

# 10 easy steps to get started with Workspace 365

Unlock your ultimate digital work focus

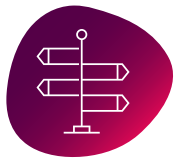
 **Workspace365**

Everything simplified.



# Workspace 365

Workspace 365 isn't just a platform – it simplifies the IT landscape. Helping you to **unlock your ultimate digital work focus**, so you can concentrate on high-value tasks that truly make an impact. It brings everything you need in one place, centralises access, streamlines workflows and enables real communication. Create the digital workplace that suits your specific needs, which is accessible from wherever and whenever you choose to work.



## Where do I go..?

Everything you need is in **one place, tailored to your specific needs**. You don't have to hunt for lost documents, or switch between multiple applications and systems. Effortlessly navigate through the digital workplace, and simplify your workflows to improve your productivity.



## Where do I find..?

Don't worry, you can **find anything with our Global Search**. This feature empowers you to locate any information regardless of your location or device. From company news, to procedures, updates, and old files. It's all at your fingertips.



## How can I stay in the loop?

Our Activity Feed aggregates all activities, notifications, and approvals in one single view. With our user friendly Mobile App you can instantly see your whole digital workplace. This way, you **always stay connected from wherever you are**. Never want to miss an update? We'll send you a summary of all your activities on a daily or weekly bases, based on your preference.



## Where can I find the latest company information?

In our all-inclusive Hub of course! **Stay up to date about all your company information in one central location**. Serving as the heart of your digital workplace, it's the go-to destination for company news, procedures, and updates. Easily send announcements to the whole organisation, your team, or individuals.



## What is my password?

**Simplify your login experience with our Single Sign-On feature**. You only have to sign in once to access everything you need. This feature eliminates password juggling, and allows you to seamlessly navigate your digital workplace.

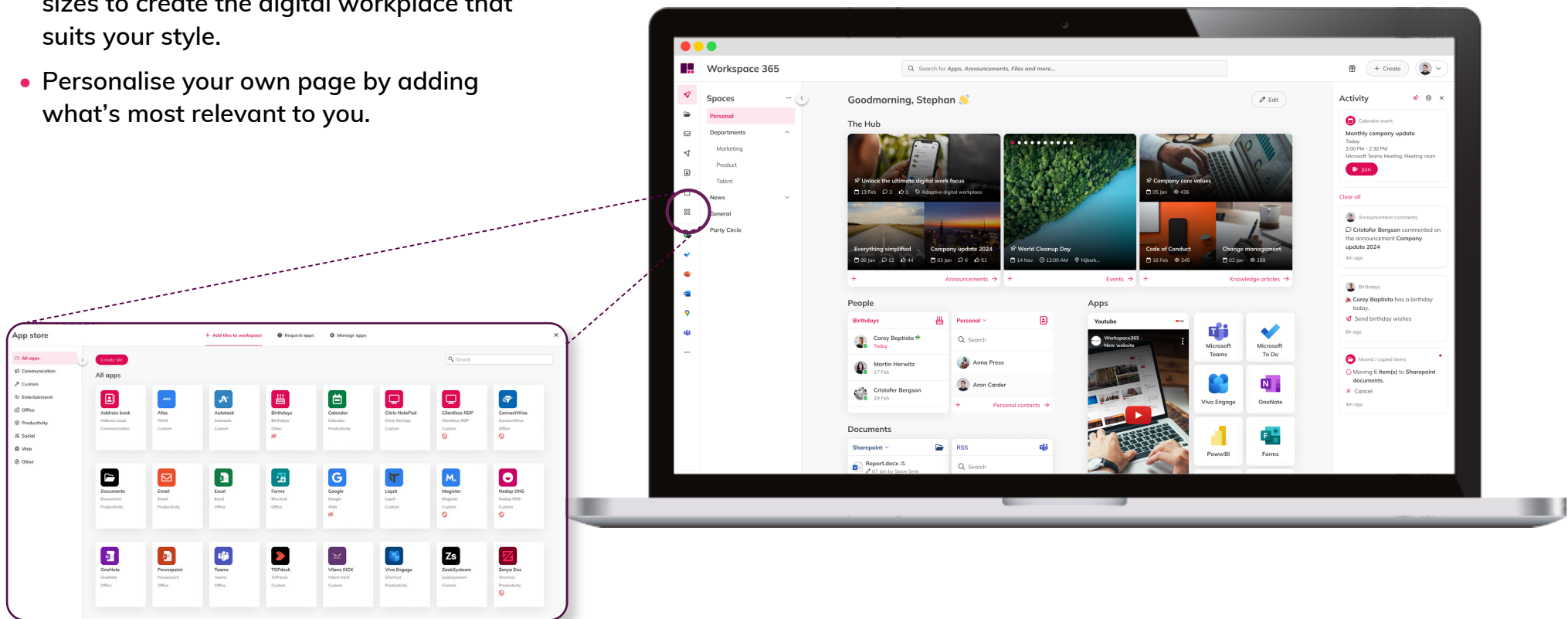
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# Design your personal space

Step 1

- Explore our App store for your favourite applications.
- Arrange your applications using customisable tiles in various colours, and sizes to create the digital workplace that suits your style.
- Personalise your own page by adding what's most relevant to you.

