

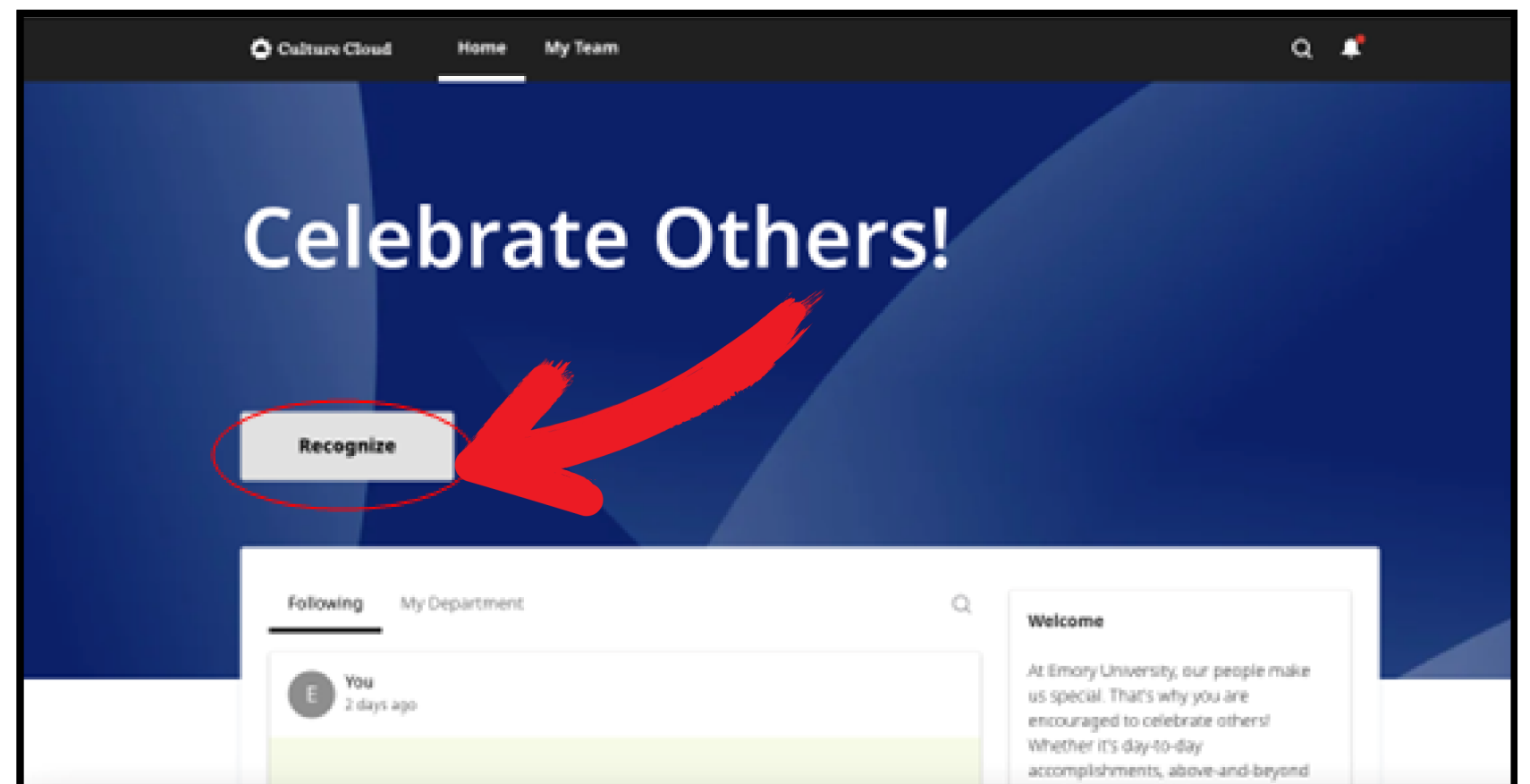
# Celebrate Others! Sending an eCard User Guide

