

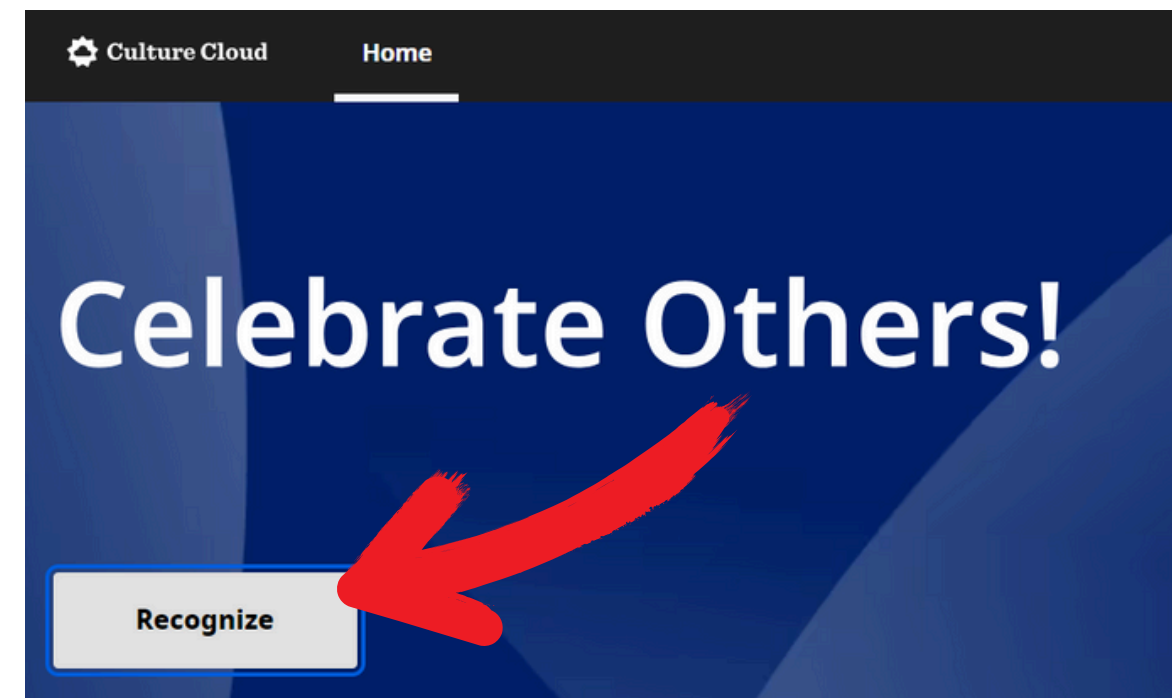
Celebrate Others! Sending an eCard User Guide

DESKTOP

1. **Login** to the OC Tanner *Culture Cloud* recognition platform here:

<https://login.emory.edu/idp/profile/SAML2/Unsolicited/SSO?providerId=https://fed.octanner.net>

2. Click the “**Recognize**” button on the left side of the home page.



3. **Search** for the person you would like to send a card.

Who are you recognizing
Search below to find someone who you've noticed doing great work.

Q Search people

Suggestions for you

Melissa Morgan Ragan X

Select recognition type
How would you like to recognize Melissa Morgan Ragan?

Please make a selection
Celebrate Others!

Award Level
eCard

Select “Celebrate Others” and “eCard” as the award level.

4. **Search the available images or animated GIFS or upload one of your own.** Then write your personalized message.

Add your message
Add a fun image and write a message for Melissa Morgan Ragan.

Media Library GIPHY Library Upload Photo

Q Search Media Category All

How did this recipient make a difference?

Write your message here

Next

5. Then hit **Submit Recognition!**

Advanced delivery options

Send later

Send notifications to the following:

Q Notify others

Optional

Notify me when viewed

Display on company social wall?

Submit Recognition

You have the option to schedule the delivery and to copy the employee’s supervisor by searching their name here.

Displaying on the social wall will allow others in your division to view the eCard

MOBILE APP

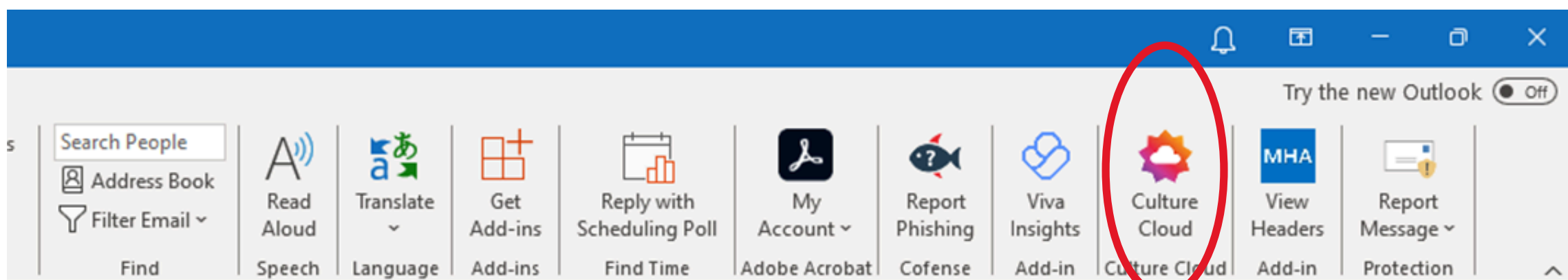
The **Culture Cloud** mobile app is available in IOS and Android.