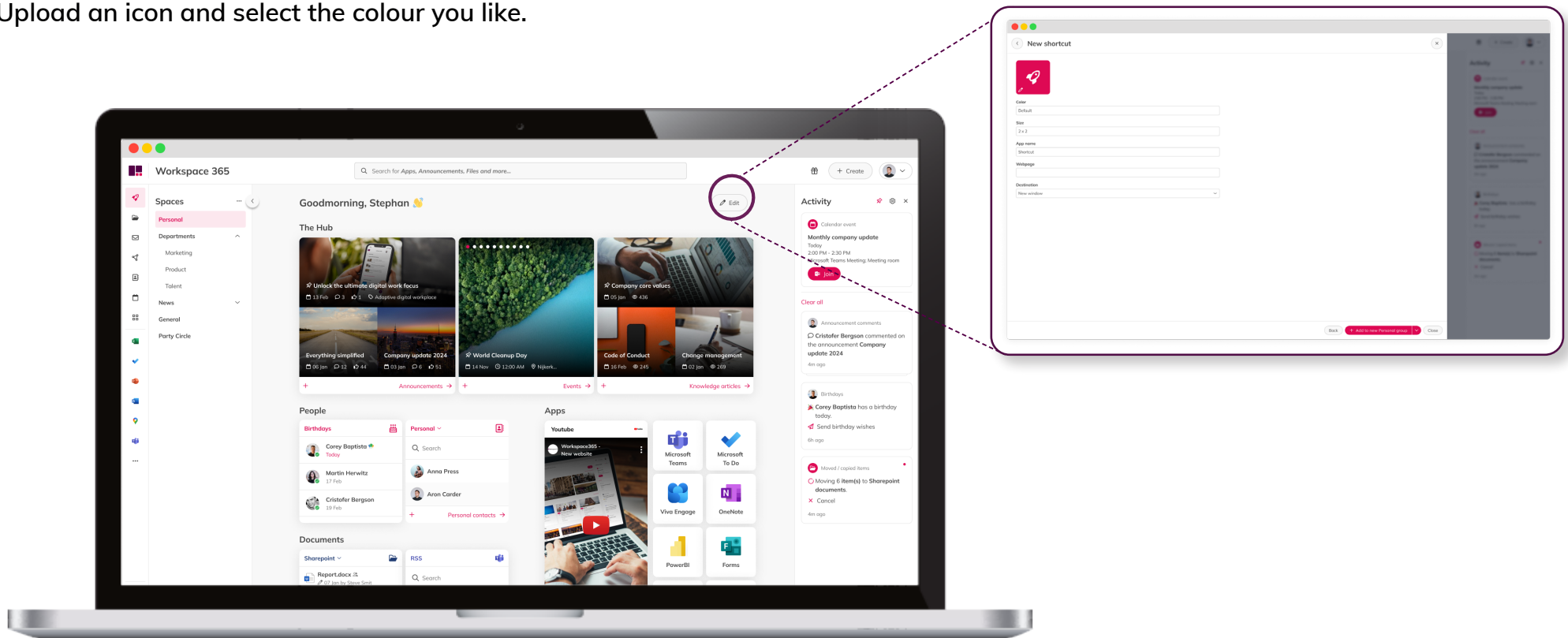


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# Create a shortcut

Step 2

- Through the App store, you can create a new tile.
- Add the URL of the website you want direct access to.
- Upload an icon and select the colour you like.



