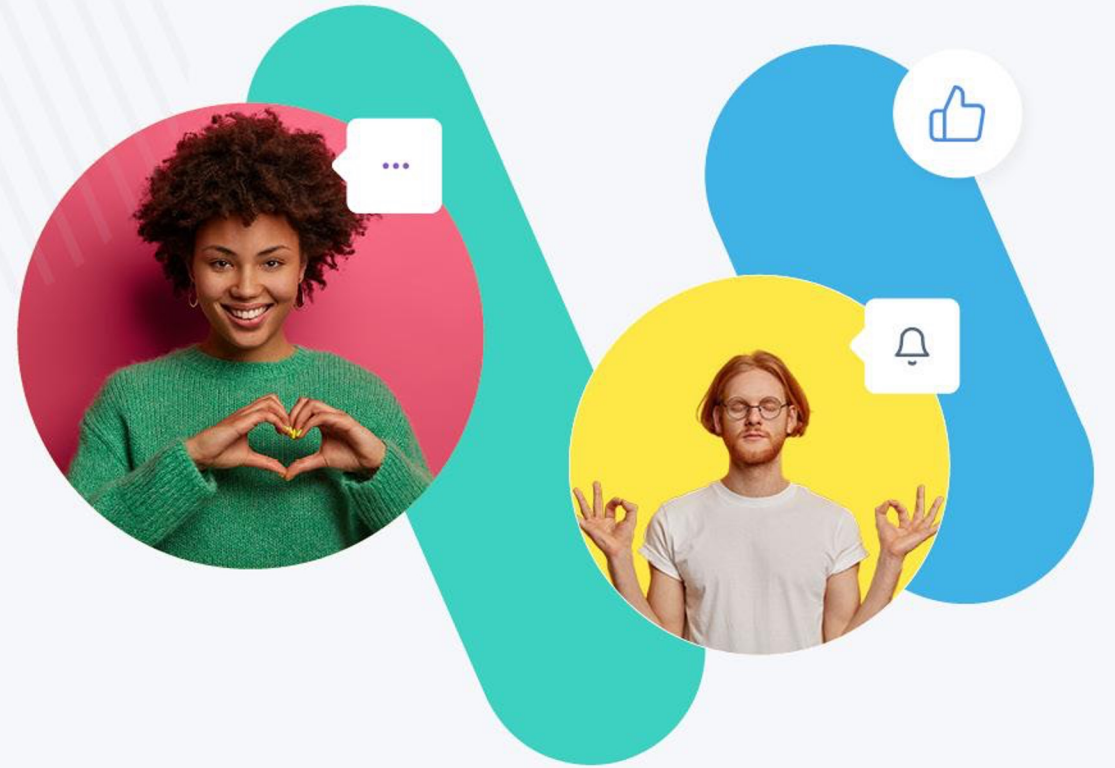


Desktop How-To Guide

Getting Started on Desktop

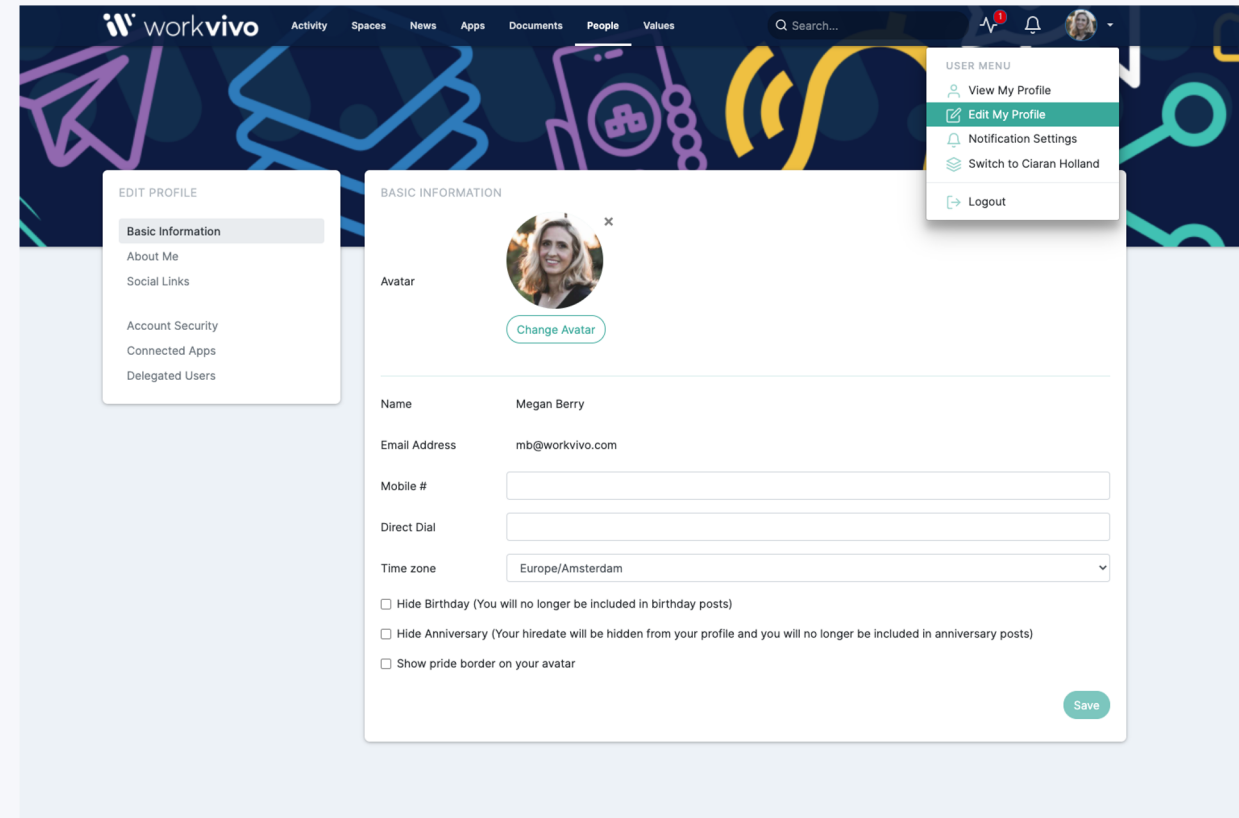


How To: Change your Profile Photo

The People Directory comes to life when everyone uploads their profile photo so take 2 minutes to upload yours today!

- On Desktop, click on your Avatar on the navigation bar and select "Edit My Profile" from the User Menu.
- Click "Change Avatar" and choose a photo from your Library. Save your changes.

#featuretip



How To: Post an Update

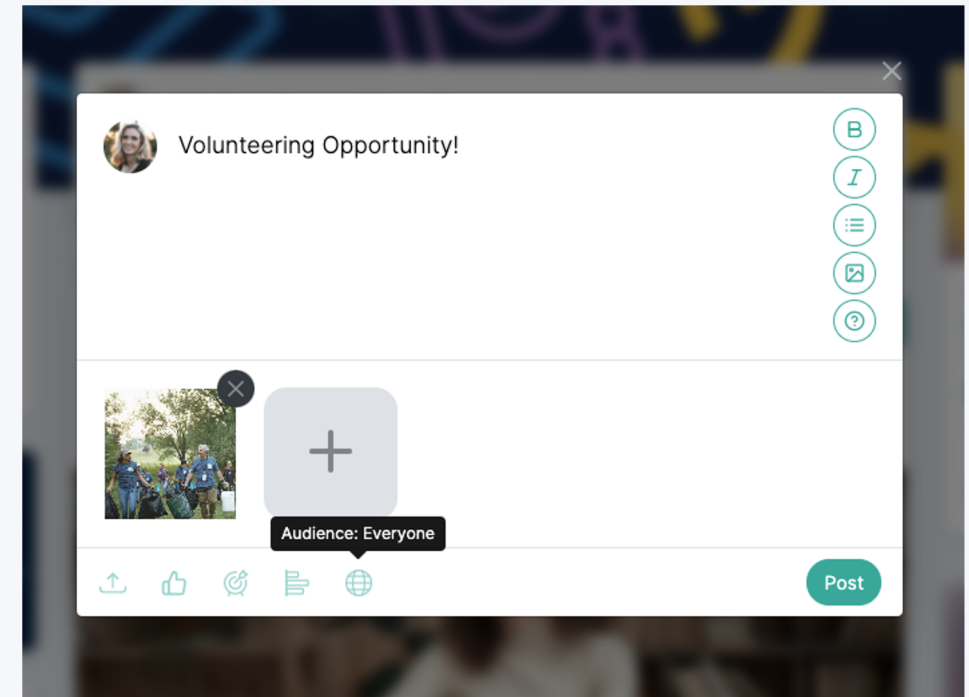
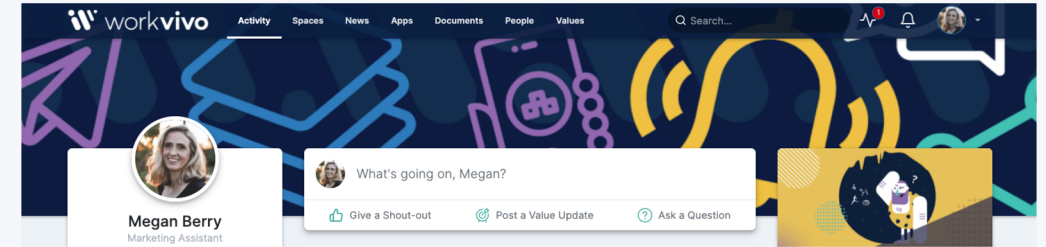
To post an update, click on the "What's going on?" message box in the main activity feed and type your message. Upload an image to make it more eye-catching!

