](#)

Click on **Return to your Profile** below the photo.