# Complete your personal profile

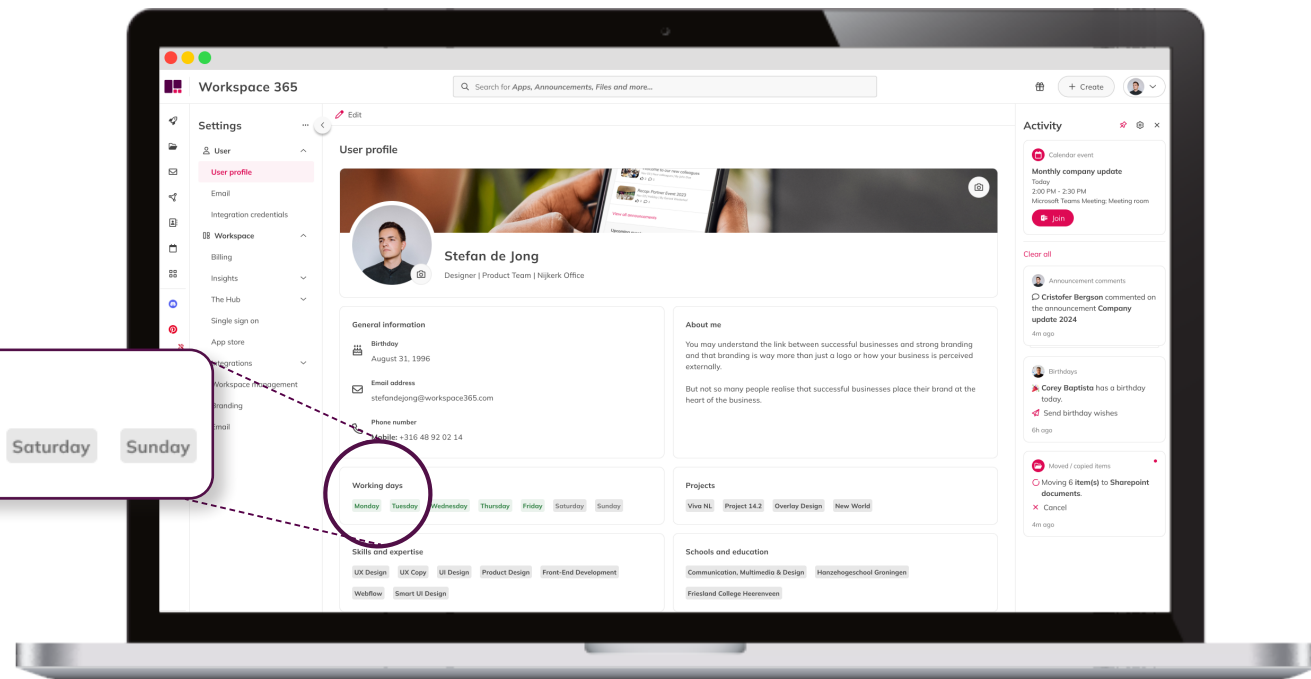
Step 3

Colleagues can search for and find your profile information, so help them to get to know you better:

- **Working days:**  
Let them know when you're available for contact.
- **Skills and hobbies:**  
Showcase your talents and interests.

## Working days

Monday Tuesday Wednesday Thursday Friday Saturday Sunday



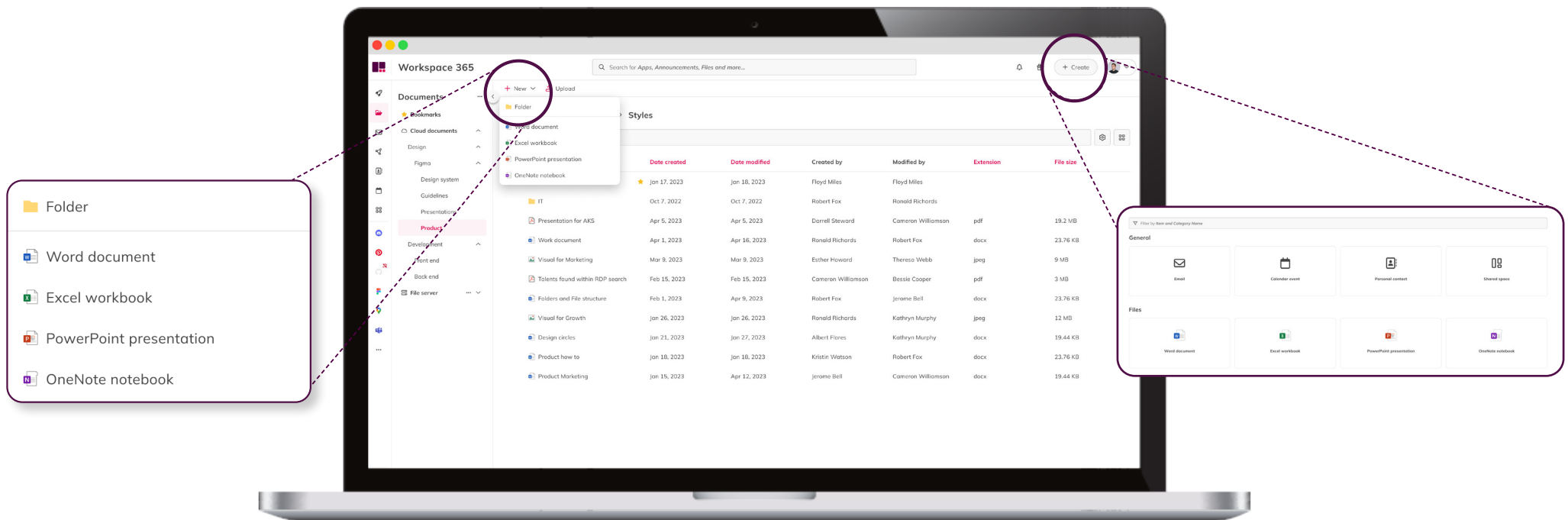
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# Create a new Word document, PowerPoint or Excel through the Document app

Step 4

- Go to our Document app and easily create a new document.
- Once you've added the document in the Document app, you can easily create a tile and add it to your personal space.

