



WORKPLACE USER GUIDE





WELCOME TO WORKPLACE

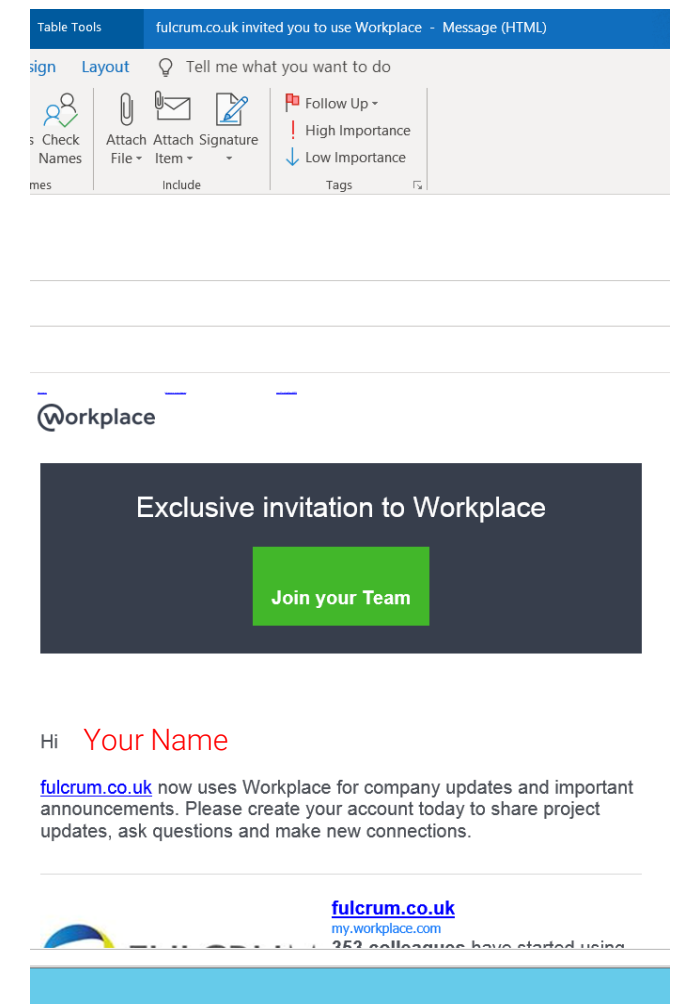
We are really excited to welcome you to Workplace.

It's more important than ever that everyone has access to the same consistent information and feels connected.

In this guide you will find all the information needed to get started and make the most of Workplace:

- You will have received an email from Workplace inviting you to join - see example.
- The email will come from **fulcrum.co.uk** via **Workplace**
- When you click on the click on the email, you will be asked to create a password.
- Your user name will be your email address.
- You can access your account either from a desktop (PC) or by downloading the app on to any mobile device; (Mobile phone, Tablet, etc)

Example email

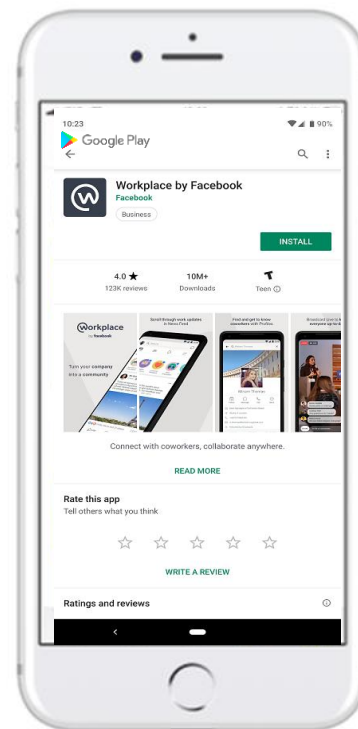




DOWNLOAD THE APP

Stay connected on the go by using the Workplace and Workplace Chat App.

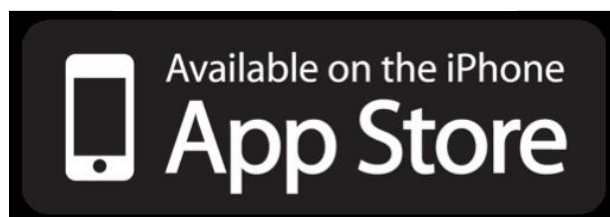
- These can be downloaded from the Google play and iOS app stores.
- Search for 'Workplace by Facebook' to download both the Workplace and Workplace Chat apps



Workplace chat is where you can join in with group chats or message an individual.



