

Quick Start Guide: Broadcasting with OurPeople (PC)

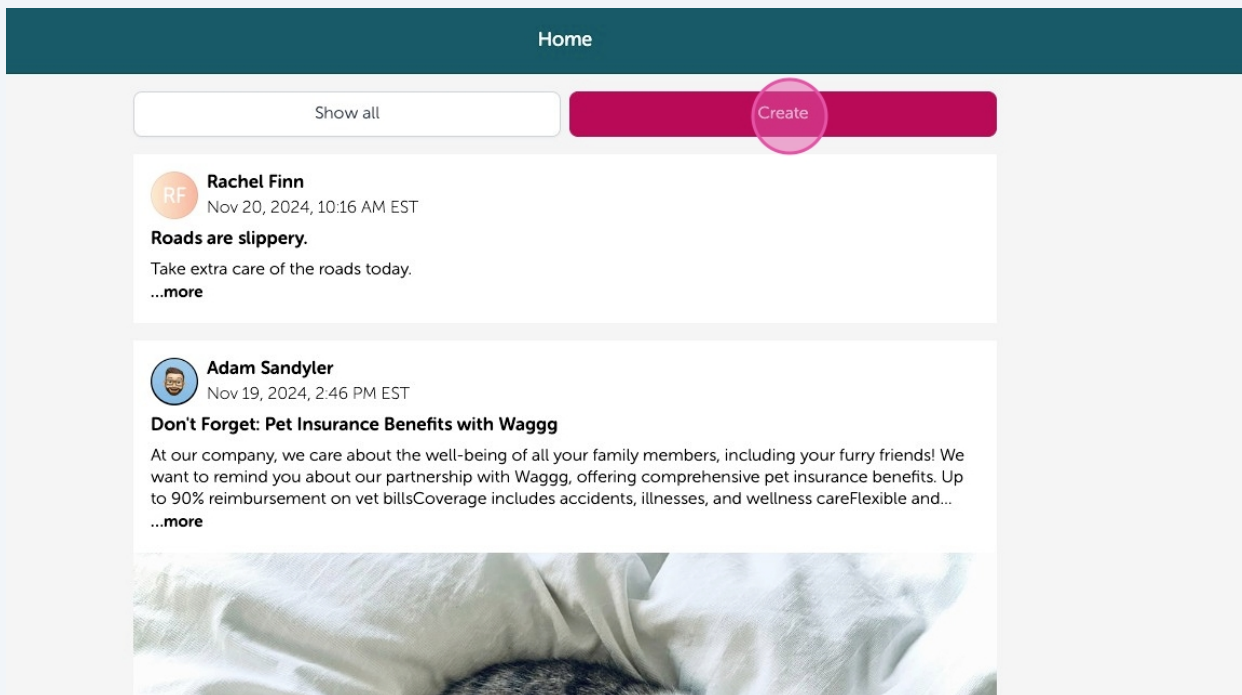


This guide provides a straightforward and efficient method for broadcasting messages using OurPeople, ensuring that users can quickly navigate the broadcasting process. It highlights essential steps for different admin roles, making it accessible to a wide range of users. By following this guide, individuals can effectively communicate with their teams and track engagement metrics post-broadcast, enhancing overall communication strategies. Whether you're a new admin or looking to streamline your broadcasting efforts, this guide offers vital insights for successful message dissemination.

