When you log into theEMPLOYEEapp's Intranet, you will be taken to the Home Page. This is how you will navigate to other sections of the intranet, access widgets, and engage with recent content.

- All around the page, you'll see **Widgets** that your company has chosen to include (see numbered sections).

- Find content quickly by typing it into the **Search Bar** at the top of the page.

- Navigate to other parts of the app using the **6-Dot Grid Icon** at the top of the page.

- View **Alert** notifications by clicking the **Bell Icon** at the top of the page.

- Access your **Profile**, change your username/password, or logout by clicking your name in the upper right.

NOTE: Only those with administrative access will see the **Crown Icon** in the top navigation.

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1 Profile: See your profile, change your name & profile picture

2 Calendar Widget: Quick access to upcoming events

3 Recent Content: See the content you viewed most recently

4 Directory Widget: Get quick access to directory folders

5 Search: Search for content/folders/contacts

6 Carousel Banner: View and/or click on the rotating banners

7 My Apps: Quick access to other "apps" your company set up

8 Quick Links: Quick access to important company content

9 Recent Folders: View the folders you opened most recently

Crown Icon: For admins to access the CMS

6-Dot Grid Icon: To navigate the Intranet

Bell Icon: To view Alert notifications