Make sure you select the relevant audience for your post. The default audience may be Everyone in the organisation so make sure to select the most appropriate group - you can choose Team(s) and or Space(s).

Click on the globe icon and select Everyone or choose Team(s) and or Space(s). Click "Post" when you're ready.

Note: If you are posting from a Space Feed on desktop, the space itself is pre-selected as the audience. You can change the audience by clicking on the Spaces icon in the message box and selecting Everyone or the relevant Team(s) and Space(s) from the lists.

#featuretip



How To: Give a Kudos or Shout-out

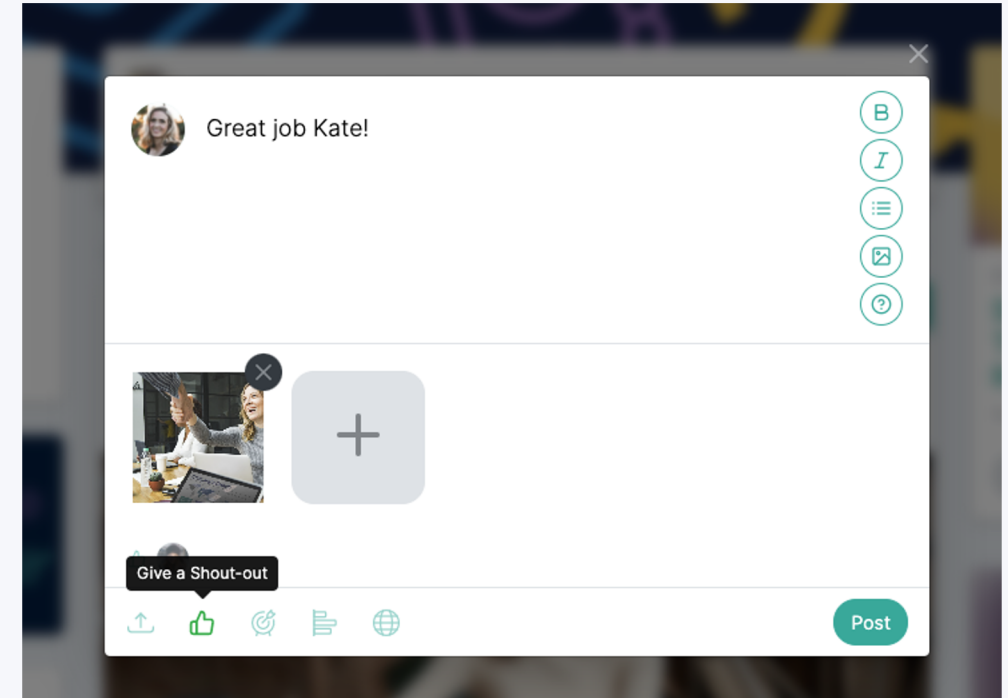
Shout-outs or Kudos are a great way to recognise a colleague for an achievement or to thank someone for their help and support. When giving a shout-out, focus on the individual rather than an entire department / office so that your colleague gets the recognition they deserve.

To give kudos or a shout-out:

- Click on the "What's going on?" message box and type your message.
- Click on the megaphone/thumbs up icon and select your colleague(s) from the list.
- Don't forget to add an image to make your shout-out stand out in the main feed!

Your colleague will get a notification to tell them that they have received a shout-out.

#featuretip



How To: Post a Goal or Value Update

One of the best features of the platform is that you can tie the updates and stories you share to one of your organisation's business objectives/values.

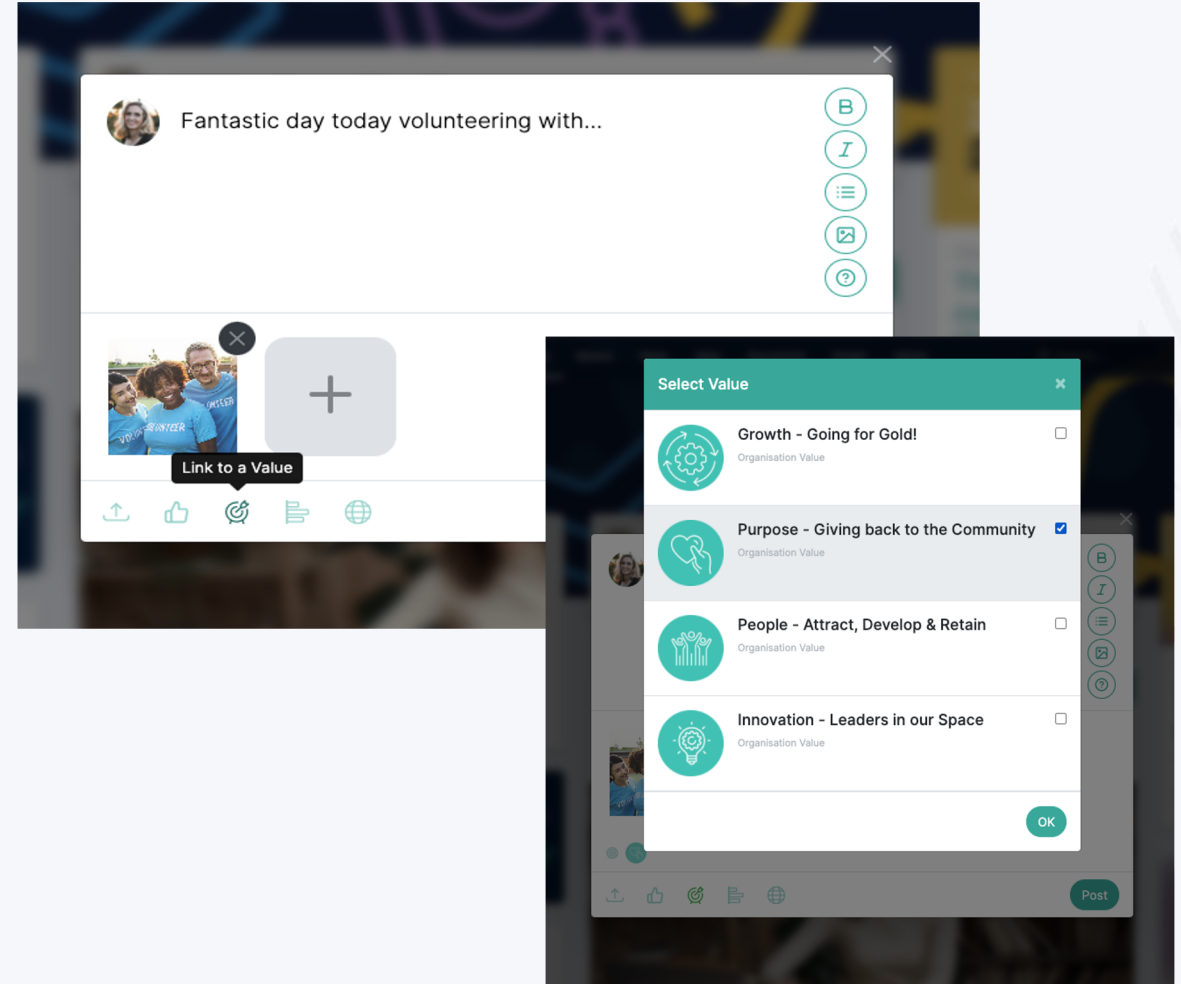
By linking what you share to the objectives and values, management can check on progress, share information on how each team is contributing and, of course, celebrate when you reach those goals!

To create a goal update, click on the “What’s going on?” message box.