Workplace is where you will see business updates, news and share pictures or ideas.

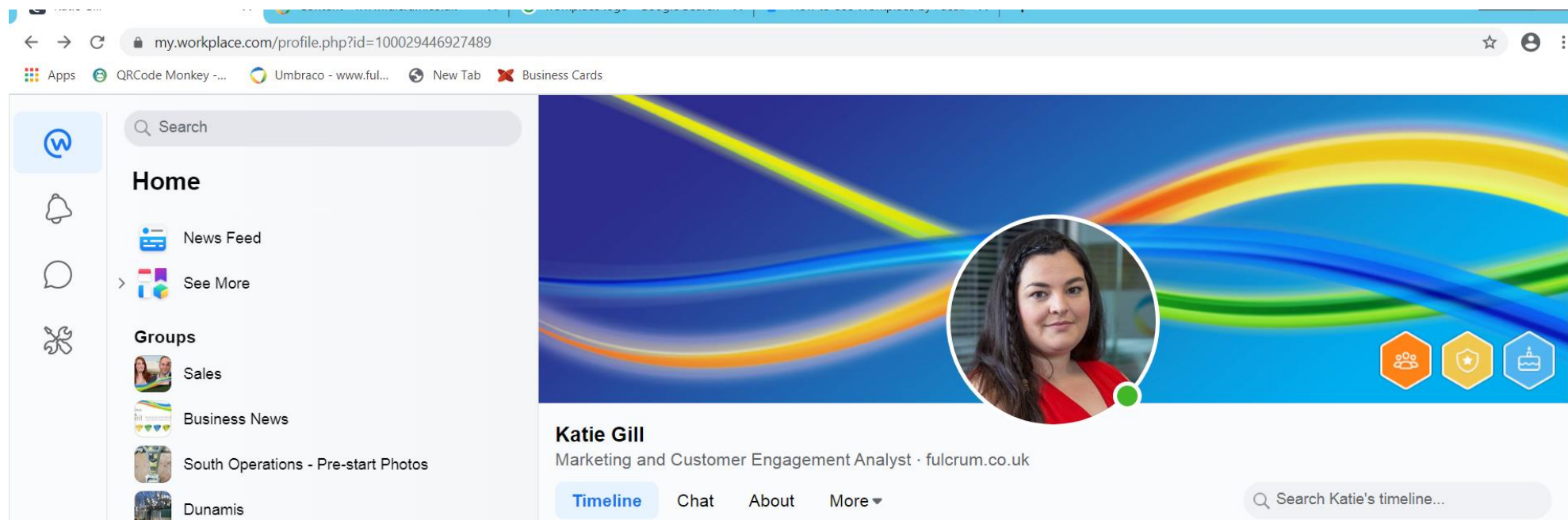




UPDATE YOUR PROFILE

Your profile contains information about you and your role.

Adding your photo is key as it's a warm welcome to those people yet to meet you.



Top Tip: Access and complete your profile by clicking your name in the top right of the screen

Things to do:

- ✓ Fill in your "About" section – including phone number, location, job title and department
- ✓ Add your manager if not already complete
- ✓ Add your profile photo (and a cover photo if you like)



