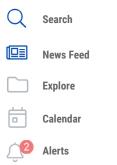


** the EMPLOYEE app* How to Use the Mobile App





More (Settings)

Navigation

When you log into the EMPLOYEE app's mobile app, you will be taken to your home screen. The home screen is usually the News Feed, which functions like a social media feed.

The **Navigation** at the bottom of the app allows you to go to the other app sections:

- **Explore:** Folders where content is organized
- Calendar: Company calendar of events
- Alerts: Text-only messages that are timesensitive or important
- More: A menu where you access other App Profiles (if available), the **Directory**, saved content, and settings

There is also a search bar in the upper right, where you can search for content in the app.

NOTE: Those with administrative access will see a bar at the top of their News Feed that says "Add a post..."

Using the App

Using the app is guite simple and similar to what you're used to on social media.

Open Content: Tap on any post to open it and view the content.

- Banners: The carousel of banners on the News Feed can be clickable. Tap them to view.
- Add Events to Calendar: Within the Calendar section of the app, you can add events to your phone's calendar by opening them and clicking "Add to Calendar."
- Use the Directory: Tap to call/email contacts in the Directory
- **Search:** Type your search query in the search bar to find content

Engage With Content

There are many ways to engage with content:

- Like: Click "Like" on posts you enjoy or find useful to let your company know what you want to see more of.
- **Comment:** Share your thoughts and ask questions with comments.
- **Share:** Some posts might have "Share" enabled, which would let you share the content to external social media or via text/email.
- Save: This option lets you save content to view offline (go to "More" to access).
- @Mention: Tag users to engage them.