Click on the target board icon and select the relevant goal/value from the list.

Type your message, choose your audience and click “Post”!

#featuretip



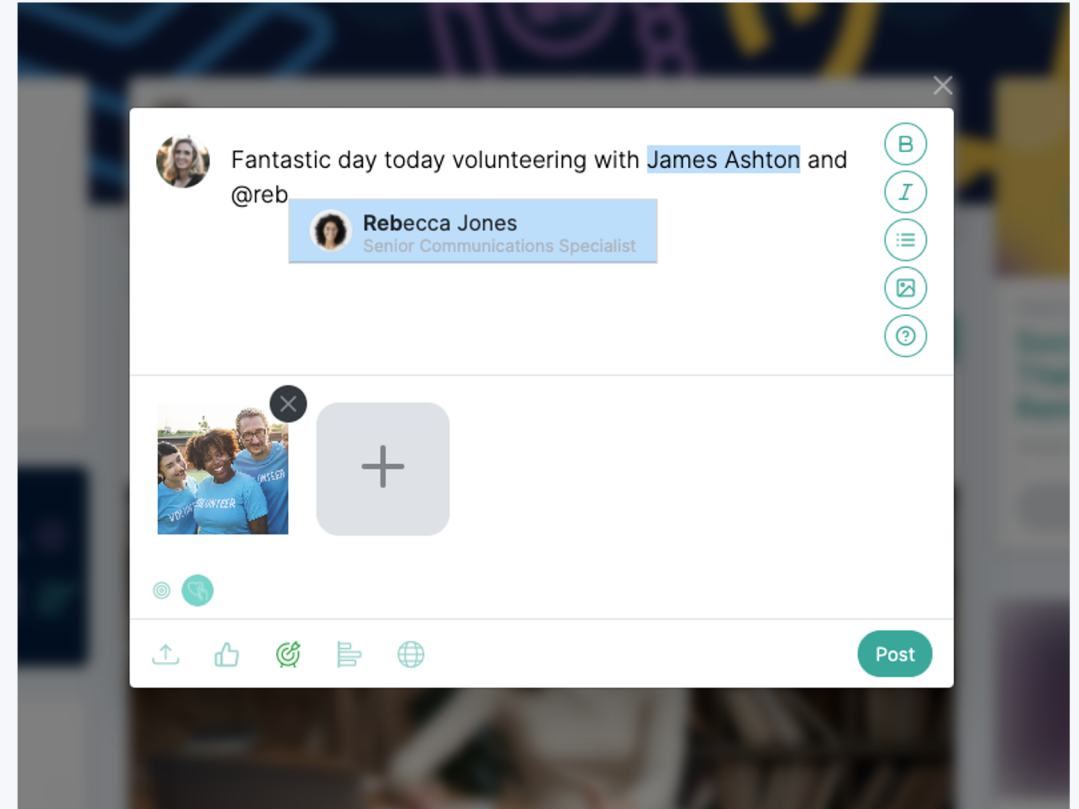
How To: Tag a Colleague

Did you know that it's very easy to tag colleagues in updates, shout-outs and comments?

- Tap the '@' key on your keyboard and begin typing a colleague's name (without leaving any space).
- Select their name from the list that appears and post when ready.

When you @mention a colleague, they will receive a notification that they have been tagged.

#featuretip

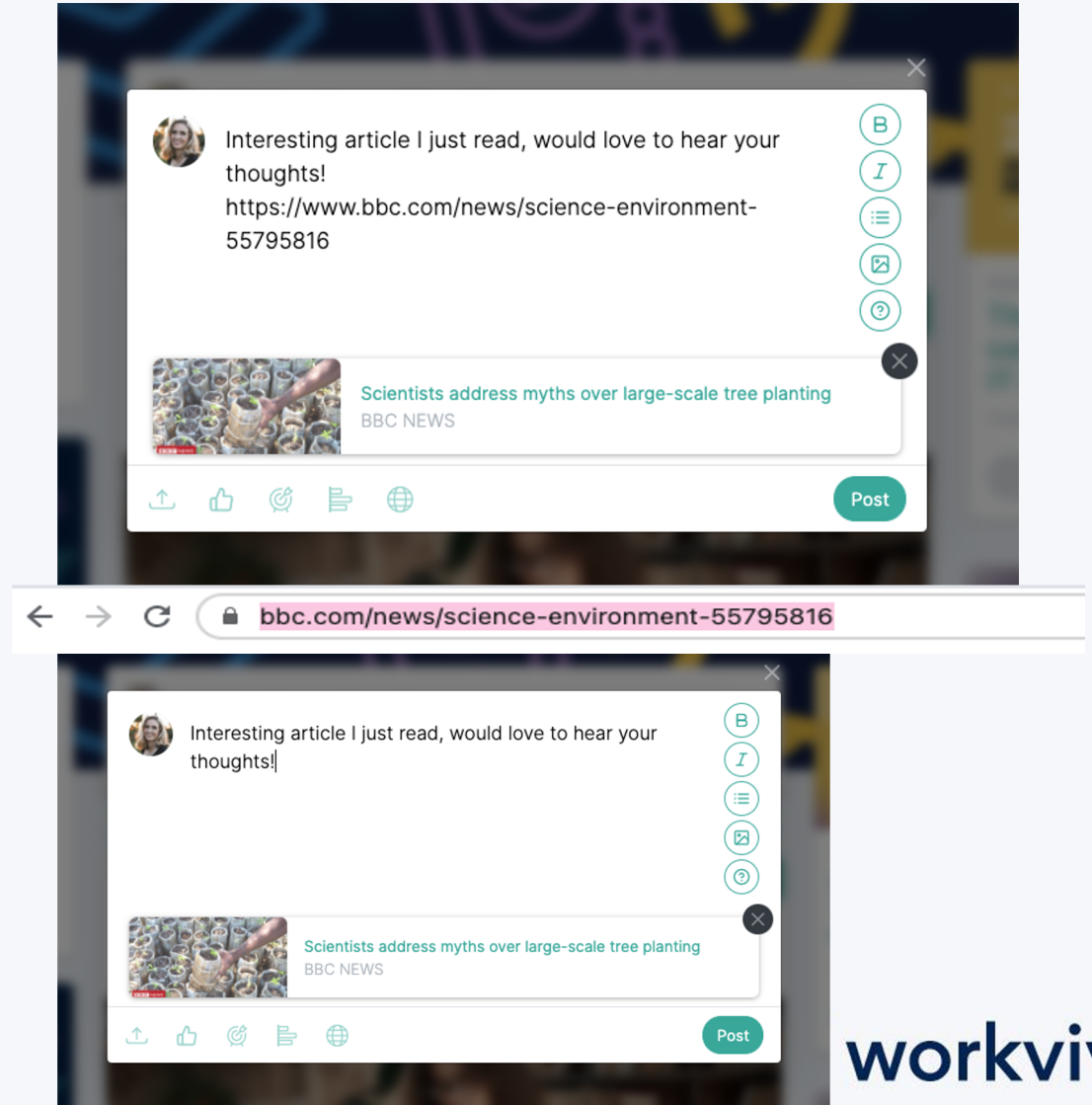


How To: Add a URL to a Post

Did you know that you can add a URL from an external website into your posts?

1. Copy the URL link from your browser
2. Paste the URL into the “What’s going on?” message box on the activity feed
3. Wait a few seconds for the header image and link to render
4. Once the link box has rendered, you can delete the URL text to make it look neater

Note: If an image doesn’t appear beside the link, this is due to the metadata being passed by the website, rather than Workvivo blocking content.



How To: Add a Hashtag

Hashtags tie posts from team members across the organisation into a single stream. To find related content, search for the hashtag using the Search function or click on the hashtag anywhere you see it on the platform on desktop!