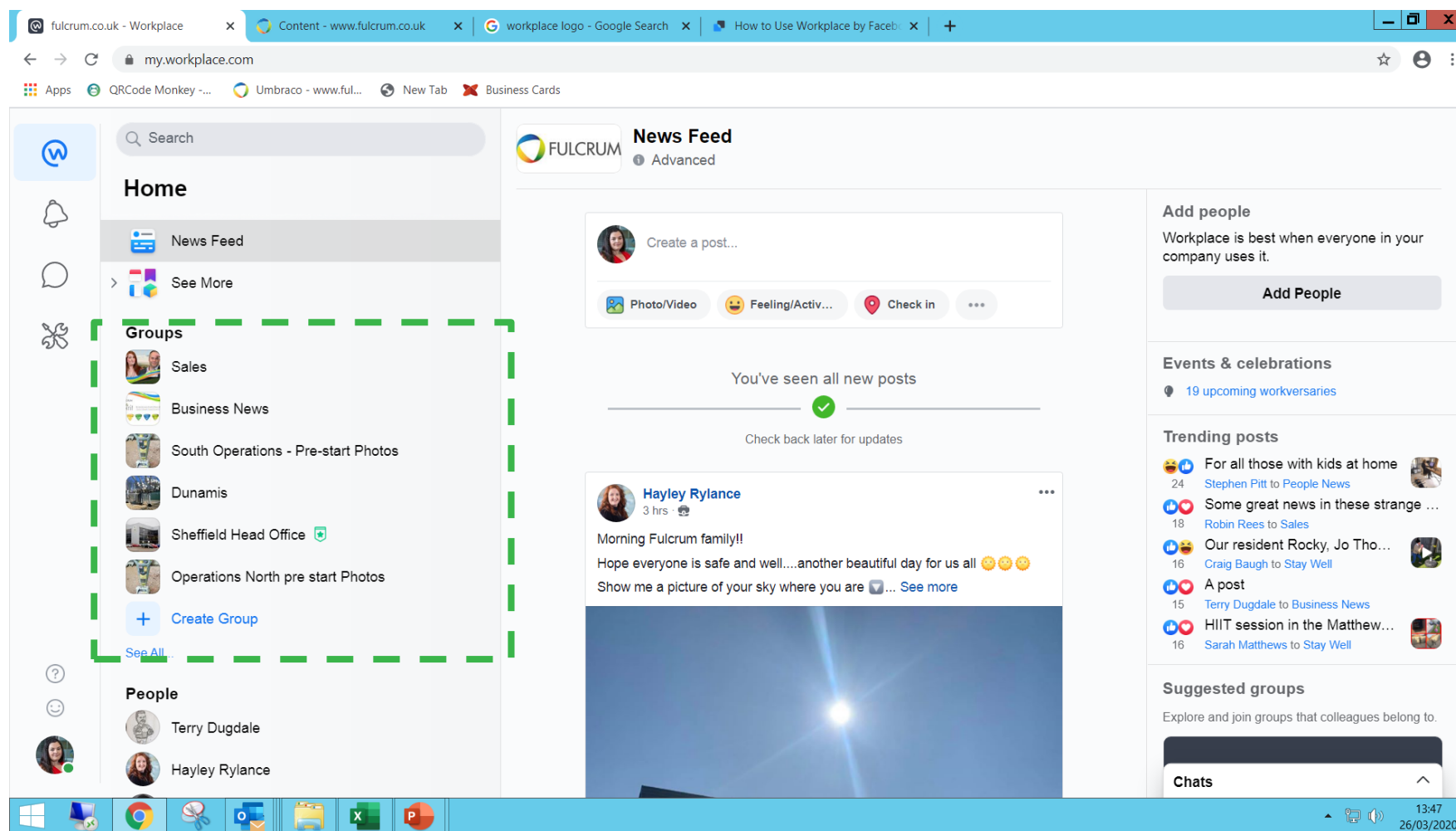
GROUPS

Groups are at the centre of your Workplace experience. This is where you communicate and work with your teams.

You will be a member of some groups along with everybody else in the business and you can also be a member of a group specific to your role.

Things to do:

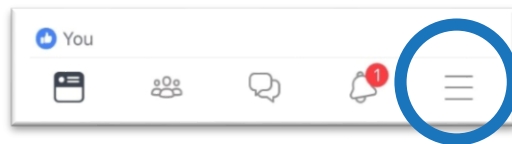
- ✓ Search available groups
- ✓ Ensure you've joined all relevant groups related to your job role and team.