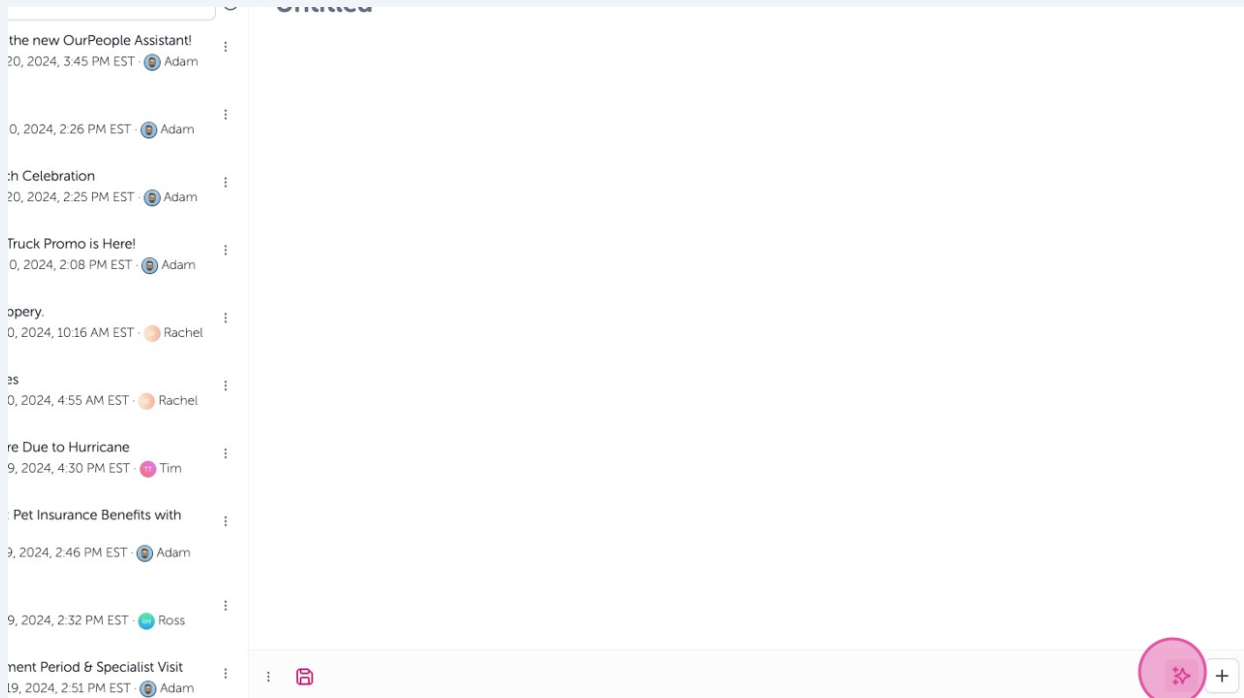


To broadcast you must be a Broadcast Admin, Team Admin, or a Global Admin.

