

Google NIHR HUB - Edit Profile

1. Sign in to your Google NIHR HUB account
2. Click Directory (Green button) bottom of page under NIHR Resources section
3. See Actions left hand side of page & click Edit Profile
4. Update any fields where applicable
5. Save by clicking the Update button top right hand side of page

Google NIHR HUB - Search for people listed in the Directory

You'll see colleagues' contact details, plus events and files you have in common. You can even choose to send an email, make a call, or start a Hangout/Meet with just a tap.

1. Sign in to your Google NIHR HUB account
2. Click Mail to access emails
3. In the search box at the top of your page, type the user's name or email address.
4. In the list of matching accounts that appears, click an account to go to its page.

Or

1. Sign in to your Google NIHR HUB account
2. Click Contacts (Light blue button) top half of page under Communicate section
3. In the search box at the top of your page, type the user's name or email address.
4. In the list of matching accounts that appears, click an account to go to its page.
5. Add person to your contacts.