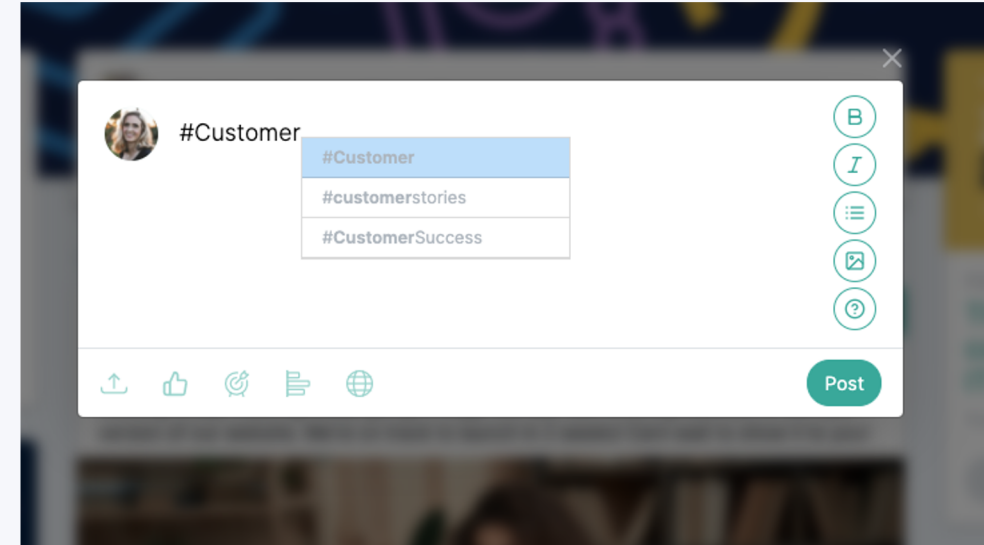
When used properly, hashtags are a great way to make your posts more visible and increase engagement.

You can include a hashtag in your post today by typing '#' followed by the words, without any spaces or symbols.

Once a hashtag gains popularity, you'll see it magically appear in the Trending Hashtags widget on desktop!!

#featuretip

Note: Hashtags are an optional feature and may not be enabled for your organisation



How To: Hide a Pinned Post

System or Space Admins may choose to highlight some posts by pinning them to the top of the activity feed.

Did you know that you can hide pinned posts from your activity feed once you've read them? This ensures that you always see the latest and greatest at the top of your activity feed!

- Click on the thumbtack on the top right of the pinned post to "Mark as Read"
- Click "OK" to mark the pinned post as read

#featuretip

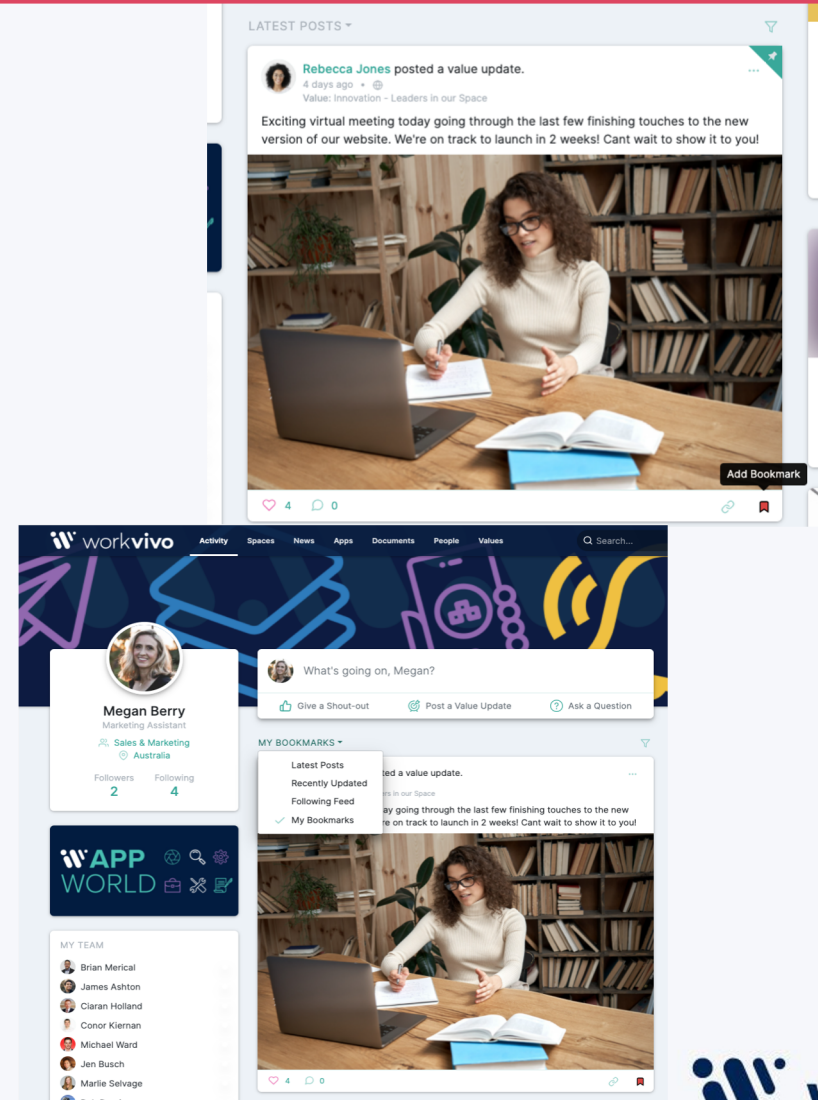


How To: Bookmark Posts

Are you short on time and want to save an update or article for later reading, did you know that you can bookmark posts on your activity feed?

- Click on the bookmark icon at the bottom right of any post to add it your bookmarks list.
- When you want to view it, change your activity feed filter at the top of the feed. Click on “Latest Posts” and select “My Bookmarks” from the list. Easy!

#featuretip



How To: Add an Event to your Calendar

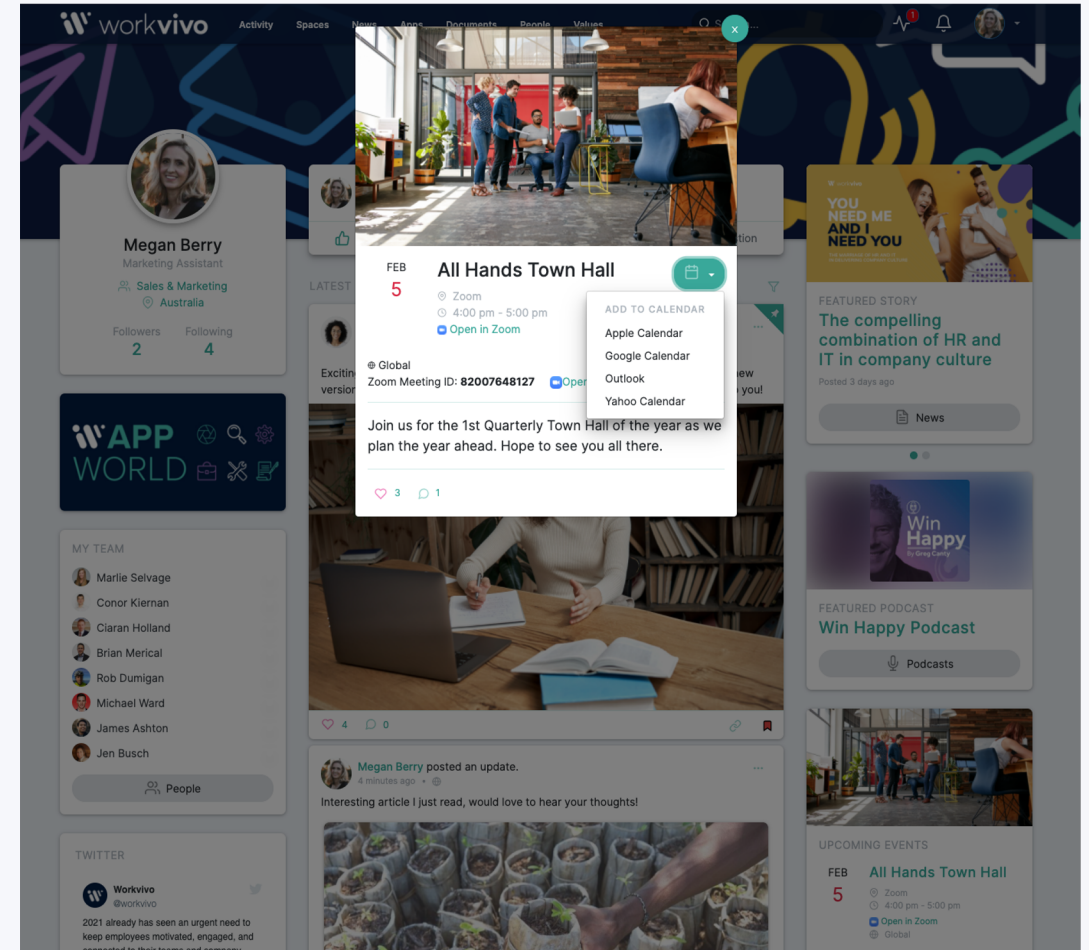
You'll never miss an interesting or exciting event or webinar again if you add it to your calendar!

Did you know that you can add an event posted on the platform to your work calendar or pre-installed calendars on your device?