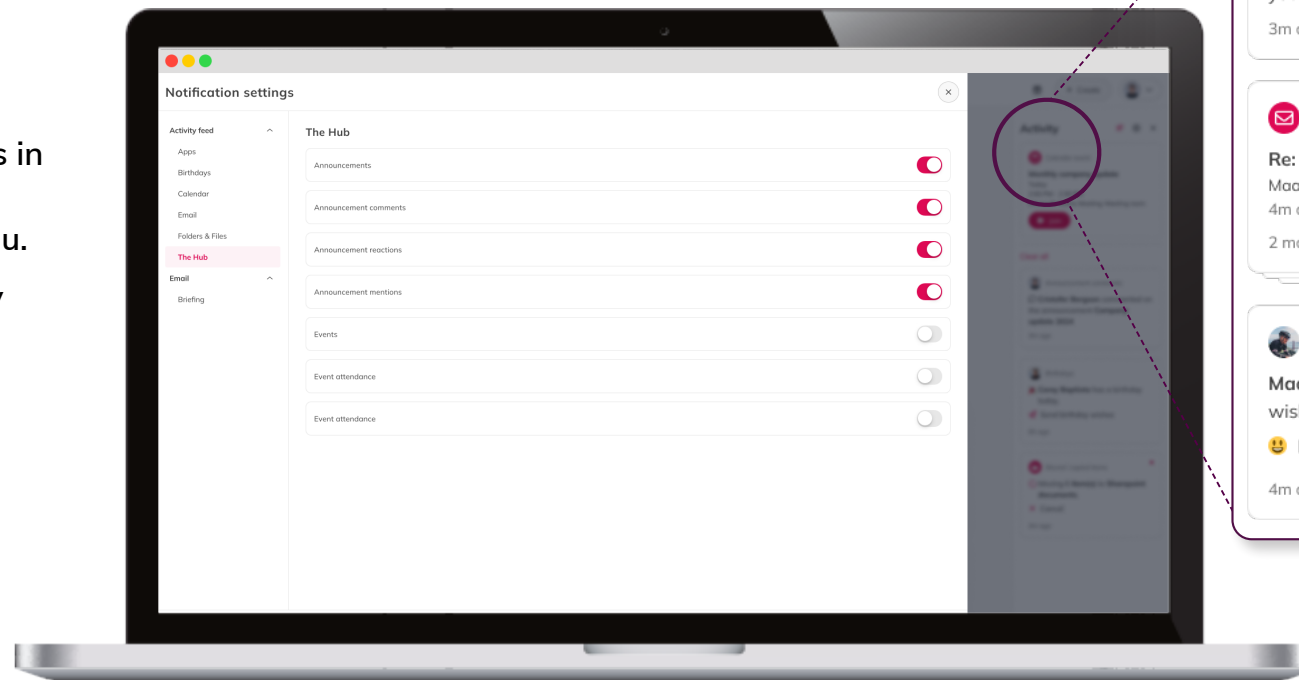




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# Activate notifications via the Activity Feed



Step 5

- Never miss an update. Get notifications for important updates, approvals, messages, emails, tasks and events.
- Manage your preferences in your settings so you only see what's relevant to you.
- Receive a daily or weekly summary email.



 Announcement reactions  
 **Anthony Clark +27** reacted on your announcement: **New website**  
3m ago

