WHAT IS ZOOMIELINK?
ZoomieLink is an easy-to-use online platform exclusive to USAFA grads and alumni around the globe.

The platform allows graduates to quickly connect by matching them with to fellow grads that fit their location, career, and interest to serve others.

In addition to building a community, this platform will serve as a hub for graduates to connect with resources and services that can play a role in their success.

ZoomieLink's top features include a
- Map view allowing grads to easily search connections in their area.
- Exclusive groups connecting grads by industries or interests.
- Custom profiles with the ability to import LinkedIn resume.
- Integrated messaging and video chat feature to create direct connections

ZoomieLink is a FREE service brought to the USAFA Graduate, Alumni, and Cadet Community by the Association of Graduates.

Questions about ZoomieLink's Security Policies? Review our Security Overview

If you run into questions or issues, please feel free to contact our ZoomieLink Support Team at ZoomieLink@aogusa.org. We are here to help!

SIGN UP PROCESS
Signing up for ZoomieLink is simple and secure; grads can use an email or connect their profile to LinkedIn. The sign-up process takes less than five minutes to complete.

To build an exclusive community for USAFA grad, every grad and alumni member must be approved to access the network.

To quickly build your ZoomieLink profile, you can import your LinkedIn Profile PDF or a resume. For step-by-step directions click the link below or visit your ZoomieLink profile for more information.

For more information about building and managing your profile, click the links below or visit the Resources tab within the ZoomieLink platform:
- How to Import Your Resume or LinkedIn Profile
- Tips to Make Your ZoomieLink Profile Stand Out
- How to Make Updates to Your Privacy Settings
SIGN UP INSTRUCTIONS

Step 1: Navigate to https://zoomielink.usafa.org/ and select “Join the Community”

Step 2: Select which option you would like to use to sign up. If you selected the LinkedIn option, skip to step _. If you selected the email option, continue to step 3.

Step 3: Fill out the information and select “CREATE ACCOUNT”

Step 4: Select the user type you are signing up as

Step 5: Fill out the information for your educational back. If you wish to add another degree, select the option circled in blue. Then click “Continue.”

Step 6: Fill out the “Personal Details” section. Then select “Continue.”
Step 7: Fill out the next section. Then select “Continue”

Step 8: Add your phone number if you would like SMS notifications and what notifications you would like. If you don't want to add your phone number, then select “Skip”
**Step 9:** If you used a different email we have on file, then you will get this message. Once your account is approved, you’ll be able to finish setting up your profile.

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**THANK YOU! YOUR ACCOUNT HAS BEEN SUBMITTED!**

We’ll send you an email once your account is approved and you can start using the platform! While you’re waiting for full access, you can customize your profile. This will ensure you get a more personalized experience!

- **ENHANCE YOUR PROFILE**
- **UPDATE PREFERENCES**
- **HELP SPREAD THE WORD**

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**PROFILE & MATCHING**

Once you have completed your signing up, ZoomieLink will walk you through setting up your profile and matching you with grads that fit your needs and interests. To get started, click the “Let’s Go!” button.

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**Hi, The!**

You’re done with set up. Now just answer a few questions to get matched with meaningful connections.
LET'S GET STARTED

Congratulations! By now, you have completed your sign-up, updated your profile, and finalized your answers for the matching quiz. Get ready, now comes the fun part – exploring ZoomieLink network! On the platform you will be able to connect fellow classmates, potential mentors, and share your experience with others! Below is an insider look on each tab and how you can best use each feature to reach your goals and help others.

If you run into questions or issues, please feel free to contact our ZoomieLink Support Team at Zoomielink@aogusaafa.org. We are here to help!

EXPLORE THE COMMUNITY

If you feel overwhelmed by the number of people available for you to connect with or looking to quickly find grads that fit your career field, graduation year, or location, this is the information for you!

Below you will find more information on all the features within the Explore the Community tab.

BROWSE PROFILES AND CONNECT

On the Explore the Community page, you can find other people, review their profiles, and send them messages or request a meeting.

Remember, everyone who shows up on this page has opted into making themselves available for questions and as a resource for you - so don’t hesitate to reach out!

You can narrow down your search for good connections using the search and filter options in the Filters bar on the right.
1. Enter search terms in the search box. Good search terms include: location, people’s names, companies, or graduation years.
2. You can also use the Filters to narrow down your search. To select a filter, just click on the filter and select an option or input a search term.
3. You can always clear your filters and start fresh by clicking the "Clear All" button.

**SET SEARCH ALERTS**

If you just set up the search and filter bar with criteria you think you're going to be reusing, you might want to save a search alert!

Search alerts will save your search criteria and allow you run your search whenever you want. When you set up a search alert, you can also opt in to be notified whenever someone new matching your criteria signs up or becomes available.

