



HOW TO CREATE A HOZZ PAGE AND COLLABORATE

HOW DO I START A HOZZ PROFILE?

Houzz is a place to collect and share design ideas for your home. Browse 20 million interior design photos, home decor and decorating ideas. Here's how to start:

- Visit www.houzz.com
- In the upper right hand corner, click "Sign In"
- On the next screen below where you are asked for your login credentials, find the line that says "Don't have an account yet" and click "Join Now >"
- Create login credentials for your account, or click to login with Google or Facebook

HOW DO I START AN IDEABOOK?

Ideabooks are an opportunity for you to can collect groups of related photos from anywhere on Houzz. Here's how to start:

- Browse through photos on Houzz by using the search bar at the top of the Houzz website. You can search by design style, area of the house and more.
- When you find something you like, click the Save button at the bottom of the photo
- After you click the Save button, a new screen will pop up, allowing you to add the photo to an existing ideabook. You also can create a new ideabook by clicking the title field, selecting Create New, typing your new ideabook title and clicking the Create button.
- You can add a comment about the item you saved at this step by typing it into the field labeled Add Notes, What Do You Like About This Photo? You also can add and edit comments on all items in the ideabook later.

Viewing Your Ideabook: When you're done adding to your ideabook, you can look at it by clicking Your Ideabooks from the drop-down menu beneath your profile photo at the top of your screen.

HOW DO I COLLABORATE WITH MY NEIL KELLY DESIGNER?

Once you're finishing with your ideabook, you can share it with your Neil Kelly Design Consultant.

- Click the Invite button underneath your ideabook title. You can add collaborators to your ideabook by typing their Houzz usernames or email addresses into the search field. After you enter the collaborator's username or email address, you can choose whether that person may edit or just view the ideabook.
- Select the Can View option, for example, to show someone the private ideabook of tile backsplashes you're considering. Or select Can Edit to give someone the ability to add photos and make comments underneath yours.
- After you've added your collaborators, click Save Settings. Your Neil Kelly Design Consultant will receive a notification email so that they can help you start making your home design dreams a reality.

Neil Kelly