## DESKTOP

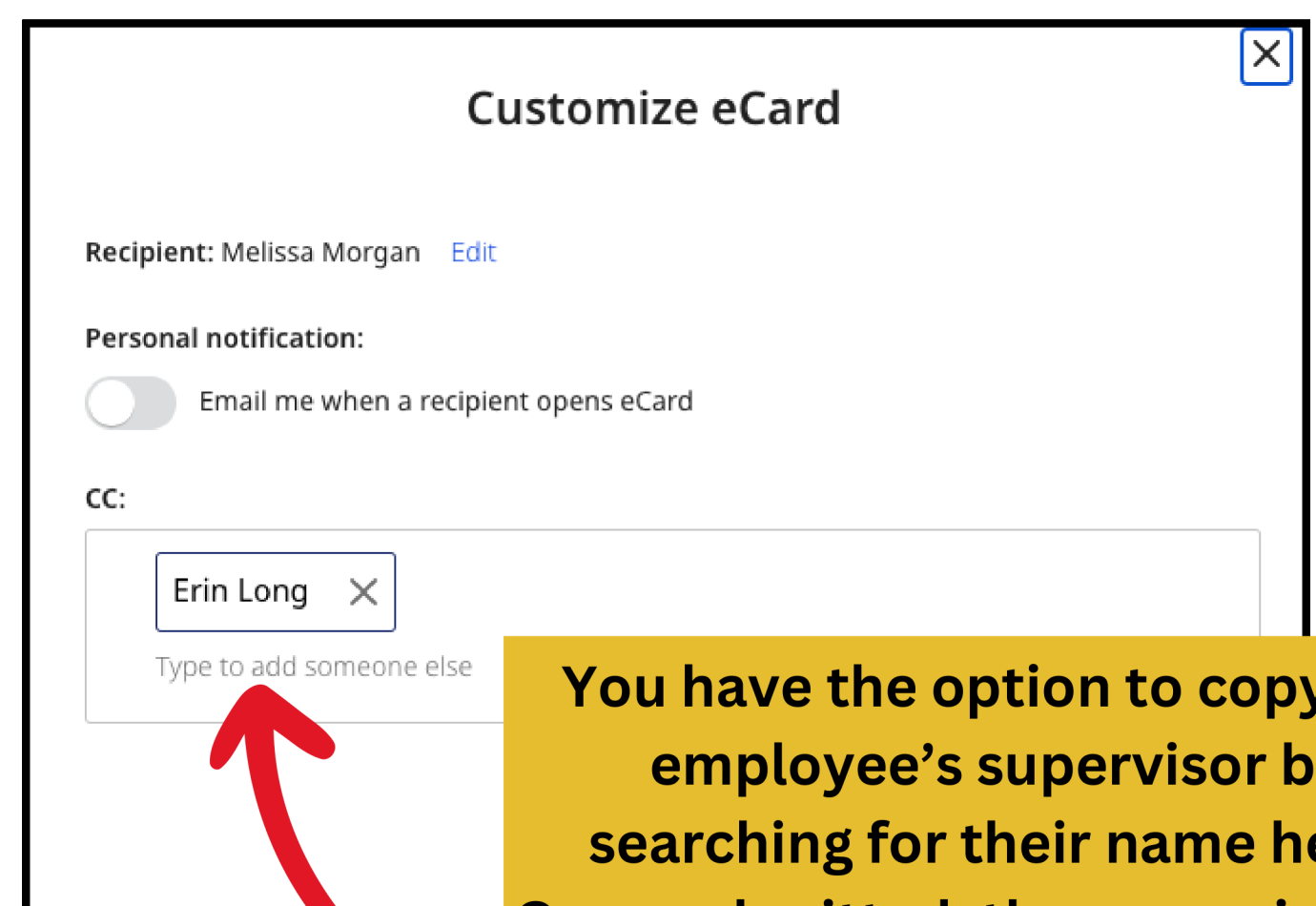
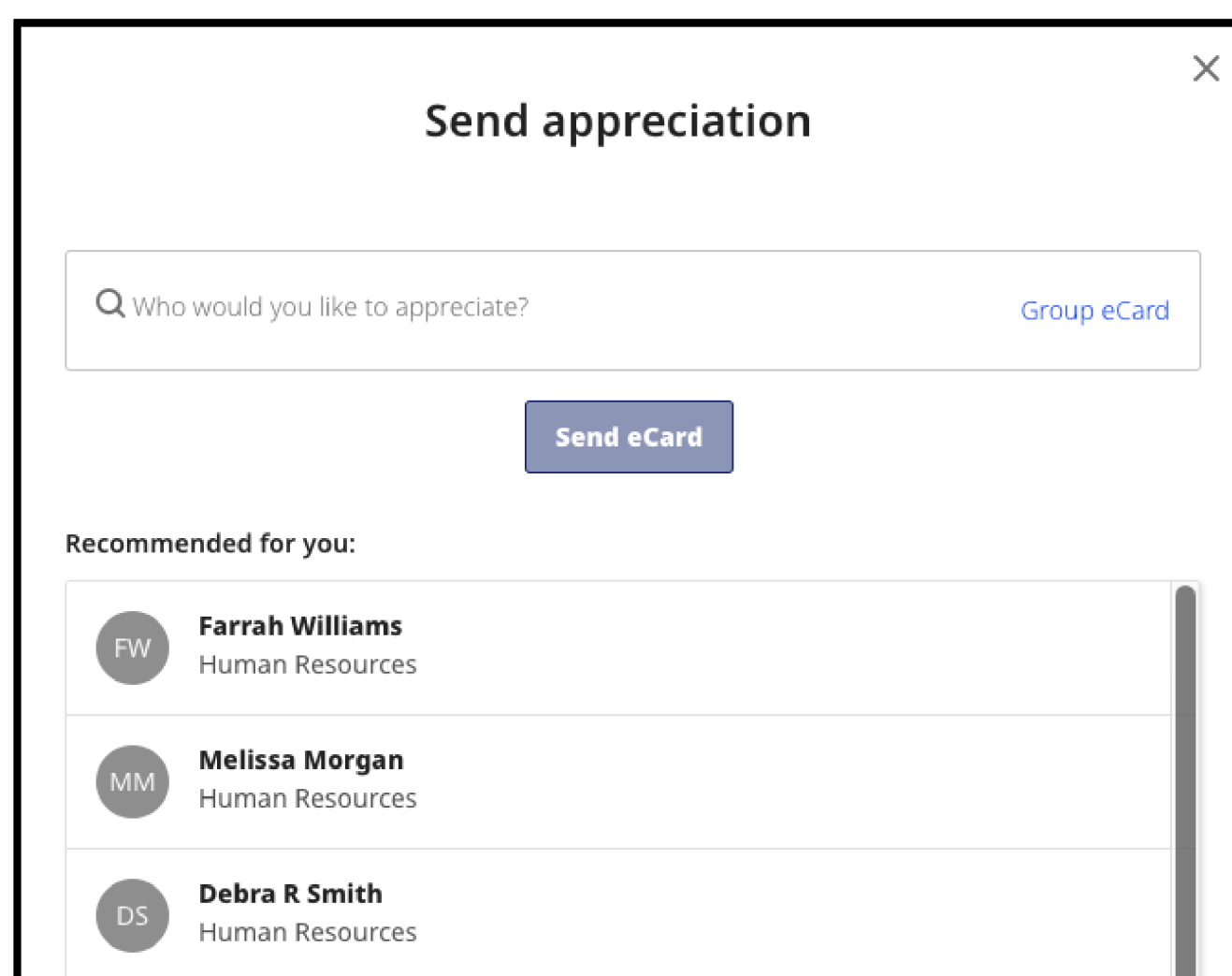
1. **Login** to the OC Tanner *Culture Cloud* recognition platform here:

<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.