- Open an Event from the Events section.
- Click on the calendar icon button on the right
- Select the relevant calendar from the list to add it

Note: You may need to allow Workvivo access to your calendar(s)

#featuretip



How To: Join a Space

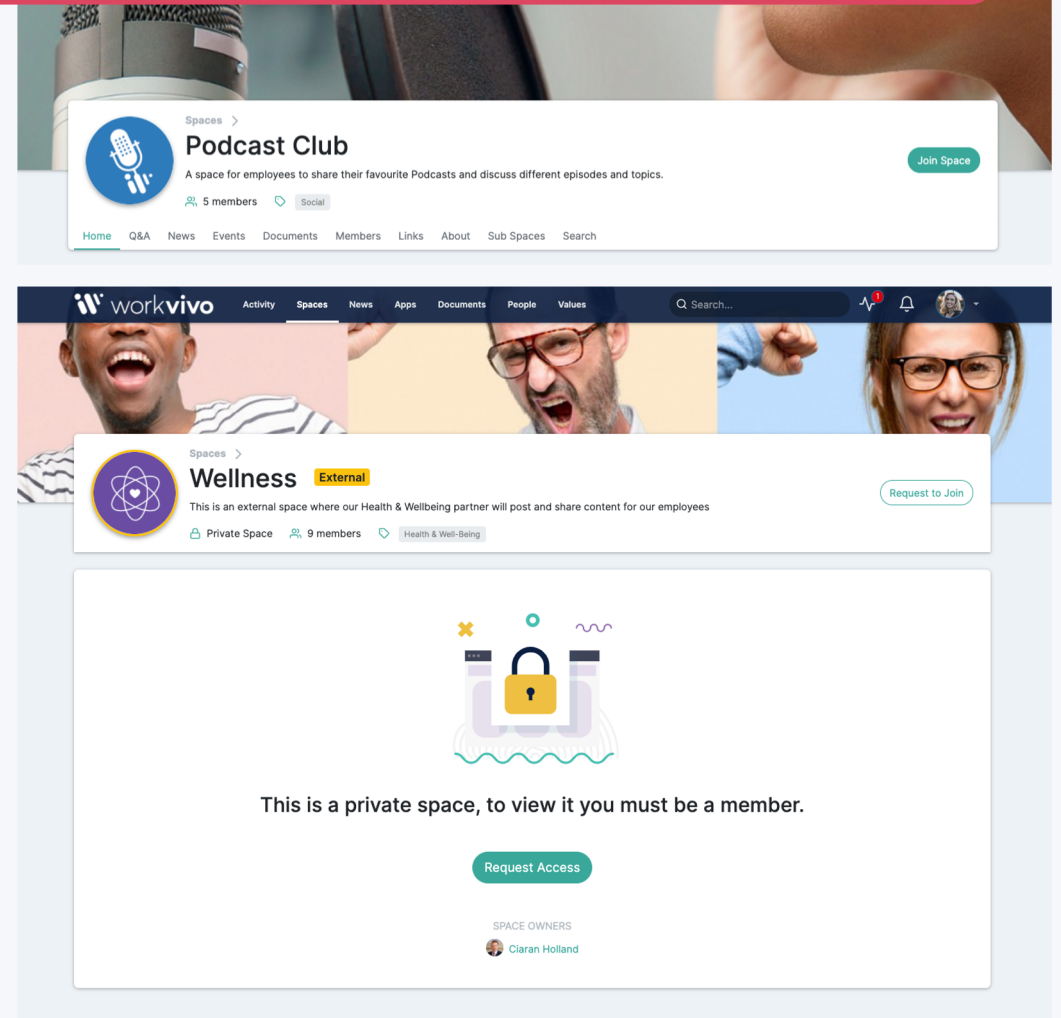
Spaces are interest groups or micro-communities where you can share updates and content with colleagues and find out important information.

To join a Public Space, open the space and click "Join Space".

For a Private space, you will have to click "Request Access". Once your request is approved, you will become a member of the space and can see its content.

Note: You should only join Spaces that genuinely interest you. System Admins may choose to auto-enrol your team in particular spaces but you can always opt-out by going into the space and clicking "Leave Space".

#featuretip



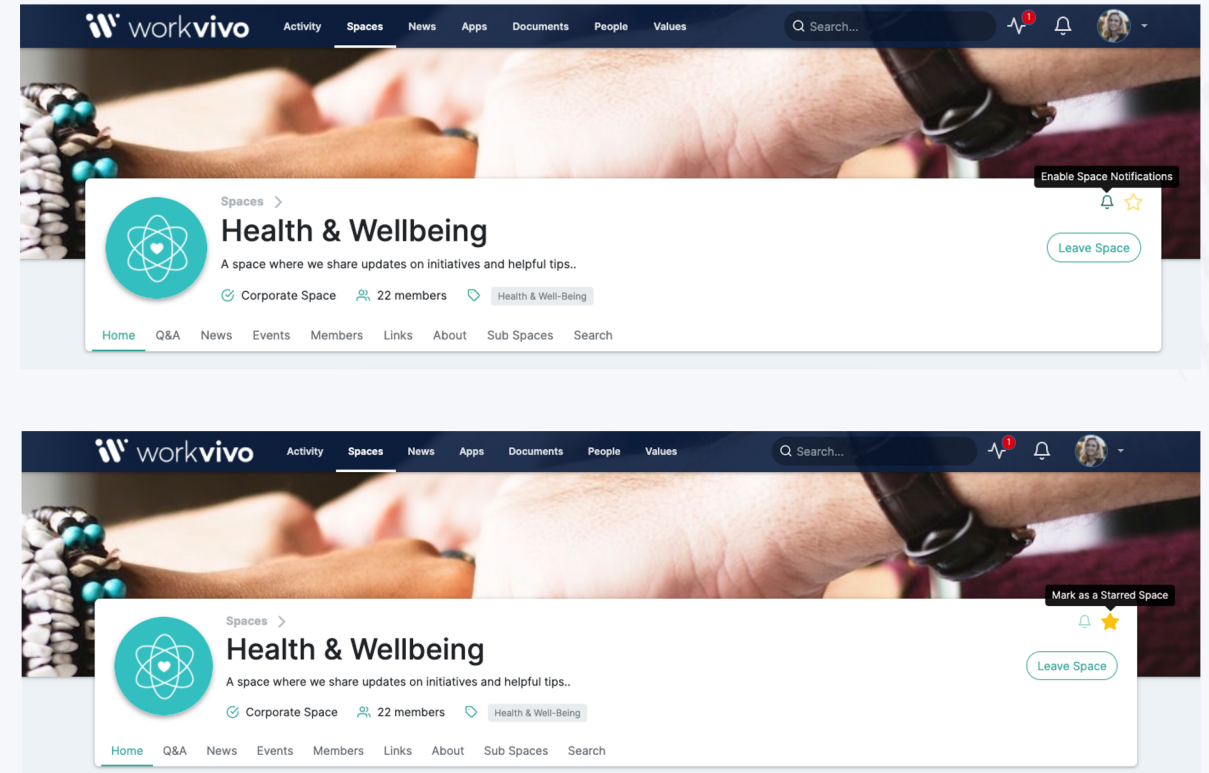
How To: Subscribe to Space Notifications

Did you know that you can get notified of updates posted to a space you are joined to by subscribing to Space Notifications?

Open the space you're a member of and click on the bell icon to enable notifications.

You can also mark that space as one of your "Starred" or favourite spaces by clicking in the star icon.