**To set up a search alert:**

First use the Filters bar to run your search. Once you’ve done so, you’ll see blue "Create a search alert" text appear across the top of the screen. Click it to start saving your search.
Then name your search alert and specify how often you’d like to receive notifications about newly available users - if you don’t want to receive any notifications, just leave that box unchecked.

Finally, click the blue “Save” button at the bottom to save your search.

You’ll be able to access and run your saved search alerts by clicking the “Search Alert” button in the upper right of your screen and going to the “Alerts Created” tab.

FAVORITE USERS

See someone you’d like to connect with but not ready to write that initial message just yet? You can save them for later. Just click the star in the upper left of their profile card.
After you star a user, you can easily find them again using the filters on the Explore the Community page.

1. First, go to the Explore the Community tab (it may be titled differently on your platform, but it should look like the image below).
2. Then look for the filters in the upper left of the screen, and click on the star icon.
3. You’ll see your starred people show up in the search results.

**MAP VIEW**

You can also search for potential connections by location. A couple reasons for doing this could be that you want to connect with someone in your city, or you want to connect with someone who lives in a city you’re thinking of relocating to.

To switch to map view, just click the "Map View" button in the upper right of the profile card page. You can always switch back to viewing profile cards by toggling the button back from "List View."
GROUPS

ZoomieLink Groups offer a space where grads with shared interests in industry, regional, affinity, and experiences may connect in fellowship and to support and promote one another's professional and social well-being.

ZoomieLink Groups are created by the Association for Gradates and have at least one staff partner as an administrator. To apply for consideration of having a Group created, complete the form below.

To create your own group: complete the [Zoomielink Group Request form](#)

VIEW & JOIN A GROUP

Click Groups in the nav bar across the top of your screen.

You'll find yourself on the "All Groups" tab if you haven't yet joined any groups; if you've already joined a group, you'll end up on the "My Groups" tab and will need to go to the "All Groups" tab in order to browse all available groups.

On the main page, you'll see a list of groups that you can join! Click on a group that interests you to learn more about it.

Once you've clicked on a group to open it, you'll be able to review more info about the group in the "About" section. You'll also be able to see whether the group is public or private (private simply means that you're request to join will need to be reviewed by the group admin).

To join a group, just click the green "Join Group" button.
If you're joining a private group, you'll need to wait while the group admins reviews your request to join, but if you're joining a public group, you'll be able to access the rest of the group's feature right away!

To leave a group, just click the green "Leave Group" button in the lower right of the group header image!
Interested in promoting your services or businesses in one of our industry groups? Review our guide on Business Promotion Tips.

**DISCUSSION**

The discussion tab is a place you can learn from others or share your knowledge! On it, you can:

- Ask questions (anonymously or as yourself)
• Answer questions
• Browse existing questions and answers

POST A QUESTION

1. Add a question to the discussion feed by typing in the box at the top of the feed.
2. A pop up will appear in which you can add a link and format your text using the editing buttons in the upper right of the text box.
3. Add attachments by clicking the “Add attachment” button in the lower right corner.
4. Check the “Post anonymously” box if you want to post anonymously; the default is posting as yourself.
5. Finally, click the “Post” button to publish your discussion post. It may take a few hours / days for your site admins to approve your post before it will appear on the discussion page.

ANSWER A QUESTION

Scroll through the discussion feed to see questions.

Use the search box in the upper right if you're interested in a particular topic or person.
Answer a question by clicking in the text field below the question. This will open a text box where you can enter and format your answer. When you're ready to post your answer, click "Post."

Bear in mind that your answer will be attributed to you - you can't answer anonymously.

RESOURCES

There's a lot of knowledge out there! Browse through the resources posted on your platform to learn more about the platform, networking, and much more!

1. **Go to Resources:** Click on the Resources tab in the nav bar across the top of your screen.
2. **Browse Resource Categories:** Resources may be sorted into several categories; click through the tabs to browse all resources.
3. **Filter Resources:** Use the search bar to find resources on topics you're interested in, like "networking" or "job hunting." Then click the blue "Update" button to view your results.
4. **View Resources:** You'll see the results of your search (or all resources, if you have entered any search terms!) on the main page to the left. Click on any resource to view it!
SHARE

Know a grad, alumni, or cadet who’d like to join the platform? You can easily share it with them!

1. From the nav bar across the top of your screen, go to the Share tab.
2. Enter a customized message for your friend - it's fine to leave this blank; we'll just use a default message instead.
3. You can send a referral link by email simply by entering your friend's email in the box here (you can enter multiple email addresses separated by commas, too!), then clicking the blue "Send" button.
4. You can also send the email from your personal email address; just remember to copy the link from the Referral Link box to ensure that your name will go on the LeaderBoard on the site!
5. You can also share the site on social media sites such as Facebook, Twitter, or LinkedIn.