 Email  
**Re: Hi brand new colleagues**  
Maarten Roming  
4m ago  
2 more ▾

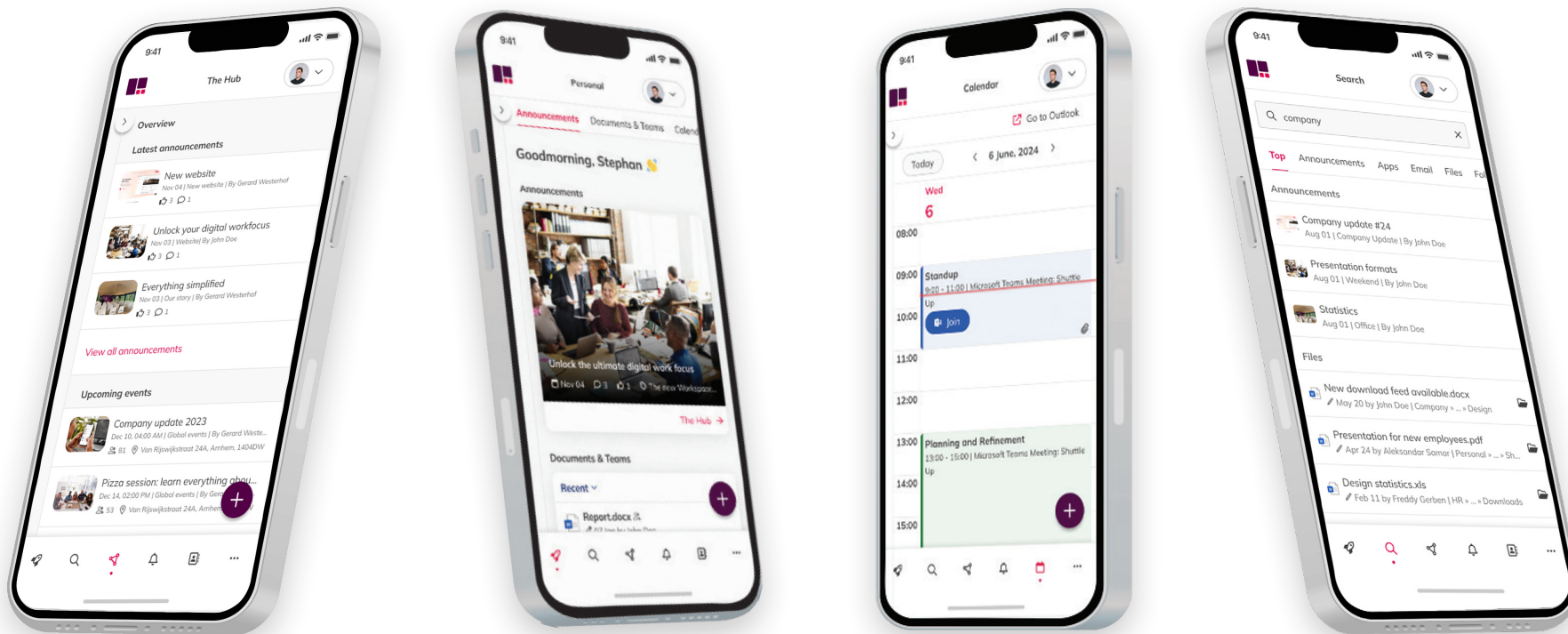
 Birthday wishes  
**Maarten Roming** sent you birthday wishes: **Happy birthday Steve!**  
 Laugh  
4m ago



# Access your digital workplace from anywhere with the Mobile App

Step 6

- Download the Mobile App on your phone (available on **IOS** and **Android**).
- Log in via the Mobile App. You can now access your digital workplace from anywhere, and any time.



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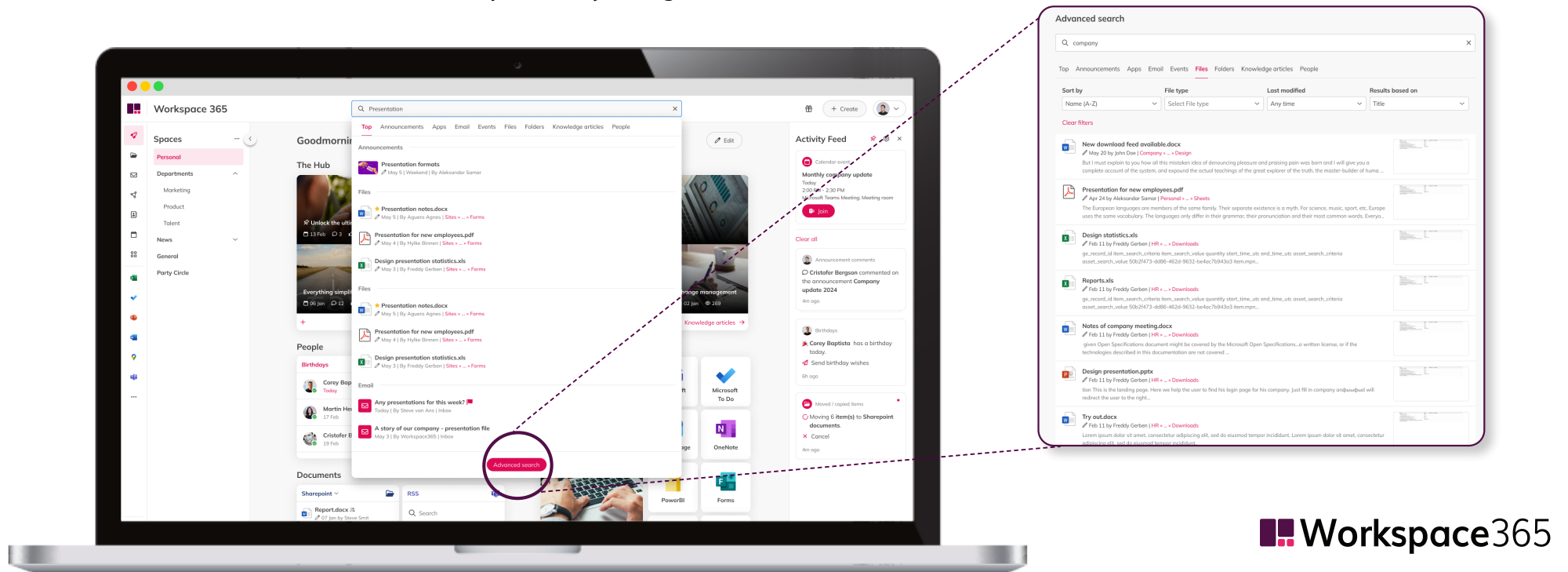


