



## **Your Guide to TelFriends**

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## About TelFriends

TelFriends is the free global system which enables you to share and access private data in .tel domains.

TelFriends is maintained by Telnic Limited, the London-based registry operator for .tel. More information about Telnic can be found at [www.telnic.org](http://www.telnic.org).

Anyone can apply for a username and password for the free TelFriends system without having to purchase a .tel for themselves. This allows people to access the private information in a .tel domain if the owner agrees to share them.

To see private data published in a .tel domain, you need to be a friend of that domain. To become a friend, sign up for a TelFriends username and password, so that you can send a friend request to the .tel domain owner through the TelFriends system, the .tel domain page on the internet or via mobile applications freely available.

If the TelFriends request is accepted, you will see a confirmation in your TelFriends account page, and will then be able log into that domain to see any private data that has been made available for you.

**Important:** Setting up a free TelFriends account requires an email address for account validation. However, you may change this email address at any time after the signup procedure. Telnic will not use your contact information for any marketing purposes and you can delete this information at any time in the future. No information will be shared with third parties. Telnic respects the privacy of individuals, hence the existence of the TelFriends system.

The TelFriends system is not intended to be used as an email or other form of messaging system, or to block spam or any other potentially abusive communication.

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The global TelFriends system has the following features:

- **All your linked .tel friends in one place.** You can always see which .tel domains have added you to their friend lists, and can send friend requests to further .tel domains; see page 7 on how to see which .tel domains may have private data for you. Owners of .tel domains can add all their .tels to one TelFriends account, even if they own multiple .tel domains through different .tel service providers.
- **One-way friending relations.** If you are a .tel domain owner, only people that have your permission can see private data in your .tel domain. Even if you are in somebody's friend list, you can still choose not to share your private data with them. In addition, each of your friends can have a personalized level of access as you have control over each contact that your friends see.
- **Seamless integration with your .tel control panel.** Once you have secured your .tel, you can add your .tel domain to your TelFriends account. Simply log into TelFriends in your .tel control panel once, and you have a fully integrated space for managing all your friend requests and relations. See page 4 for an easy way to integrate TelFriends into your .tel control panel.
- **Automatic friend notifications.** You can subscribe to get notified of all new friend messages that you receive. See page 9 on how to sign up for email alerts.
- **Blocking users.** If you receive a friend request from somebody you are not sure you know or do not trust, you can opt-out and stop receiving messages from them; see page 5 to learn how to block these messages.

# Sign up

## TelFriends for .tel domain visitors

To create an account with TelFriends, sign up at <http://telfriends.tel>, as follows:

1. Type in your name and username, and an email address (which you can later change or delete).
2. Set up a security question and answer for additional protection. This can be any word or phrase, as long as you are able to remember the answer.
3. Optionally, subscribe to email notifications to:
  - a. Know when somebody adds you to their friends list
  - b. Receive other TelFriends-related news.
4. Activate your account. The system will send an email message with the activation link to your nominated email address. Simply click the link to return to TelFriends.
5. Set your password for TelFriends. This password may only consist of letters and numbers, but must start with a letter.

N.B. Please choose a password that won't be easy to guess.

Once your sign up is complete, TelFriends is ready for use. You can start adding your .tel domains and sending friend requests to build up your friend list.

## TelFriends for .tel domain owners

If you have a .tel, you are entitled to a full account with TelFriends. To activate your TelFriends, do the following:

1. Click **Activate TelFriends** in the **Dashboard** of your .tel control panel. The system will offer to add your .tel domain to TelFriends.
2. Type in the captcha message and click **Send invitation**. You will receive an email from TelFriends inviting you to join.
3. In the invitation message, click the link to activate your .tel domain in TelFriends. The TelFriends activation page will appear with an Activation name and PIN already entered. If you delete these values, you can get them from the invitation email.
4. Click **Submit** on the domain activation page. The system will confirm that the .tel domain is now in TelFriends, and will offer to add it to a new or existing account.
5. Click **Enroll now** and complete the signup process as described above.
6. Log into TelFriends from the **Dashboard** by entering your username and password and answering your security question.

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You only need to do log into TelFriends once from your .tel control panel; the system will remember your username and password, and you will be logged in automatically.

After logging into TelFriends from the dashboard, you will see a new tab, **Friends**, appear in the control panel for sending and receiving friend requests.

For more information on friending in the .tel control panel, please see *Your Guide for .tel*.

## Manage Friends

Your TelFriends account enables you to easily view and manage your .tel authorized friend relationships with .tel domains belonging to other people.

The page **My Friends** shows all .tel domains that have added you to their friend lists. When you send a friend request, and the domain owner accepts it, you are added to their friend list, which means you can log into that .tel from any Internet browser or mobile application and see any private data that has been made available to you. The fact that you are in .tel domain's friend list does not necessarily mean that private information has been made available to you, or that you will always be able to view such information.

If you are a .tel owner, you will be friends with your own .tel domain and will see that domain listed on this page.

Note: TelFriends does not show a list of people who you have given permission to see your private data, because that is a feature of the .tel domain within its control panel. TelFriends is independent of your control panel. To manage friends of your .tel domain and the data they can see, please use your .tel control panel after activating TelFriends.