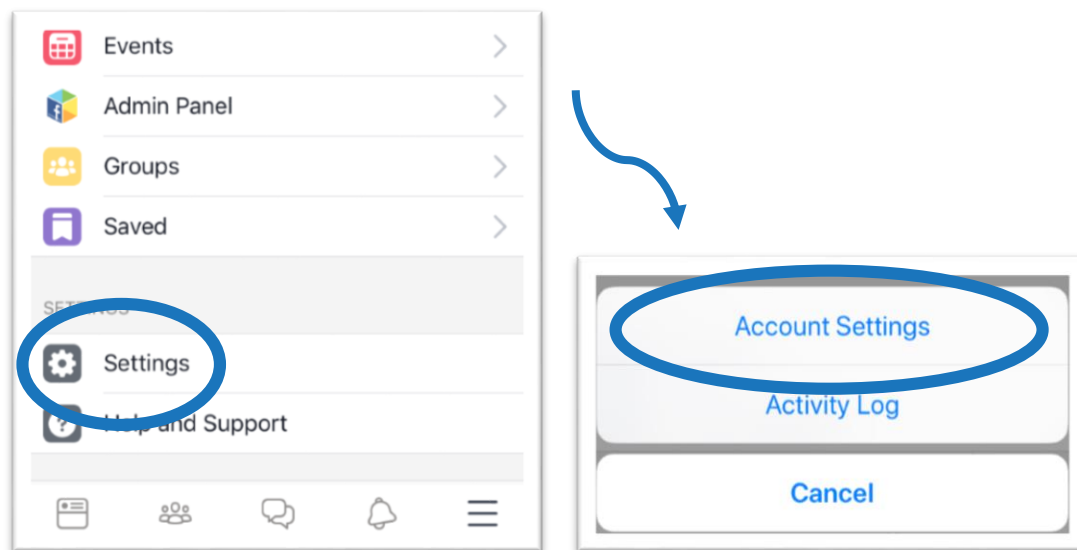


NOTIFICATIONS – FROM A MOBILE OR TABLET

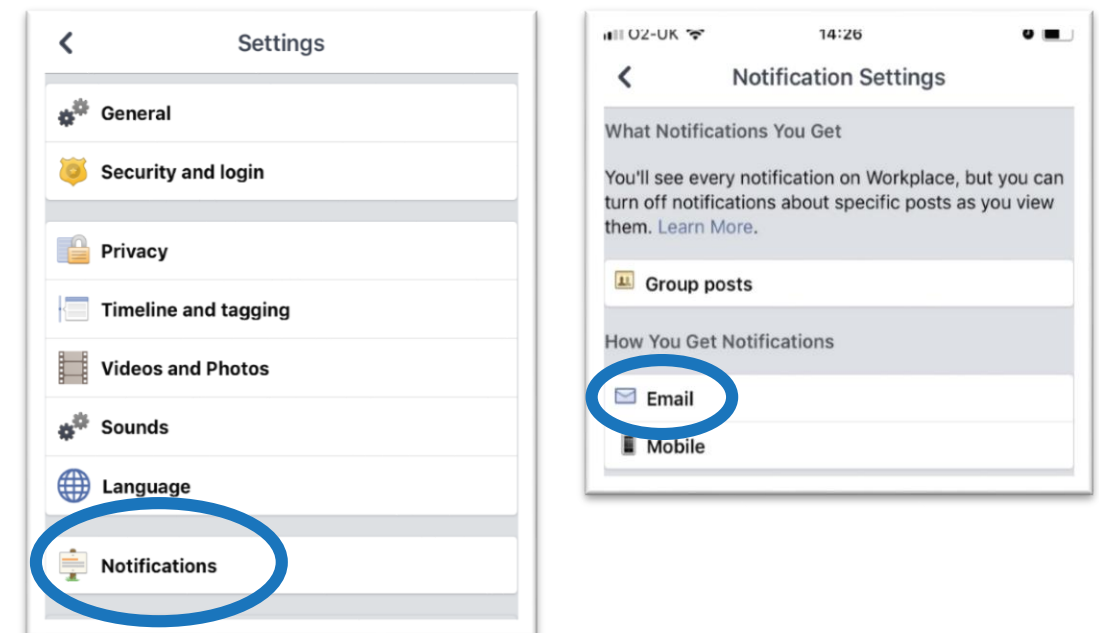
- From your mobile or tablet, select the three stacked lines at the bottom right of the screen.