#featuretip

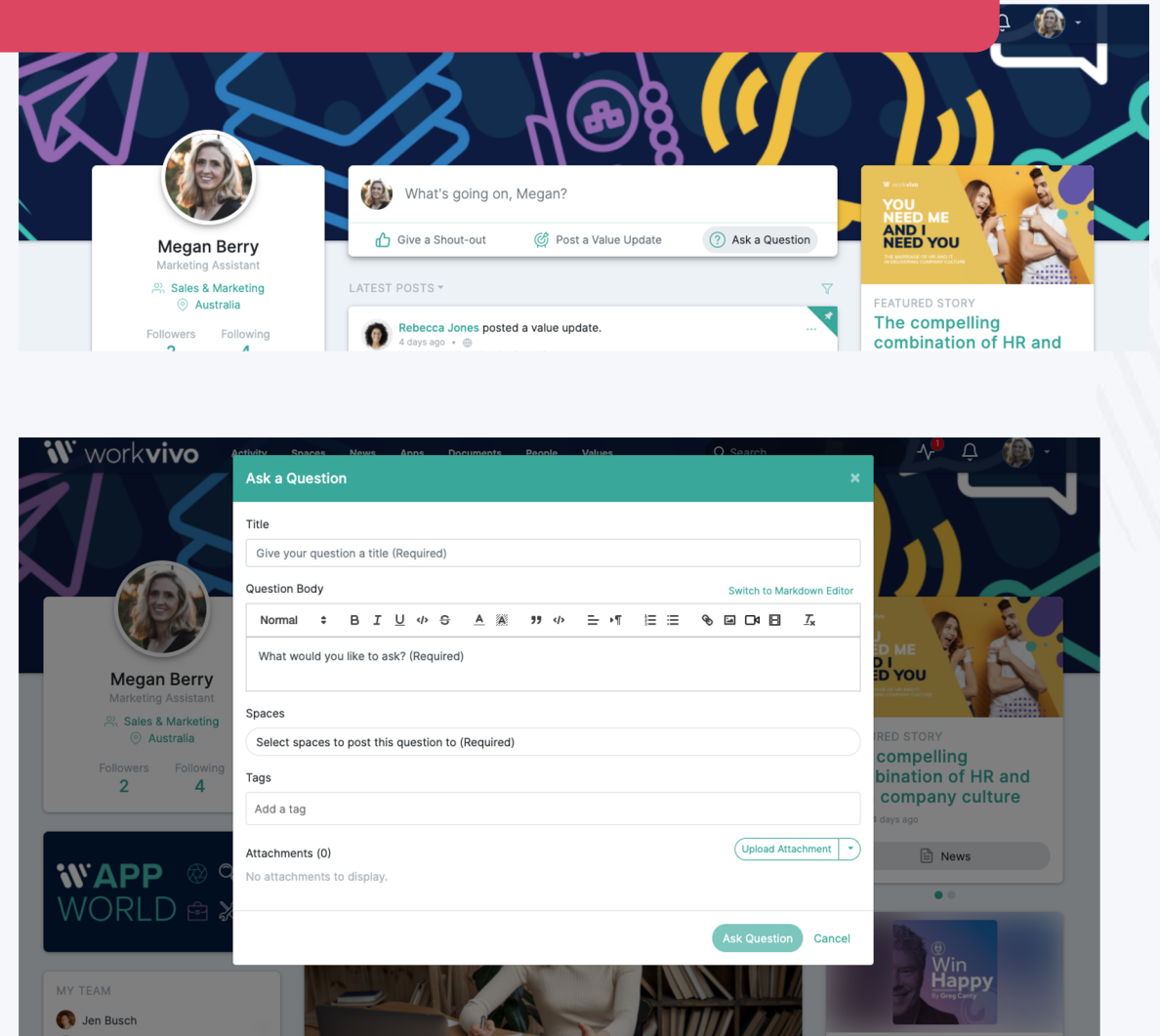


How To: Ask a Question

Did you know that you can ask a question to a space audience?

- From the activity feed, click on the Question Mark icon in the "What's going on?" message box and the Ask a Question window opens.
- Give your question a title and type your question.
- Attach any relevant images or files.
- Select your audience by clicking on "Select one or more spaces...".
- Select a space from the list.
- Click the back arrow to return to your question text and click "Post" to post your question.

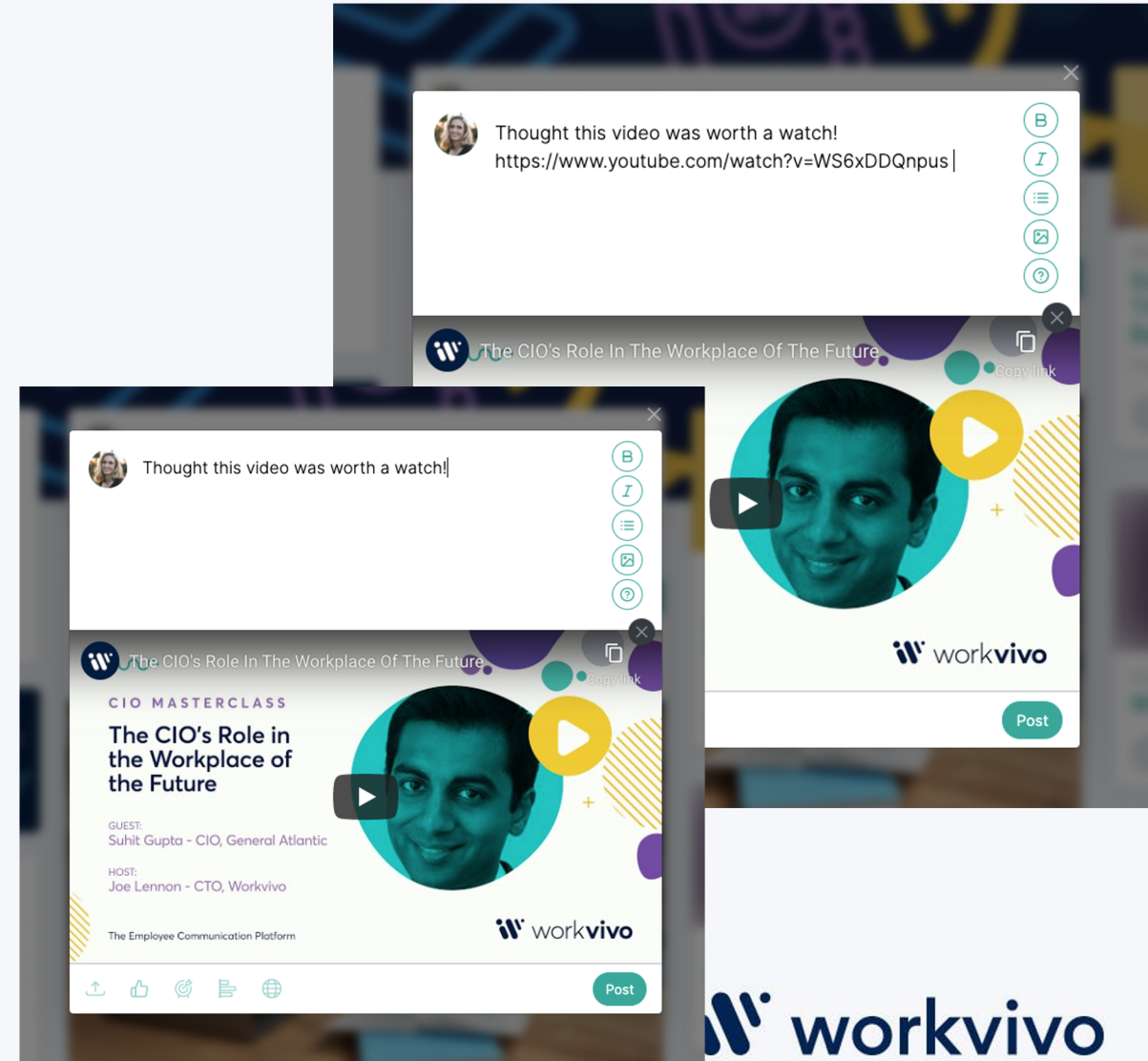
#featuretip



How To: Embed YouTube/Vimeo Videos

Did you know that you can embed YouTube and Vimeo videos in your posts? There has never been an easier way to post videos!

1. Type your message in the “What’s going on?” message box
2. Copy the URL link of the video you wish to embed from the browser bar
3. Paste the link into the message box and wait a few seconds for the video to appear
4. Once the video has been embedded you can delete the URL text from the post to make it look neater!

