

USING WORKPLACE

New to Workplace

Let's get you started

New to Workplace?

Welcome to Workplace, Eastern Health's new internal communication platform.

Mobile-first, media-rich and constantly evolving, Workplace provides a way for all Eastern Health staff to connect, communicate and collaborate in the one place no matter the location, directorate, work pattern or device you use.

So I'm logged in, what now?

Before doing anything else, please take the next five minutes to:

- Set up your profile, to make it easy for colleagues to find and connect with you
- Update your notification settings, to manage your email inbox
- Download the Workplace and Work Chat app to your mobile (if not done so already)
- Join Groups, follow colleagues and visit the [Workplace 101](#) group where you will find more hints and tips on using Workplace.

TO SET UP YOUR PROFILE

There are three key pieces of information you will need to select from the drop down menus, your Location (This is the site you work at most), your Department (Program), your Division (Directorate) and Manager.

From your computer

- Click on your profile (bottom left corner of the screen) and then click View Profile
- Click on About
- Click on + Add Location
- Repeat this process for Department and Division

From your mobile device → 📱

- Download / Open the Workplace App from the App store
- Log in using your Eastern Health email address and the password (single sign on) you use to access Eastern Health applications
- Click on your profile (top left corner of the screen) and then click Go to Profile (for Apple) or View Profile (for Android)
- Tap on Edit
- Tap on + Add Location
- Repeat this process for Department and Division

Whilst the above fields are mandatory, please feel free to add as much or as little other information as you like. A **profile photo** is a great way for colleagues to find you and know who they are connecting with.

TO UPDATE YOUR NOTIFICATIONS

To avoid an influx of email notifications we recommend turning off email notifications.

From your computer 🖥️

- Click the notification icon 🔔
- Click the Settings icon ⚙️ and select All Notification Settings
- Under email change the setting to 'Only about your account'

From your mobile device → 📱 (Apple or Android)

- Tap the three line Menu icon
- Tap ⚙️ Settings & Privacy (Help & Settings on Android) > 🔔 Notification Settings
- Under "Where you receive notifications" tap ✉️ Email.
- Change this setting to 'Only about your account'. A tick will appear beside the option you've selected.

TO JOIN GROUPS

Groups are what drive connections in Workplace.

Workplace Groups are where you share and receive information. A workplace Group is where you can update and share information with your team or with a larger group.

There are various types of Groups that can be created in Workplace with each Group categorised by privacy and posting permissions. These are determined on the group's purpose.

Groups are categorised as follows:

- Open (default) - meaning everyone at Eastern Health is automatically a member and can see all posts, comments and reactions.
- Open: meaning anyone (at Eastern Health) can access the group and its content.
- Closed: meaning you can find the group, but you need to request or be invited to join in order to see content.
- Secret: meaning it's a private group that has only set members.

Upon activating your Workplace account, by default you will be automatically added to the **Eastern Health News Room** group and the **Coronavirus (COVID-19) staff information** group.

You can then choose other groups you may like to join.

To join a Group

- Click on Groups under the home and browse for a topic of interest
- Click on the Group to open it and under the banner on the right of your screen click join.

From time to time you may be invited to join a group. You will receive an email invitation from the groups Admin or moderators.