# Google-like search for anything you need

Step 7

The powerful Global Search will allow you to:

- Find a colleague with shared interests and skills.
- Find documents effortlessly.
- Easily search through emails.
- Access articles, company announcements and policies: quickly locate important company and team resources.
- Use the Advanced Search feature to search more specifically using various filters.

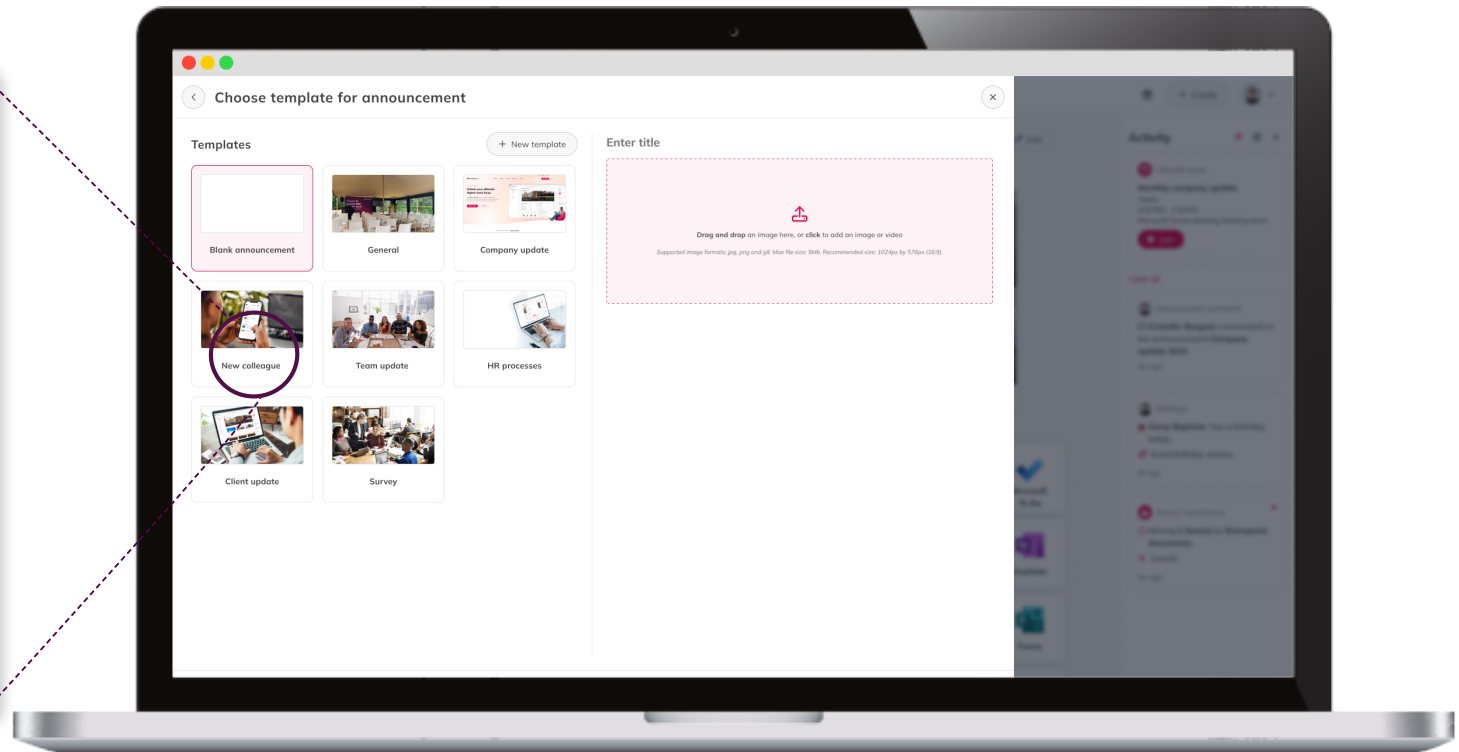
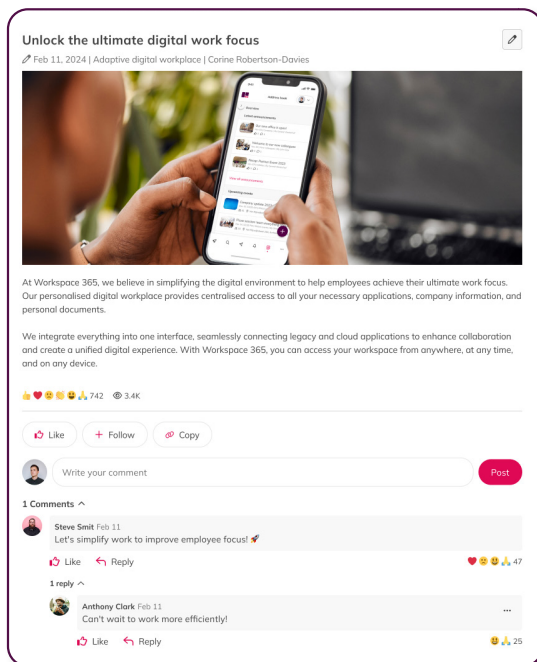