### Add Friends

If you have just signed up for TelFriends, your list of friends is empty (or has only you if your .tel domain is listed in TelFriends already). To start adding friends, simply send them a request:

1. First, click **Add a Friend**
2. Enter the .tel domain name and a short message to introduce yourself,
3. Click **Send**.

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Once you have been added to somebody's friend list, you will receive a confirmation message that will show on the **Confirmations** page. This means that you can log into that .tel domain in a browser to see any private data published for you. Simply acknowledge receipt of pending confirmations to remove them from the page.

### Rejected Friend Request

Your friend request may be rejected by a .tel domain owner for a number of reasons. If this is the case, you will not be notified of this action. You may wish to send subsequent friend requests to the .tel domain owner. Multiple requests may cause a .tel owner to block your requests. Remember to identify yourself clearly in order for the .tel owner to know who you are.

### Block Users

If you no longer wish to receive friend requests from somebody, you can block them on TelFriends. To do so, go to **Block Users**, enter the sender's TelFriends username, and then click **Block**. To find the TelFriends username of the person you wish to block, see a recent friend request message in your email inbox or in the .tel control panel.

Remember, if you block someone by mistake, you will be able to unblock them again to restore the ability to exchange friend requests.

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## Manage .tel Domains

When you are logged into TelFriends, you can see any .tel domains associated with your account within the **Manage Account** area, on the **Manage Domains** page. If you are a guest user, the system will offer to upgrade your account – that is, to add a .tel domain. If you are a full member already, the system will show you what domains you have, as described on page 8.

Please note that TelFriends is only for linking .tel domain names with TelFriends accounts. Management of .tel private data and groups of friends that access the data is done via the .tel control panel, not through the TelFriends interface.

### Guest Member - Upgrade Your Account

If you are a guest user and have no .tel domains in TelFriends, you will see an **Upgrade Account** page offering you to add a .tel domain. If you already own a .tel, adding it to your TelFriends account will enable Friending. If you wish to purchase a new domain, click “Get your .tel domain today”. All .tel domains you own can be associated with the same account, even if they have been purchased from different .tel providers.

To associate a .tel domain with your TelFriends account, do the following:

1. Go to the **Add a domain** page.
2. Type in the domain name without the “.tel” part and click **Add Domain**.  
TelFriends will send an invitation to the email address of the domain owner.
3. In the invitation message, click the link to activate your .tel domain in TelFriends.  
The TelFriends activation page will appear with an Activation name and PIN already entered. If for some reason you delete these values, you can get them from the invitation email.
4. Click **Submit** on the domain activation page. The system will confirm that the .tel domain is now in TelFriends, and will offer to add it to a new or existing account.
5. Click **Add domain(s) to my account** and log in using your TelFriends username and password. After a successful login, the system will confirm that the domain has been added to your account.

If you wish to create a completely new account for this .tel domain, click **Enroll now**.

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## Full Member - Manage .tel domains

Once you are a full member, the **Manage Domains** page will show a list of .tel domains currently associated with your TelFriends account. You can add more domains at any time simply by clicking **Add Domain** and following the instructions shown in the previous section on page 7.

For each .tel domain, the page shows the .tel domain name, and the name and email address you used when you registered the domain with the .tel provider. This contact information is retrieved automatically; if you need to change any of these details, please contact your .tel service provider.

One of the .tel domains is set as the **master contact**, which means that TelFriends sends notifications and news to the email of that .tel owner; see page 9 on how TelFriends account settings integrate .tel owner contacts. If you have multiple .tel domains, you can choose which one should be used as the master contact.

You can also remove a .tel from your TelFriends account. Please be advised that this is irreversible and will delete any unread friend messages. Furthermore, you will not be able to add new friends until the .tel is added to another TelFriends account, although all your current friends will still see your private data if you have any.

You can remove any .tel domain from your TelFriends account by clicking **Remove**. The system will ask you to enter your answer to the security question to authorize the operation. Click **Confirm** to delete the domain.

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# Account Settings

## TelFriends Identification

Your account holds the following identification information:

- **Username** – unique name that cannot be changed.
- **Your name** – the name you used at signup or (for .tel domain owners) the name of the master .tel contact; see page 8.
- **Email address** – the email address you used at signup or (for .tel domain owners) the address of the master .tel contact; see page 8.
- **Your password** – can be reset on the **Change Password** page.
- **Security question and answer** – additional security measures to protect your account. You can reset the challenge question and response from the **Security Question** page.

## Preferences

Your TelFriends account includes subscription and language preference settings. Currently, the TelFriends interface is available only in English; please note that Telnic plans the release of multi-lingual versions later in 2009. If you choose to set your preferred language now, the interface will change to this language automatically when the additional languages go live. No further action will be required.

You can subscribe to TelFriends news and to friend activity notifications, so that you are informed each time somebody sends you a friend request or adds you to their friend list, via your nominated email address.

## Cancel Your Membership

Please be aware that membership cancellations are irreversible. Any unread friend messages will be lost, and you will not be able to log into .tel domains to view anyone's private data.

If you wish to delete your TelFriends account, go to the **Cancel Membership** page, type in the answer to your security question to authorize the operation, and then click **Cancel my Account**.