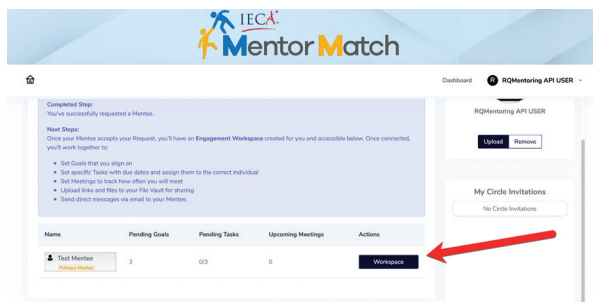




## IECA Group/Circle Mentorship Guide

Group/circle mentorship gives mentors the option to mentor a small group of mentees. Here are the steps to take for mentors to invite additional mentees into a group/circle mentorship.

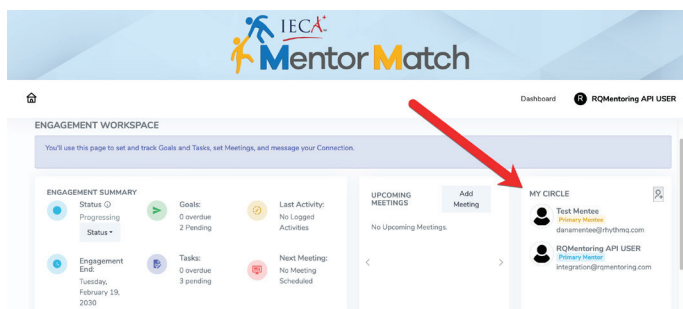
1. Sign in as a mentor.
2. Once you have matched with a single mentee, click into your Workspace.



3. Once in your workspace, you'll see "My Circle" in the upper right side. Click the person icon with a plus sign.



4. From that screen, you can search for mentees by email. If they're found in the system, you'll be able to send an email invitation, which they will also see in their workspace.
5. If the user is not found, you will still have the option to send them an email invitation.
6. Once users accept the circle, you'll see them added to your workspace.



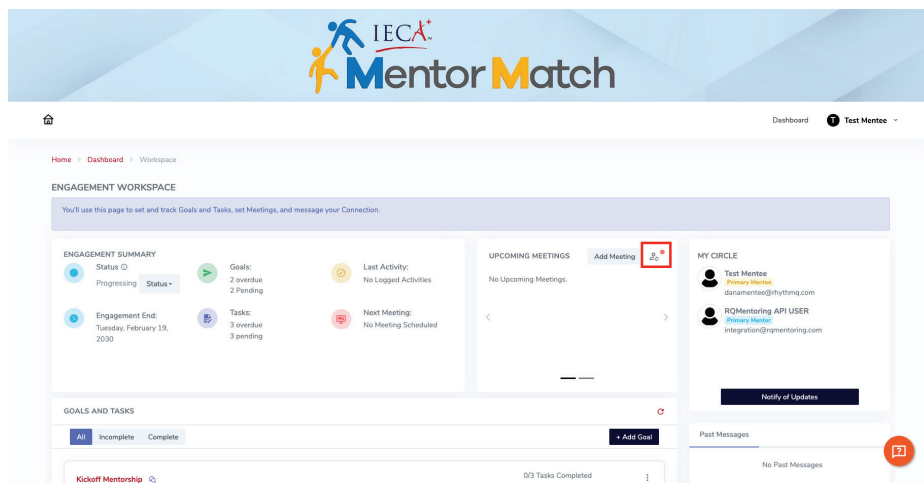
7. You are now in a circle/group mentoring engagement!

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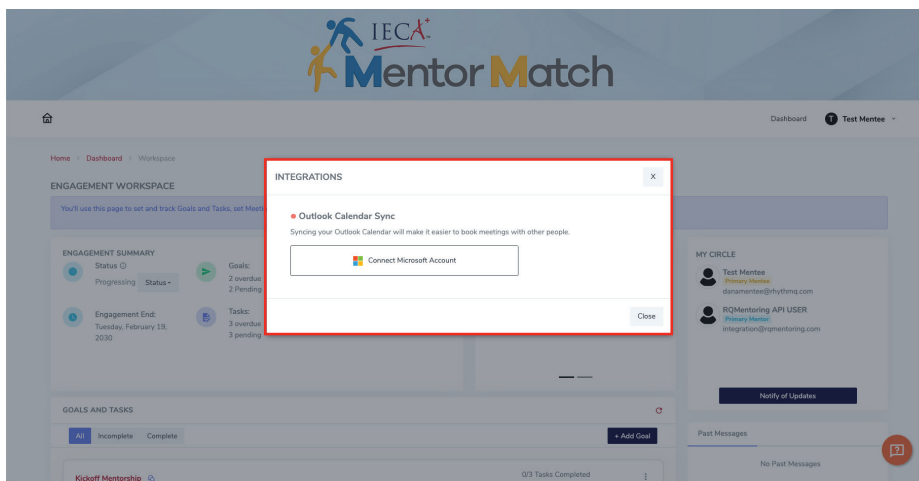


### Next Steps:

1. Connect with Outlook. (gmail coming soon!)
2. Click the person icon in the Upcoming Meeting widget.



3. Click Connect Microsoft Account.



4. Once Outlook is connected, you can schedule a meeting through the workspace.
5. If you don't integrate, or are a Gmail user, you'll still be able to schedule and receive meeting invites, but they will be delivered as emails rather than calendar links. You will need to upload your meeting link in the location bar.