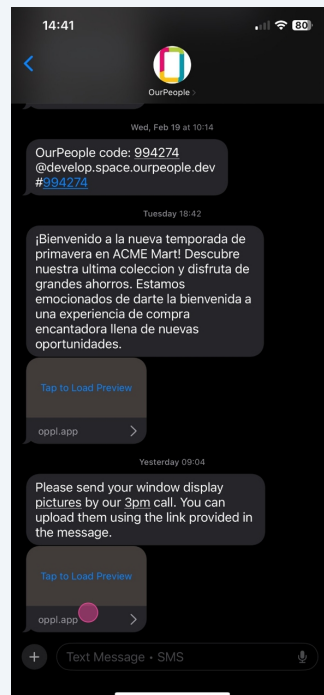


Employee Guide: How to open a broadcast

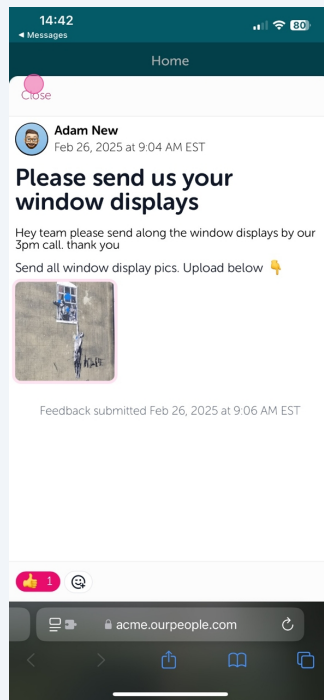


This guide provides essential steps for navigating the OurPeople platform, making it easier for employees to access broadcasts and engage with important information. By following these instructions, users can learn how to open OurPeople from a text message and navigate the app.

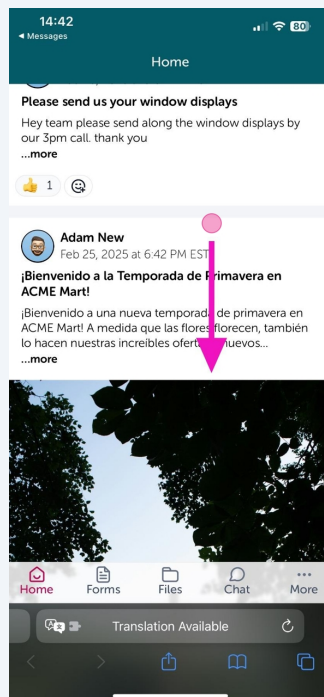
- 1 Tap the link in a text message to open OurPeople.



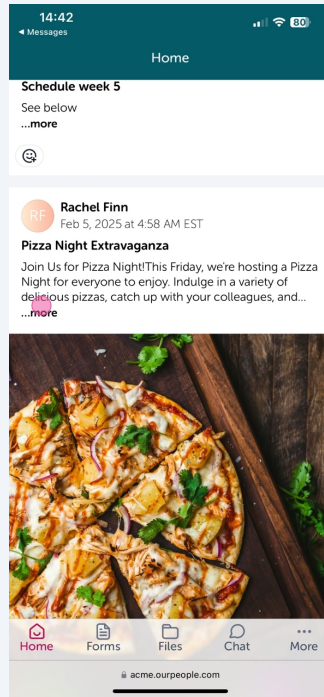
2 Tap close to read other broadcasts.



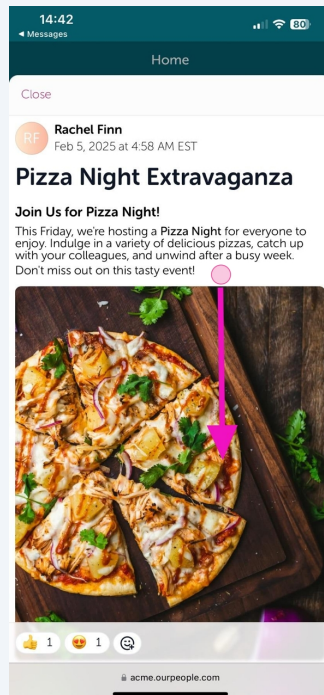
3 To read more, scroll through your home feed.



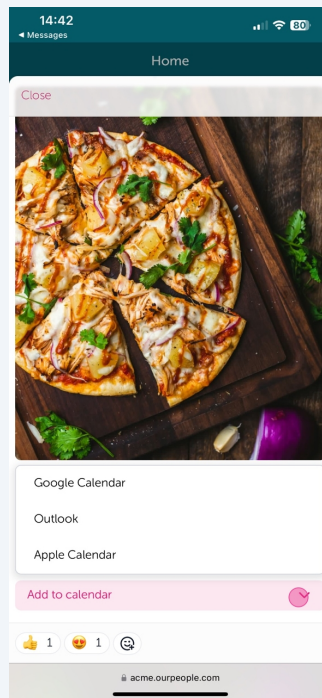
4 Tap more to read more of a broadcast.



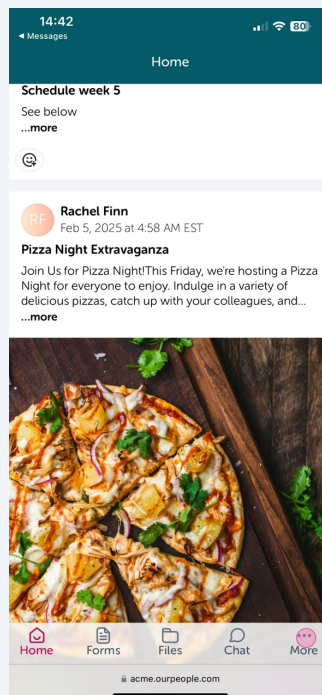
5 Scroll through the broadcast to read it



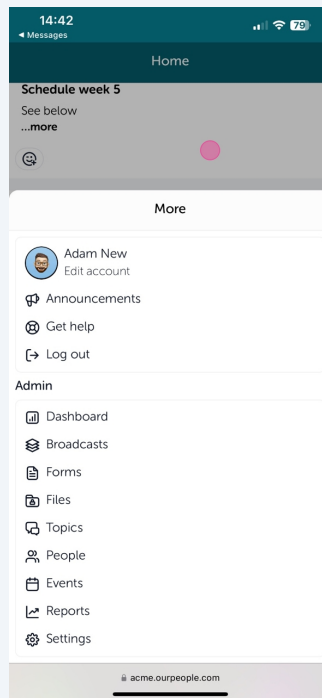
6 Tap add to calendar to add this event to you phone calendar.



7 Tap more to open your menu and change your personal settings.



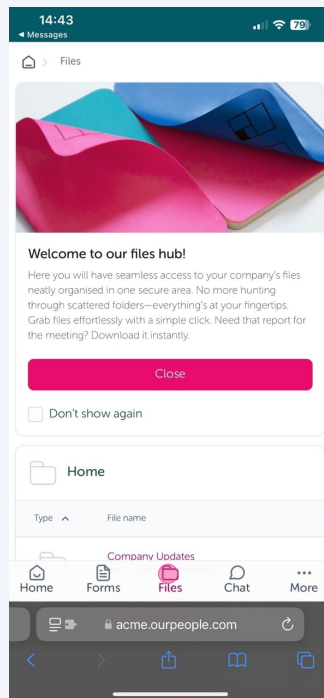
8 Tap away to close the menu.



9 Tap Chat to open Chat .



10 Tap Files to open your Files Hub.



11 Tap Forms to view Forms you can fill out.

