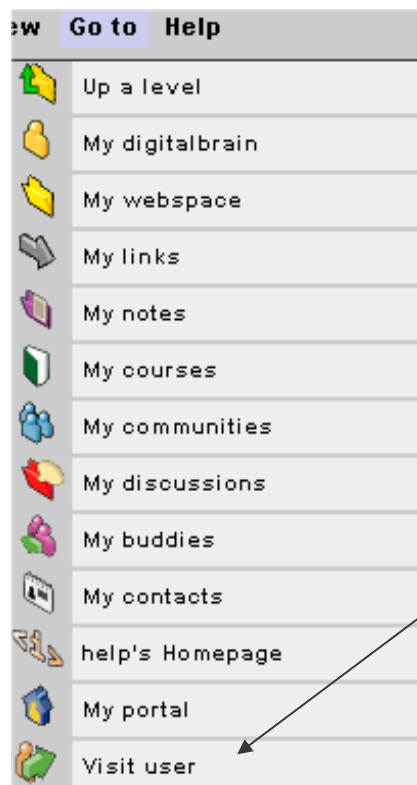


How to visit other user accounts

It is possible to visit the other accounts of Digitalbrain users, both within and outside your school/organisation, depending on the access rights they or their school/organisation have set. This technique can be used to access individuals' and organisations' homepages (e.g. a school website) or webpage.

N.B. By default, the calendar and email facilities are set as private.

1. **Log in** with your Digitalbrain user name.
2. Hover your mouse over the **Go to** menu in the Digitalbrain toolbar and click on **Visit User**.



3. Type the Digitalbrain username for the user you wish to visit and click Ok.

Visit User

Enter a username to visit their digitalbrain:

ok

4. You will be directed to the user's homepage.
5. If the user you are visiting has restricted others' access to a folder or area, you will see a message similar to the following.




Sorry, you cannot view this page

Why am I here?

'pupil2 .screenshot .help' is not allowed to view '/help /accounts /screenshot /accounts /staff /teacher1 /'.

What can I do about this?

[Contact the administrator](#)

6. If the user has given users the appropriate access rights, you will be able to paste and upload files (such as word documents) into the user's space, and download or copy files that sit within the user's space.
7. To return to your own Digitalbrain area, click  in the Digitalbrain toolbar.