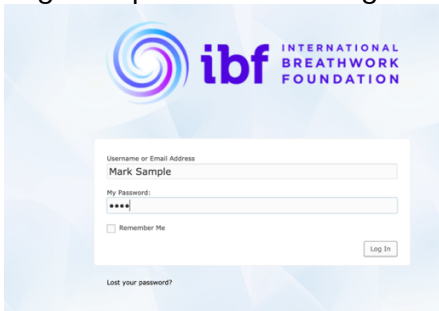


HOW TO USE THE PRIVATE IBF SOCIAL PLATFORM

HOW TO SEND A PRIVATE MESSAGE TO ANOTHER IBF MEMBER

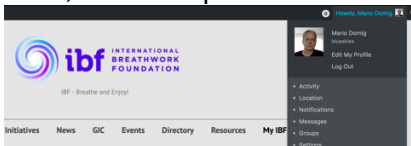
Log in as professional or organizational member



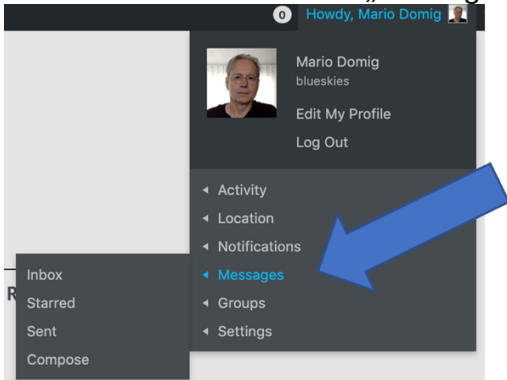
In „My Profile“, on the top right side, hover with your mouse over „**Howdy,**“



Now, this will open:

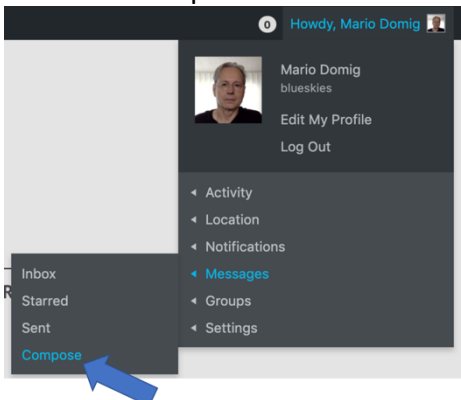


Hover with the mouse over „Messages“



If you want to send a private message to a IBF member, hover to «Compose»

Click on «Compose»



A new window opens

Field «Send to Username or Friend's Name»: Enter the username of the person you want to write to.

If you don't know the username, find this info on page «Members List by Country» (URL: <https://ibfbreathwork.org/countries/>) by opening the member card of your friend. There, the username of IBF members is visible.

Field «Subject»: Enter a subject there

Field «Message»: Write your text here

Note: It is not possible to upload files, only text messages are allowed!

The screenshot shows a web interface for composing a message. At the top, there is a navigation bar with links for Activity, Location, Notifications (0), Messages (0), Groups (0), and Settings. Below this is a secondary bar with links for Inbox, Starred, Sent, and a highlighted 'Compose' button. The form itself has three main sections: 'Send To (Username or Friend's Name)' with a text input field containing 'Judee Gee'; 'Subject' with a text input field containing 'This is my first message sent with the IBF communication system'; and 'Message' with a larger text area containing the text: 'Hi Judee, did you know, that we also can create groups and send group messages here? çCheck it out - it is cool! Hug Mario'. At the bottom of the form is a 'Send Message' button.

FINAL STEP: Press «Send Message» when ready


HOW TO VIEW YOUR SENT MESSAGES


You can view your sent messages here

Home Activity Profile Location Notifications **Messages** Groups

Inbox Starred **Sent** Compose

All Messages

 Click on the message title to preview it in the Active conversation box below.

 judee393 (and 1 other) (1) [This is my first message sent with the IBF communication system](#)
Hi Judee, did you know, that we also can create groups and […]

Active conversation: This is my first message sent with the IBF communication system