







-  Search
-  News Feed
-  Explore
-  Calendar
-  Alerts
-  More (Settings)

Navigation

When you log into theEMPLOYEEapp’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 time-sensitive 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 quite 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.