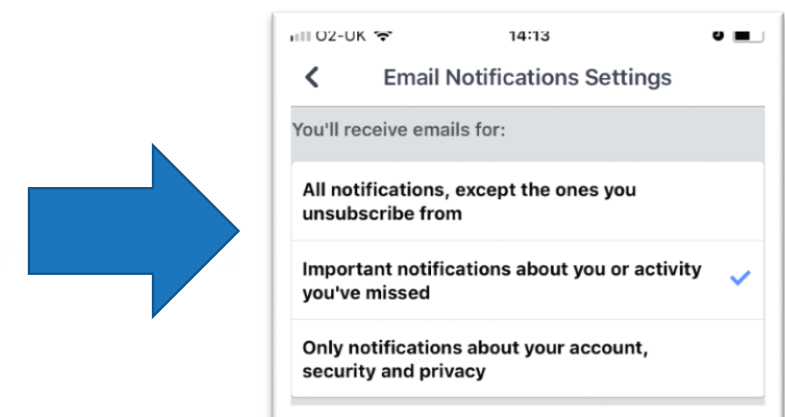
- Select "Settings" from this new menu, and then "Account Settings" from the pop-up



- Select "Notifications" and then choose "Emails"



- This will now display the options to update the frequency of emails you receive.



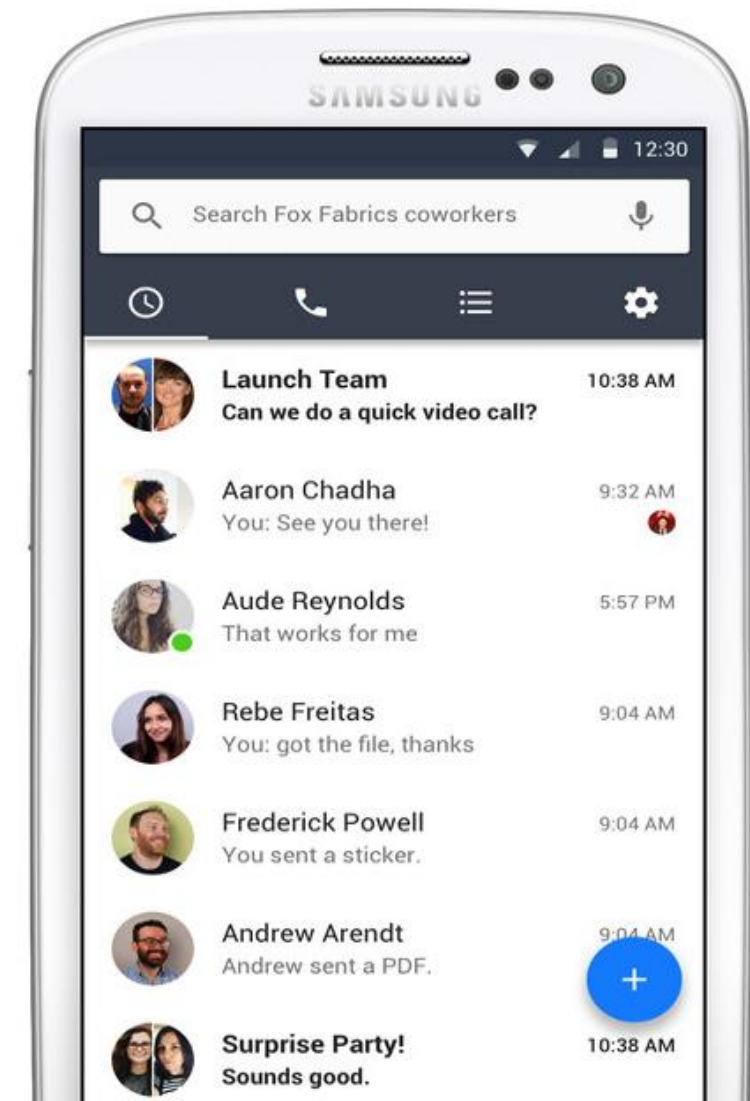


WORKPLACE CHAT

Workplace Chat allows you to have 1:1 and groups instant message conversations along with voice and video calls.

Quick Tip:

- Search for contacts to chat with from the contact search in the bottom right hand corner of your Workplace on desktop
- Download the Workplace Chat app for your Smartphone
- Easily share your desktop when having a 1:1 video call
- Express yourself using GIFs
- Hold 1:1 or team meetings using Video chat



Workplace Chat is available on both iOS and Android