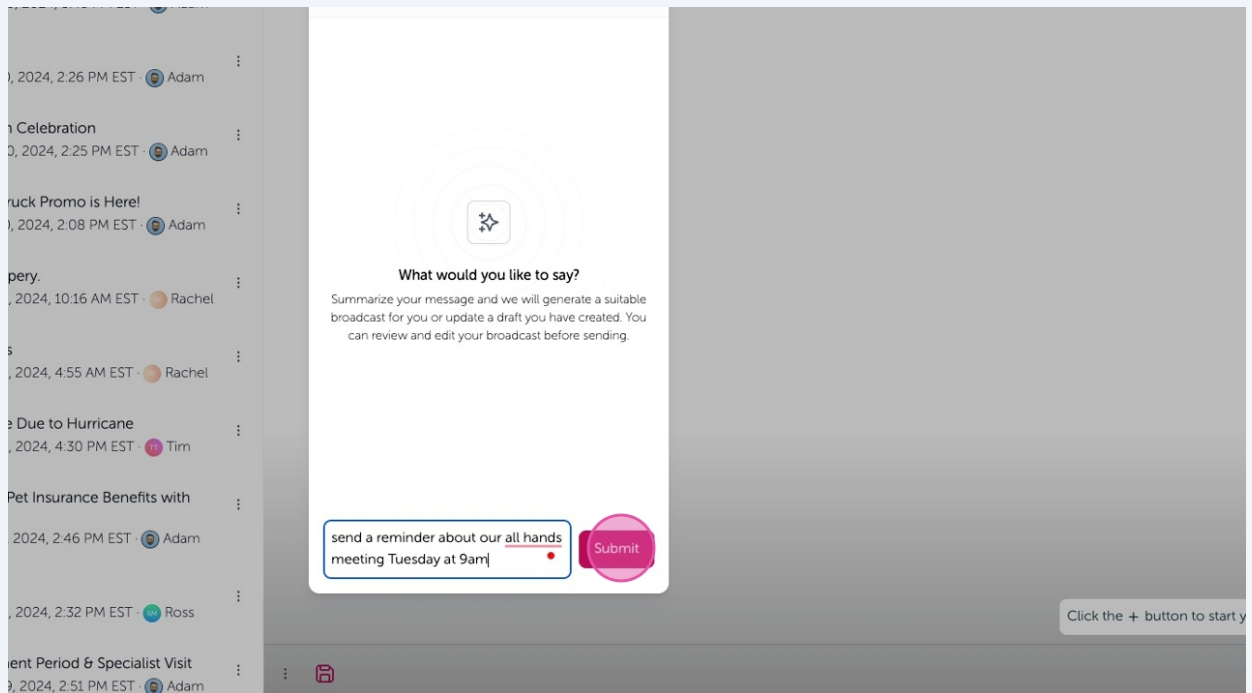
1 Click "Create" from the Home feed



2 Click Icon to use the OurPeople Assistant to create your broadcast.



3 Type what you need to send then hit "Submit"



4

Click "Next" after making any changes or adding other blocks to your broadcast

The screenshot shows a mobile application interface for creating a broadcast. At the top, there are buttons for 'Create', 'Back', 'Edit broadcast', and 'Next'. The main content area displays a draft titled 'Reminder: All Hands Meeting'. The draft includes a paragraph of text, a sub-heading 'All Hands Meeting', a date and time 'Nov 21, 2024, 4:00 AM - 5:00 AM EST', and a location pin icon with the text 'Join us for the All Hands Meeting to discuss company updates and goals.' Below the text is a photograph of four people sitting around a table in a cafe setting. On the left side of the screen, there is a list of users with their names and profile pictures, including Adam, Rachel, and Tim.

5

Click "Next" if the Preview looks good

The screenshot shows the same mobile application interface, but now in 'Preview broadcast' mode. The 'Next' button is highlighted. The main content area displays a preview of the broadcast. At the top of the preview, it says 'Preview' and 'Tap "Next" if you're happy. Tap "Back" to edit.' Below this, there is a header for 'Adam Sandlyer' with a date and time 'Nov 20, 2024, 4:44 PM EST'. The main title is 'Reminder: All Hands Meeting'. The text below the title is the same as in the draft. Below the text is the same photograph of four people sitting around a table. At the bottom of the preview, there is a button that says 'Add to calendar' with a checkmark icon. The user list on the left side of the screen is the same as in the draft.

6 Click "Next" if the text looks good

Notifications

If the recipient has the notification enabled, your broadcast will be delivered via:

- Push message
- Email
- Text message

Reminder: All Hands Meeting scheduled for Tuesday. Join us to discuss company updates and goals. Your participation is valuable. Time: 4:00 AM - 5:00 AM EST. [Link to message](#)