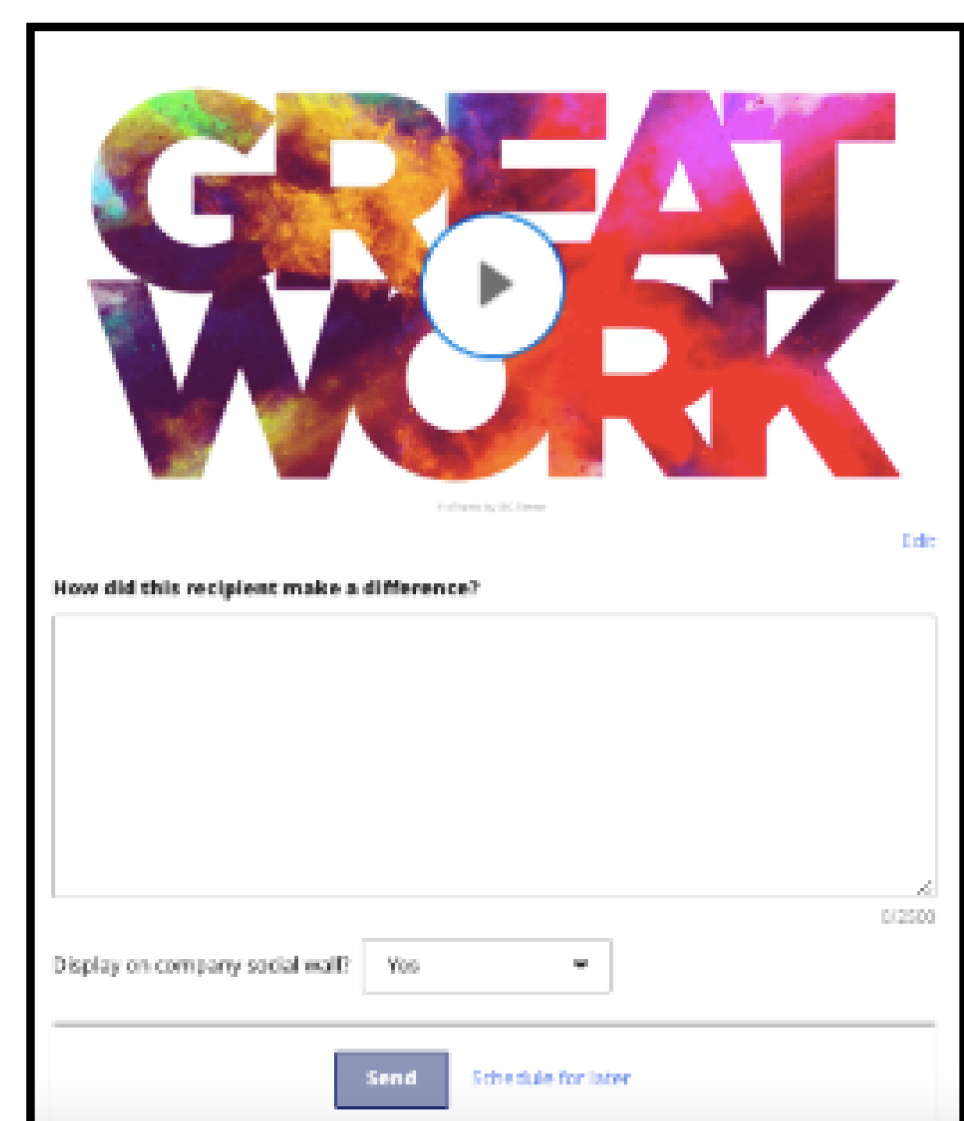


You have the option to copy the employee's supervisor by searching for their name here. Once submitted, the supervisor will be notified.

4. **Use the drop down menu** to select the category of card you are looking for. Then **preview** different cards to find the one you want.