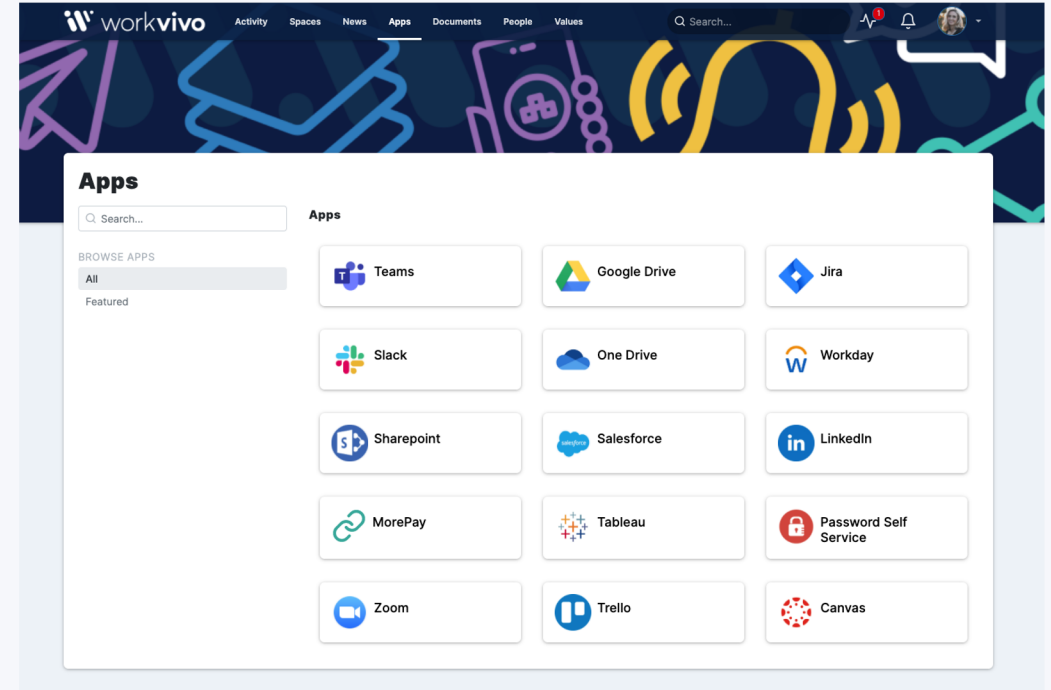


How To: Access Apps

Did you know that you can access your work apps & tools from the Apps section?

- Click on the Apps tab on the navigation bar
- You will find apps, tools and websites
- You can use the Search function to find what you're looking for

#featuretip

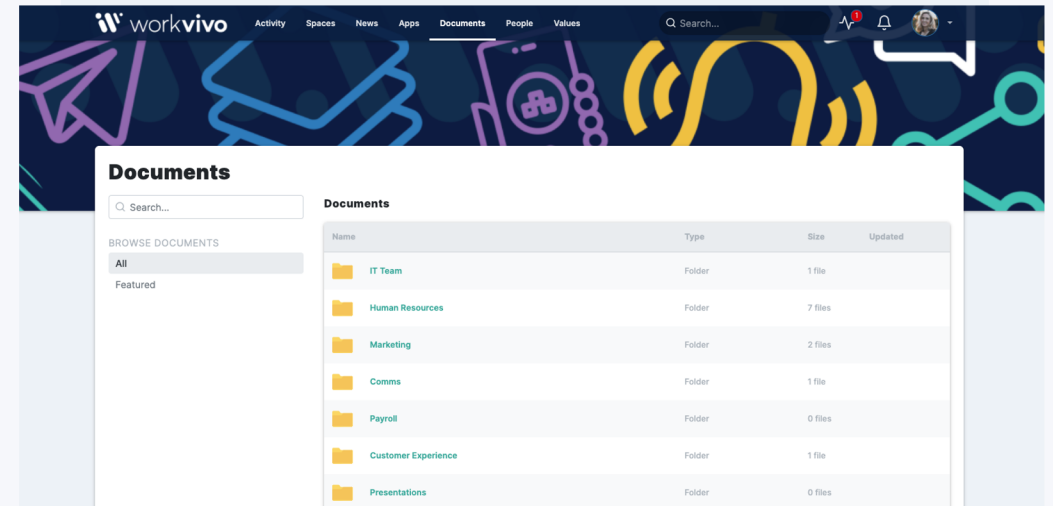
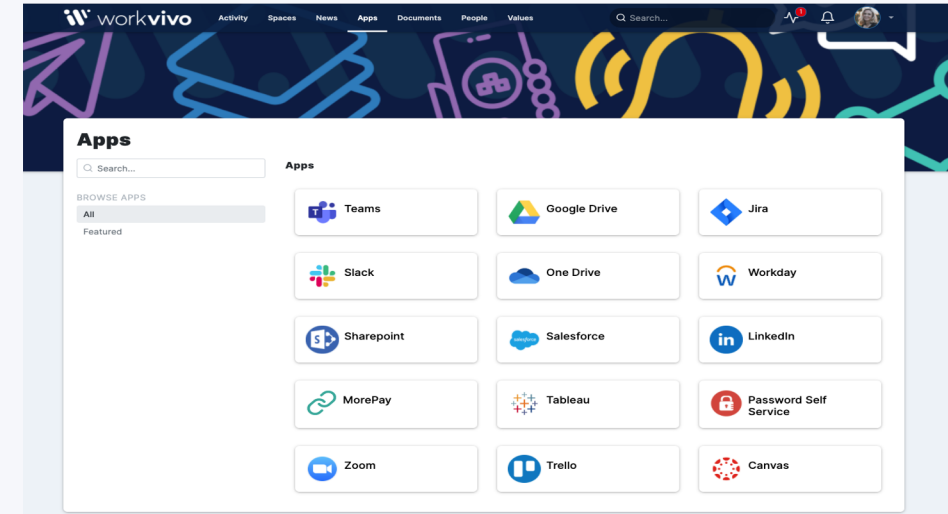


How To: Access Documents

Did you know that you can access files and documents from the Documents section?

- Click on the Documents tab on the navigation bar
- There may be folders, documents and policies under the Documents tab
- You can use the Search function to find what you're looking for

#featuretip

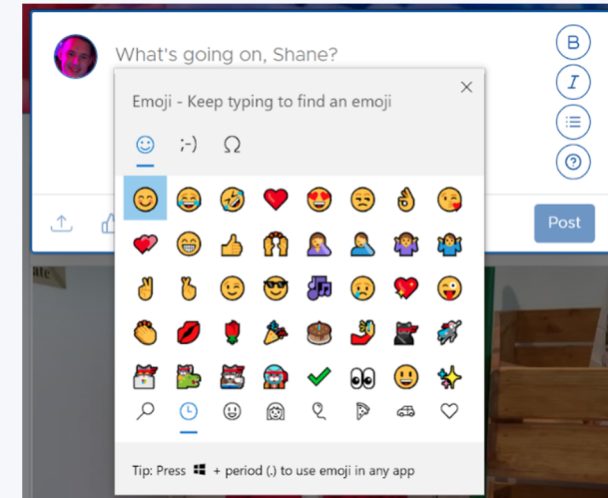
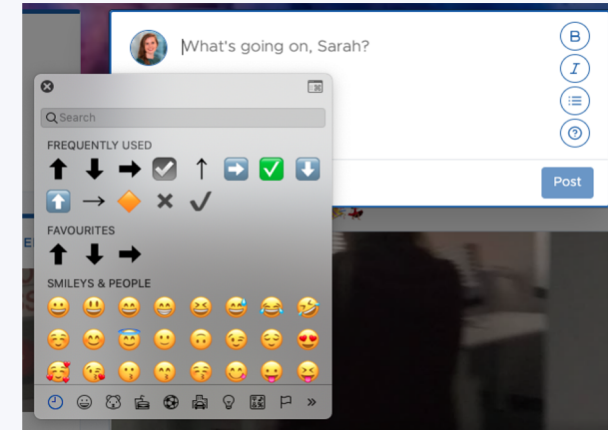


How To: Open the Device Emoji Keyboard

Did you know that you can open an emoji keyboard on your Mac or Windows 10?

When used sparingly, emojis add a pop of colour and a dash of personality to your posts and help you convey certain messages and emotions better than words. Try it yourself...

1. Click on any text field
 2. Open the emoji library
 - Mac: Press CTRL + CMD + Space together
 - Windows 10: Press the Windows and “. “ key
 3. Choose your emoji from the keyboard
 4. Click on the emoji to add it to your text box
- #featuretip



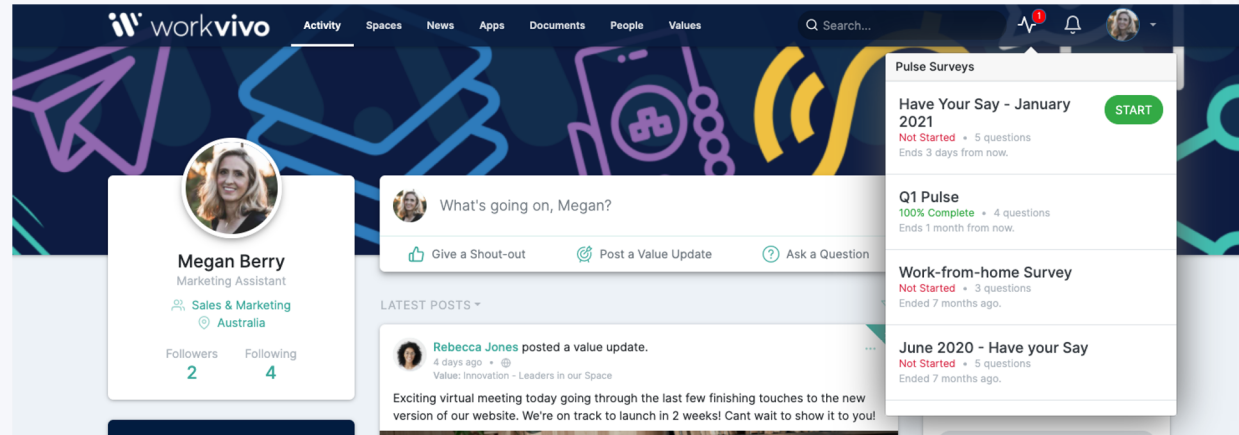
How To: Complete a Survey

It has never been easier to give feedback or to voice your thoughts.