Edit Regenerate

Next

7 Click "Next" after selecting tags

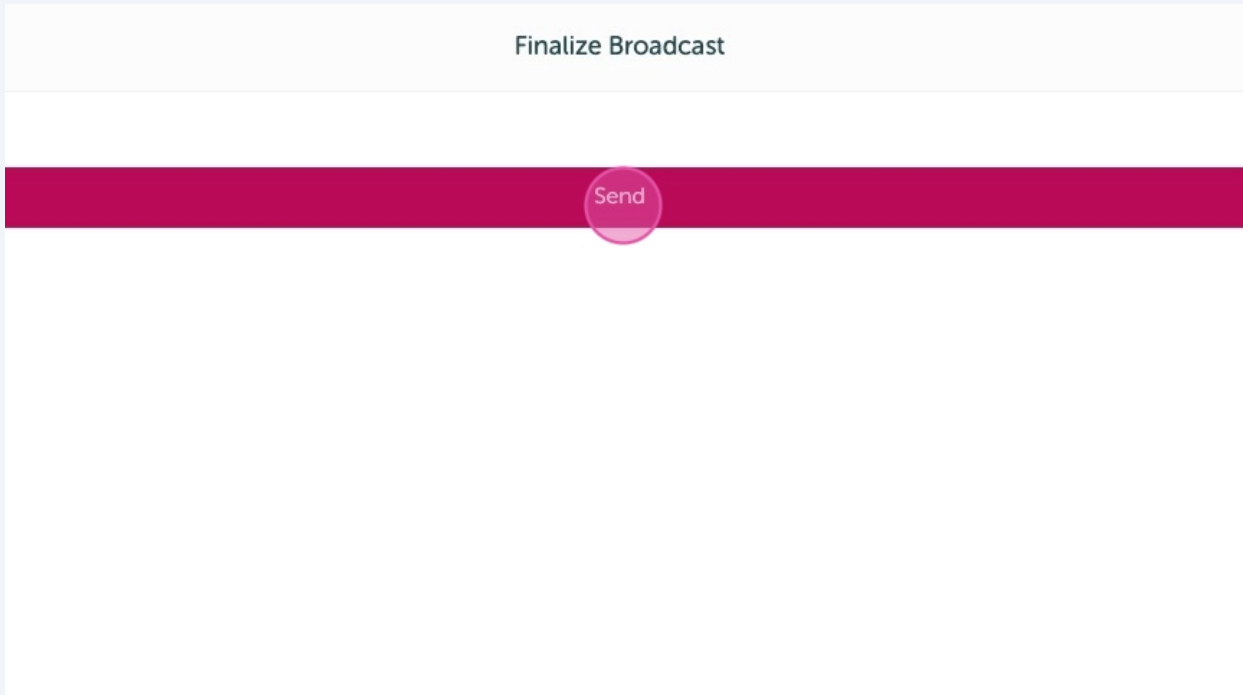
Broadcast Audience

View 74 recipients Edit audience

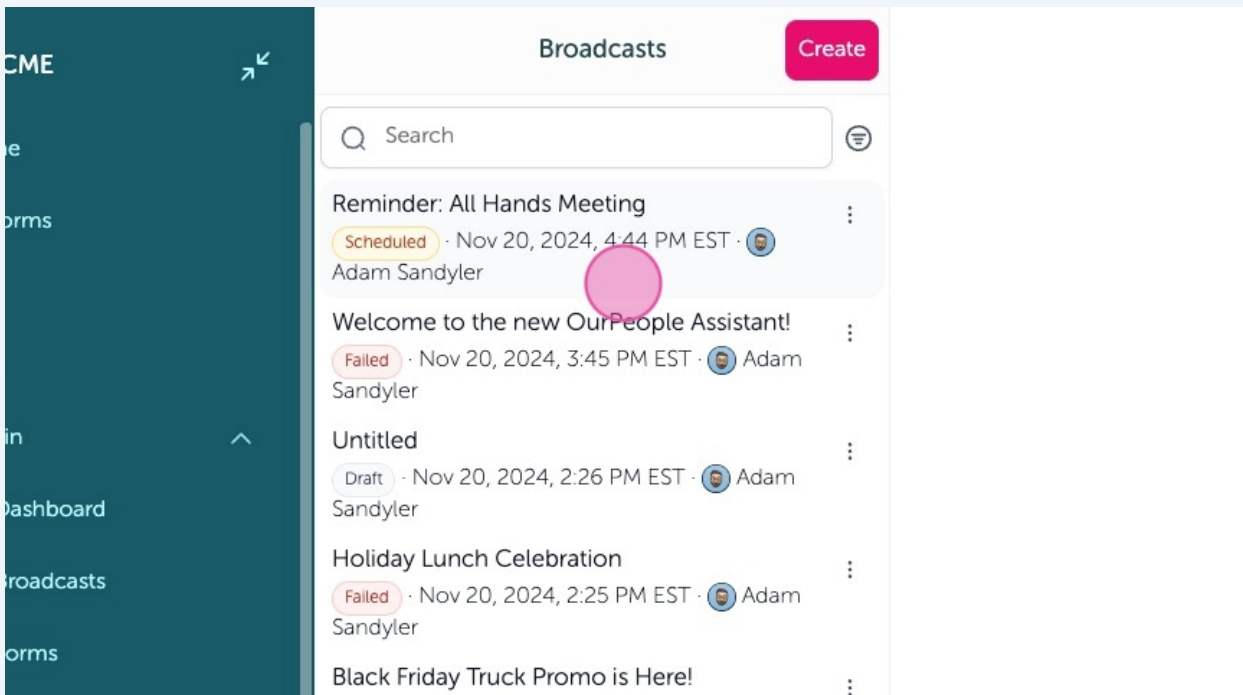
Your broadcast will be sent to everyone.

Next

8 Click "Send"



9 Click the broadcast after sending to see a report



10

Click "Show more" to see impressions and opens

The screenshot displays a marketing dashboard interface. On the left, a list of messages is shown, including:

- Reminder: All Hands Meeting** (Scheduled) · Nov 20, 2024, 4:44 PM EST · Adam Sand Tyler
- Come to the new OurPeople Assistant!** · Nov 20, 2024, 3:45 PM EST · Adam Tyler
- Untitled** · Nov 20, 2024, 2:26 PM EST · Adam Tyler
- Friday Lunch Celebration** · Nov 20, 2024, 2:25 PM EST · Adam Tyler
- Thank Friday Truck Promo is Here!** · Nov 20, 2024, 2:08 PM EST · Adam Tyler
- Flu shots are slippery.**

The right pane shows the detailed view for the **Reminder: All Hands Meeting**. It includes:

- Icons for share, comment, email, and mobile, along with a **Scheduled** status and **Due now** label.
- A **View broadcast** button.
- A **Recipients** section showing **0** recipients with a **View** button.
- A **Delivered** section showing **0%** delivered with a **View** button.
- A **Show more** button, which is highlighted with a pink circle.
- Created** information: Adam Sand Tyler, Nov 20, 2024, 4:43 PM EST.
- Published** information: Adam Sand Tyler, Nov 20, 2024, 4:44 PM EST.