

How to view Inbound Leads?

- Click "**Teams**" in the upper right-hand corner.
- Then click "**Inbound Leads**" to see anyone who has viewed your Products, Company or Representatives' profiles.
- Filter by "**Lead Status**" (interested, connected, meeting, viewed) and/or by "Team Member."

The screenshot displays the 'Teams' interface for 'Coffee Fest to Go'. At the top right, there are navigation icons for Home, Notifications, Profile, and Teams. A search bar is located at the top center. On the left side, a sidebar menu lists various options under 'HOME' and 'ADMIN'. The 'Inbound Leads' option is highlighted, with a large black arrow pointing to it. Below the sidebar, the 'Inbound Leads' section is visible, featuring a description and two dropdown filters: 'Lead Status' and 'Team Members'. The 'Lead Status' dropdown is circled in black. Below the filters, a lead profile for 'Melissa Gallagher' is shown, including her photo, name, title, and two buttons: 'Show Interest' and 'Request a meeting'. At the bottom of the page, there is a section for sharing the calendar link, with social media icons for Facebook, LinkedIn, Twitter, and a link icon.