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# Create and share your first announcement

Step 8

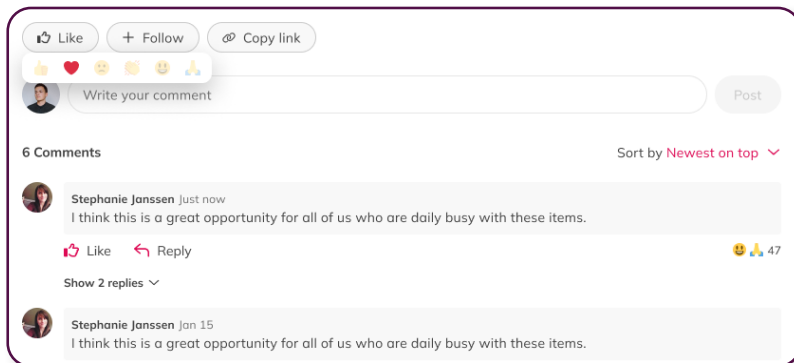
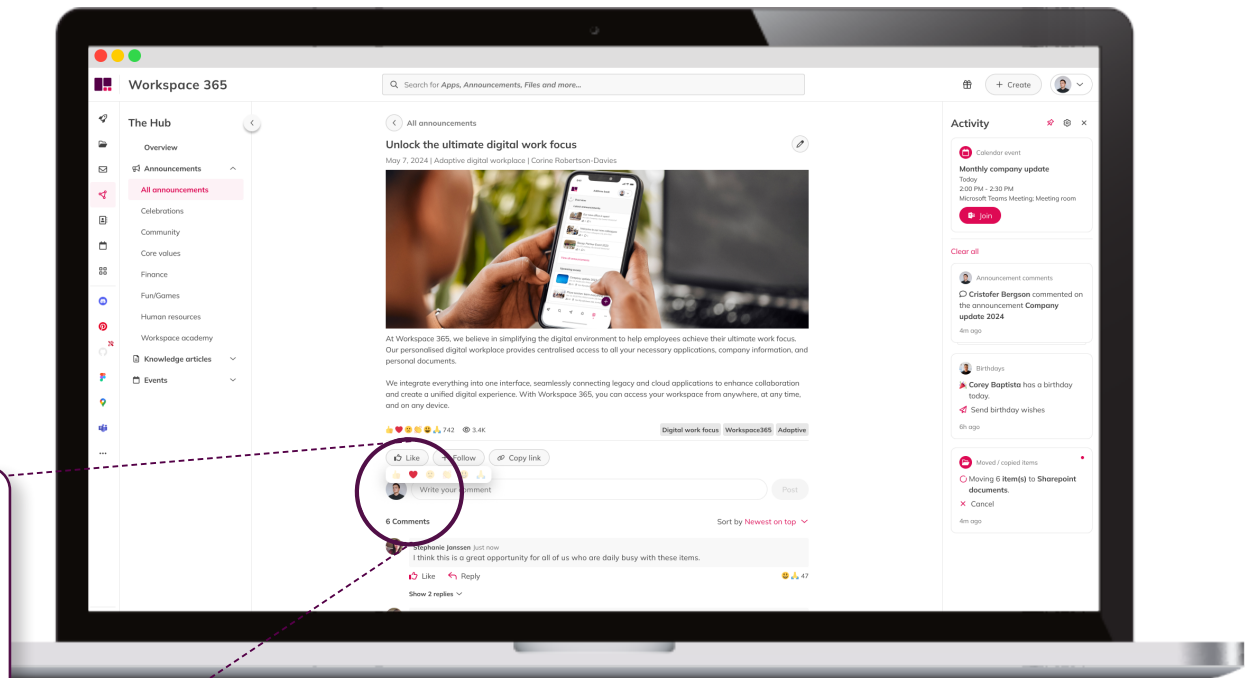
- Spread the word by sharing news or updates with your team or the entire company.
- Choose from a variety of templates for consistent and easy-to-edit announcements.