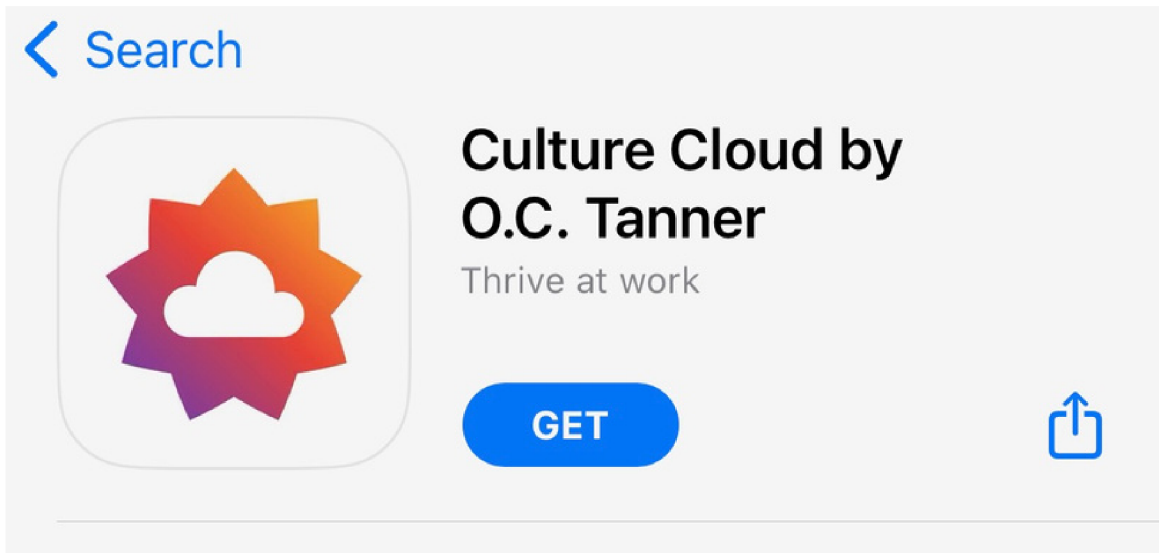
5. **Write** your personalized message.

6. Then hit **send**!



# MOBILE APP

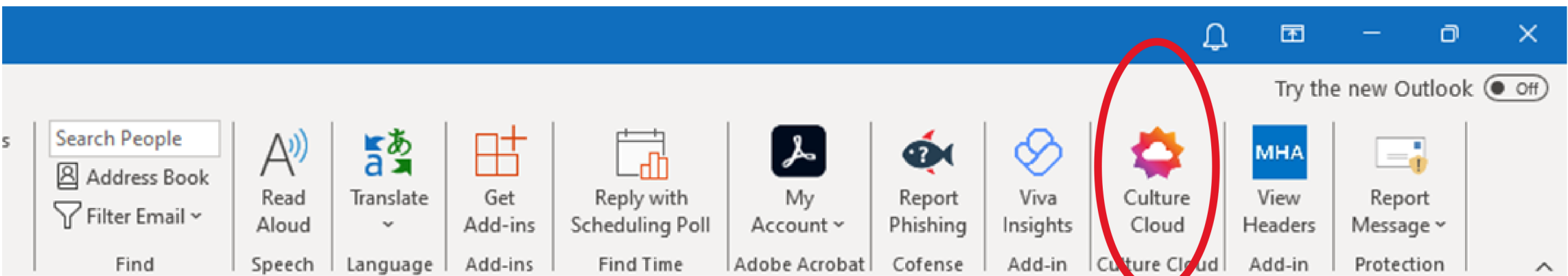
The *Culture Cloud* mobile app is available in IOS and Android.



