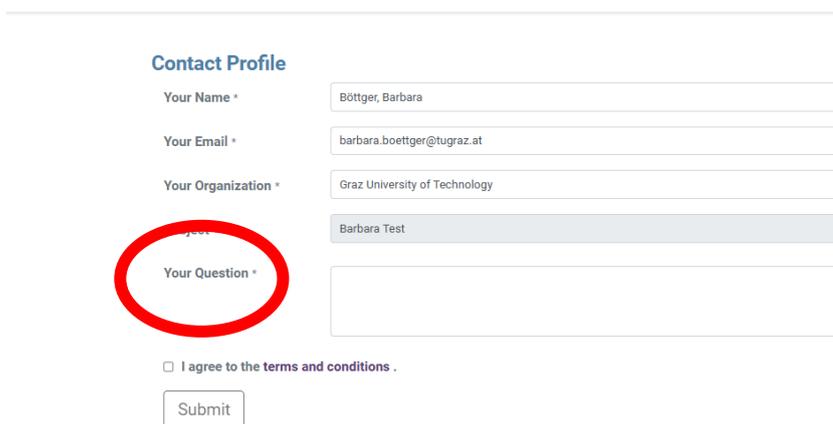


## How to contact a tandem partner

1. Browse through the profiles.
2. Click anywhere on a profile to open.
3. If you have found an interesting tandem partner, simply click on “contact”. Then a short form opens and you can type in a message to that person in the section called “Your Question”.
4. Remember to also provide your email address in this section, so you can be contacted by your tandem partner.
5. Once you have submitted the form, it will be sent to the profile holder.



**Contact Profile**

Your Name \* Böttger, Barbara

Your Email \* barbara.boettger@tugraz.at

Your Organization \* Graz University of Technology

Your Question \* Barbara Test

I agree to the terms and conditions .

Submit

6. After submitting the form, you will receive an email from Agora which confirms the submission of the form. This email includes a copy of the form you submitted.
7. Now you need to wait until your tandem partner reads your message and gets back to you.
8. **If your profile has generated interest** and you get a request for a language tandem via email, you can either contact the person at the personal email address provided in the message, or if none is provided, check out the profile of the sender. To do so, click on the link below to return to all the profiles:

<https://facultyandstaff.unite-university.eu/language-tandems>

# Starting a language tandem

Once you have found a partner, you can start any time. We strongly advise you to read through the **Best Practices**, which you can find here: <https://facultyandstaff.unite-university.eu/language-tandems-home-page>

## You have found a match

Please click on the button labelled “I found a match!” at: <https://facultyandstaff.unite-university.eu/language-tandems>

Faculty & Staff

## Language Tandem Opportunities

Find your tandem partner, use the contact form.

For better chance of getting response add your email address to the message

Create your profile

Have you met a language partner yet, Click here!

your email...

This way, we can keep track of how many people have been successful in finding a language tandem partner. Thank you and have fun interacting with other Uniters!

## How can I set my status on “Not active”?

In case you do not want any other language learners to contact you, you’ll need to set your profile to “Not active”. This can be done by clicking on the editing button:



**Sometimes it feels as if the page does not work: Then simply reload the page 😊**