# Engage and collaborate with your colleagues

Step 9

- Like or comment on Hub items like Announcements and Knowledge articles.
- Effortlessly register for an event, and the details will seamlessly sync with your Outlook calendar.
- Send birthday wishes to colleagues.
- Co-author documents in real-time, sharing and editing together instantly.
- Create a Hub item and share it across the organisation.

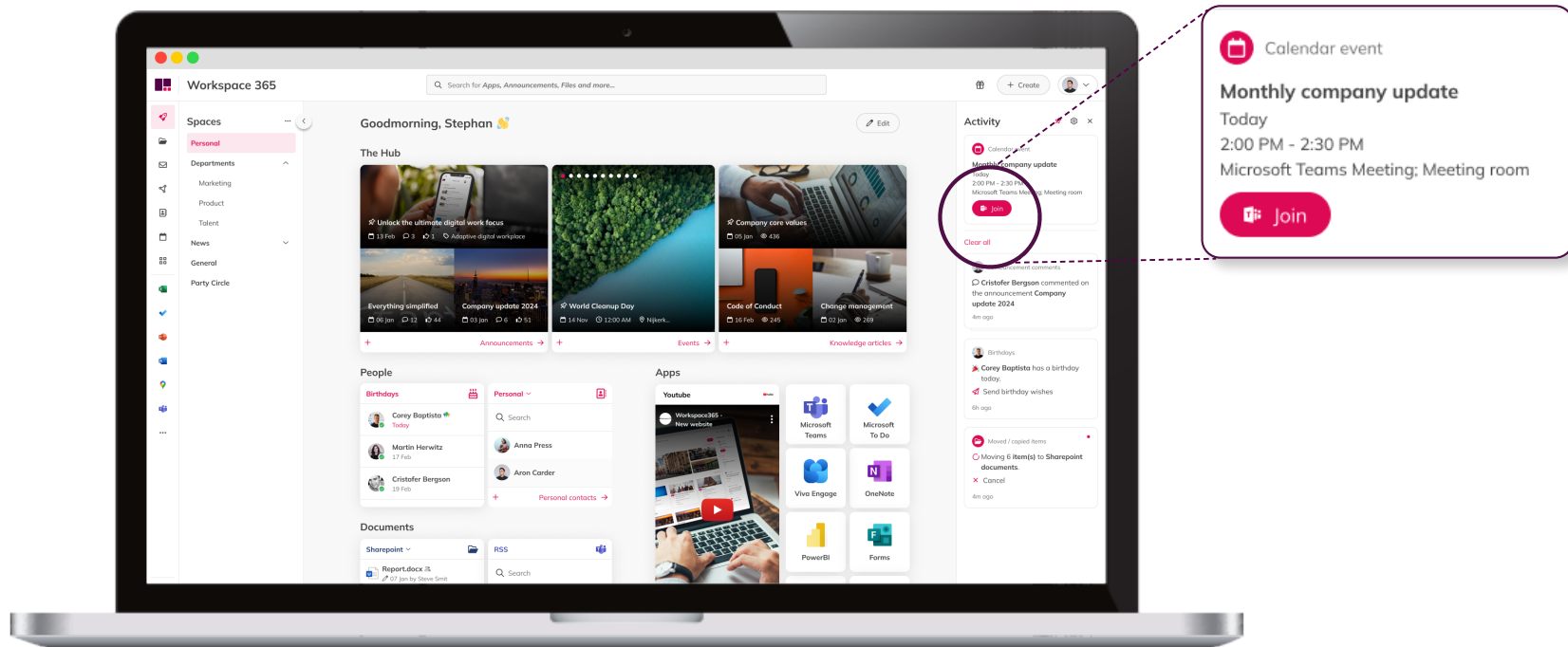


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# Join a meeting via the Activity Feed

Step 10

- You're only one click away from joining your meeting.
- Save time and attend the online meeting directly from your digital workplace.





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## Our Offices

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