Every so often management may release a Pulse Survey. You will receive a notification that a new Pulse Survey has been launched and the first question of the survey will appear at the top of your main activity feed.

Pulse Surveys are anonymous (unless stated otherwise) so please take the opportunity to fill out your response.

#featuretip



How To: Add Your Bio

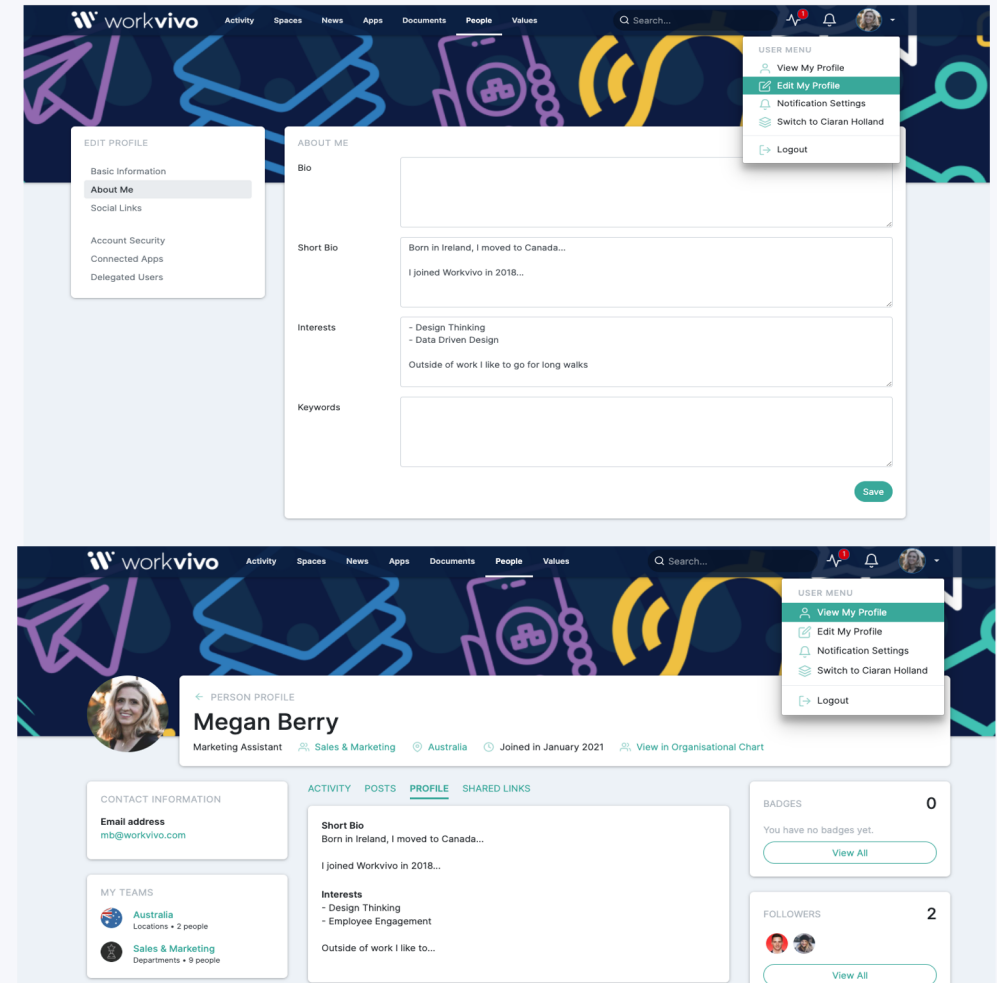
A personal bio is a great way to express to people who you are and what you do. Did you know that you can add your bio under your profile on Desktop?

Click on your avatar on the navigation bar and select “Edit my Profile” from the user menu.

In the ‘About Me’ section, fill out your info and click “Save”.

Your bio will appear on your profile page for your colleagues to see!

#featuretip



How To: Add Your Social Links

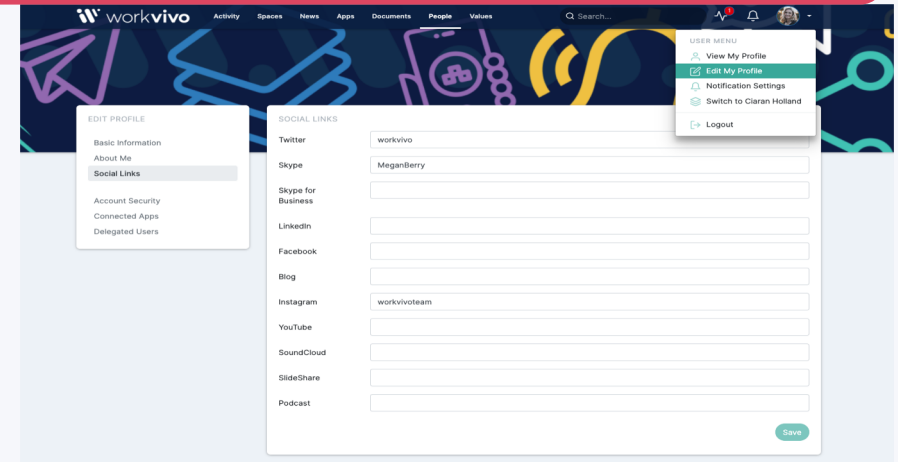
Not only can you add your personal bio to your profile, you can also add your social links!

Complete your profile by adding your LinkedIn and Twitter handles etc.

In the 'Social Links' section, fill out your info and click "Save".

Your social links will appear on your profile page for your colleagues to see.

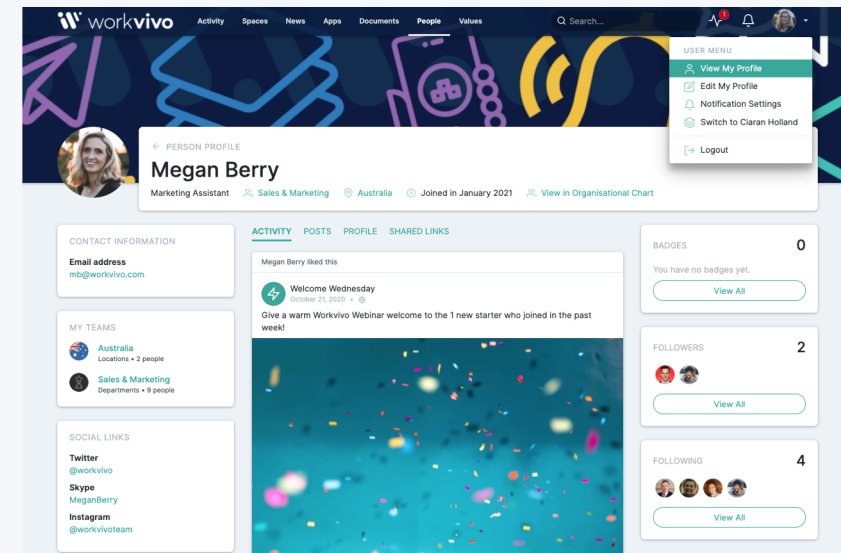
#featuretip



This screenshot shows the 'EDIT PROFILE' form in the Workvivo application. The 'SOCIAL LINKS' section is active, displaying input fields for various social media platforms. The fields are as follows:

- Twitter: workvivo
- Skype: MeganBerry
- Skype for Business: (empty)
- LinkedIn: (empty)
- Facebook: (empty)
- Blog: (empty)
- Instagram: workvivoteam
- YouTube: (empty)
- SoundCloud: (empty)
- SlideShare: (empty)
- Podcast: (empty)

A 'Save' button is located at the bottom right of the form. A user menu is visible in the top right corner with options: View My Profile, Edit My Profile, Notification Settings, Switch to Claran Holland, and Logout.



Thank you

Your entire company in one place



workvivo.com