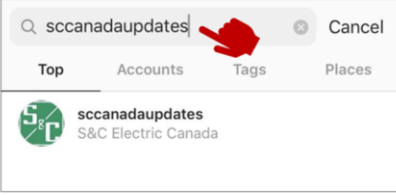



Instructions: How to Follow HR's Instagram Account

1. Type **sccanadaupdates** in the search bar




The screenshot shows the Instagram search interface. The search bar contains the text 'sccanadaupdates'. Below the search bar, there are tabs for 'Top', 'Accounts', 'Tags', and 'Places'. The 'Accounts' tab is selected, and the search results show a profile for 'sccanadaupdates' (S&C Electric Canada) with a green profile picture.

2. Click **Follow**




The screenshot shows the Instagram profile page for 'sccanadaupdates'. The profile picture is a green circle with 'S&C' in white. Below the profile picture, there are statistics: 2 Posts, 4 Followers, and 0 Following. The bio reads 'S&C Electric Canada, 90 Belfield Rd, Toronto, ON, www.sandc.com'. A blue 'Follow' button is visible at the bottom of the profile, with a red hand icon pointing to it.

3. After you click **FOLLOW**, the button will say **REQUESTED**



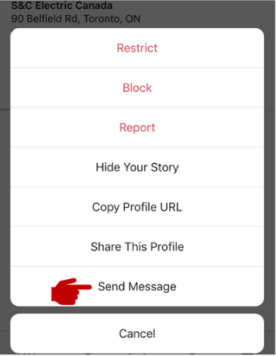
The screenshot shows the Instagram profile page for 'sccanadaupdates'. The 'Follow' button has been replaced by a white 'Requested' button. A red hand icon points to the 'Requested' button.

4. Click on the **three dots** at the **top right corner of the screen**



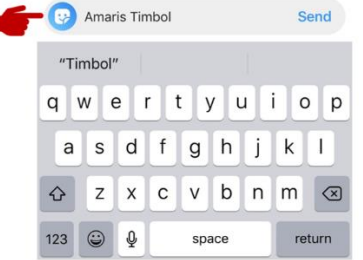
The screenshot shows the Instagram profile page for 'sccanadaupdates'. A red hand icon points to the three dots menu icon in the top right corner of the profile header.

4. Click **SEND MESSAGE**



The screenshot shows the Instagram 'Send Message' menu. The menu items are: Restrict, Block, Report, Hide Your Story, Copy Profile URL, Share This Profile, Send Message, and Cancel. A red hand icon points to the 'Send Message' option.

6. Type in your **FULL NAME and EMAIL ADDRESS** to verify that you are a current team member and then, **click SEND**



The screenshot shows the Instagram 'Send Message' input field. The recipient's name is 'Amaris Timbol'. The input field contains the text 'Timbol'. A red hand icon points to the 'Send' button in the top right corner of the input field.