Install app, then enter in your Emory email address to access your account.

OUTLOOK

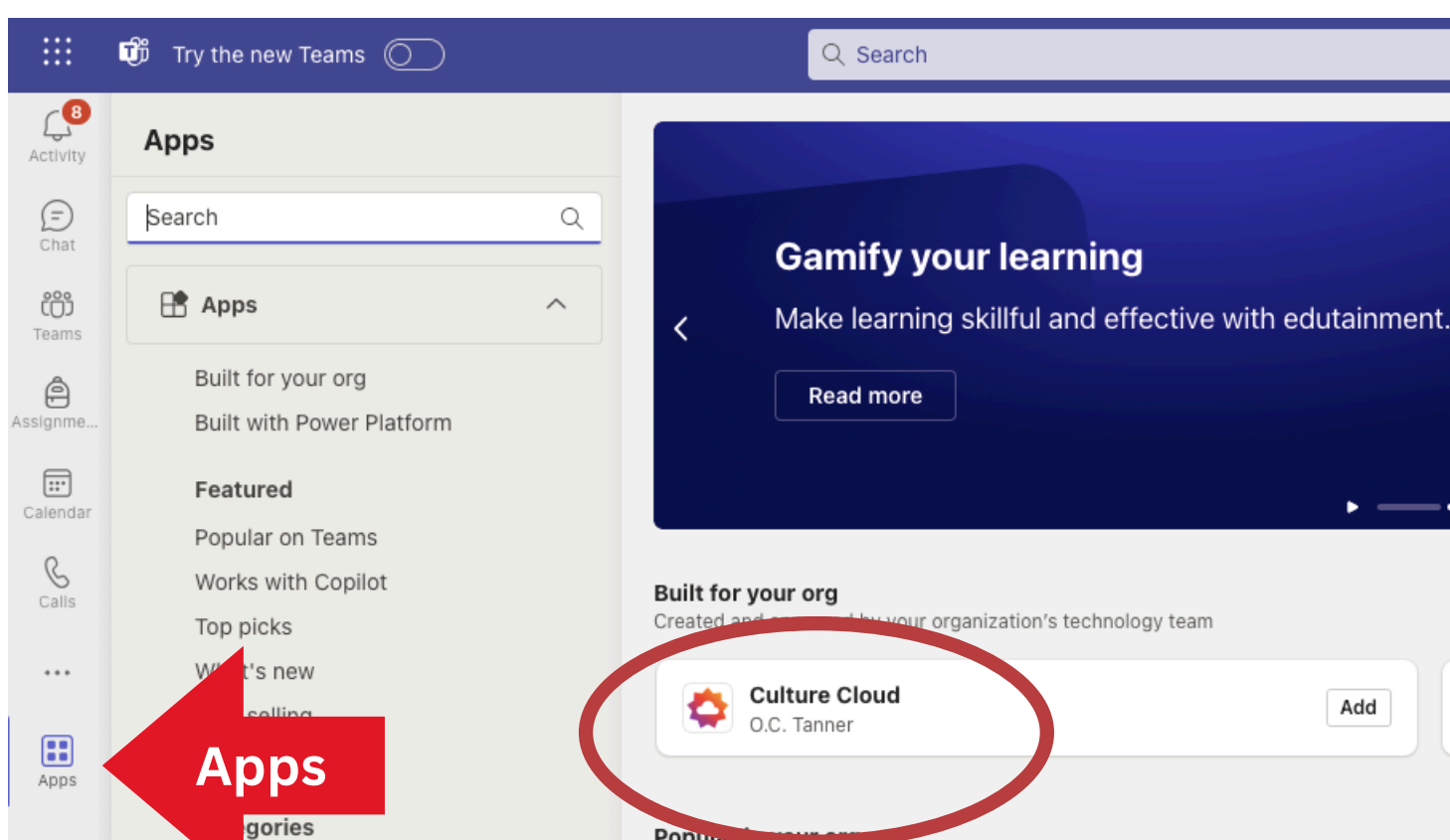
Access Culture Cloud through Microsoft Outlook.



Find the Culture Cloud icon in your Outlook ribbon.

MICROSOFT TEAMS

Access Culture Cloud via apps in Microsoft Teams.



Look for Apps icon in left toolbar; find Culture Cloud; click add.

Then enter in your Emory email address. It may direct you to single sign on before entering the website.