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

# OUTLOOK

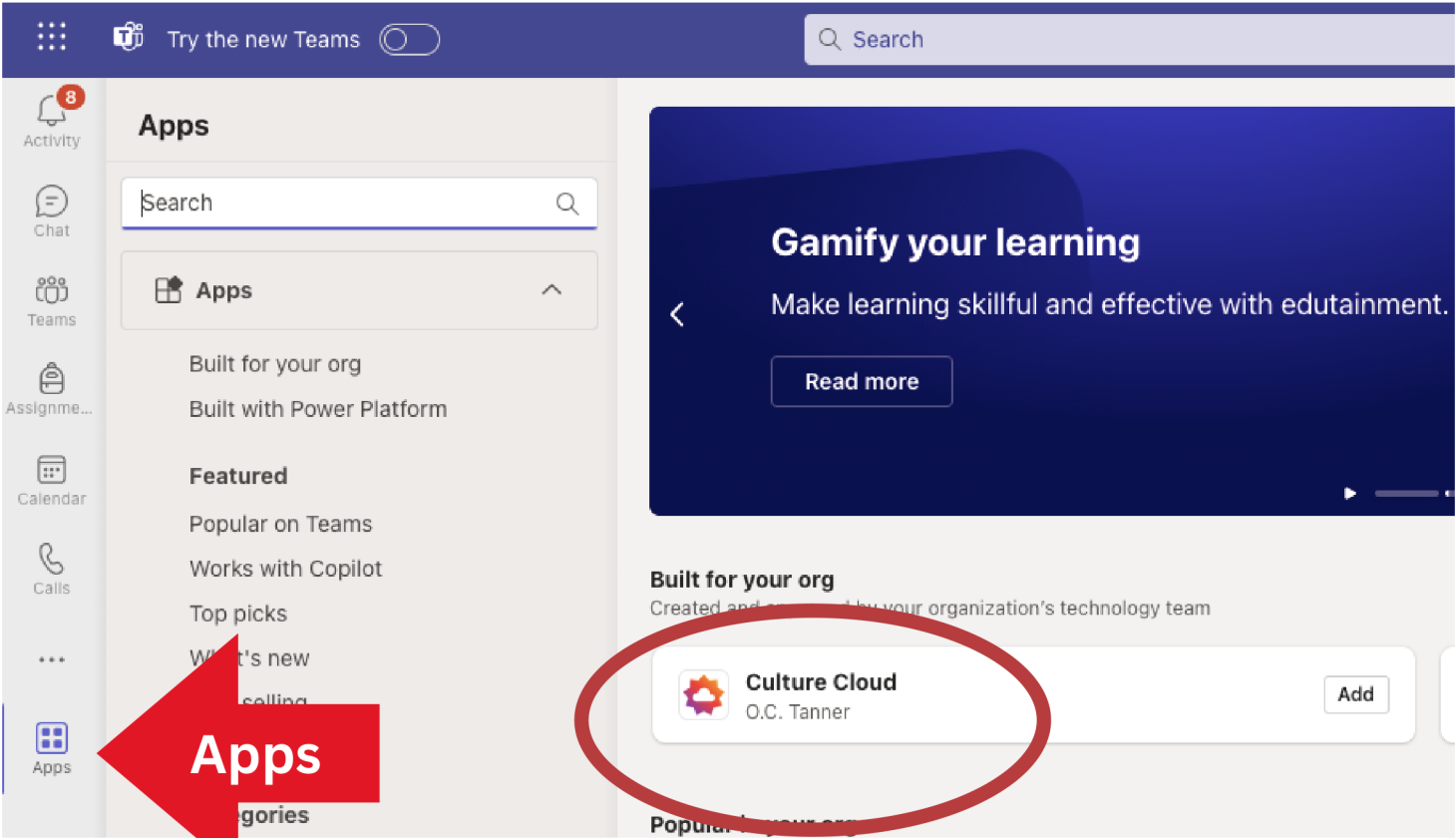
Access Culture Cloud through Microsoft Outlook.



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.

A screenshot of the Culture Cloud login page. It features the app icon and name 'Culture Cloud by O.C. Tanner'. Below this, it states 'Culture Cloud needs access to:' followed by 'Team member's email address and information that can identify your organization. Data may be ser'. There is a text input field for 'Email address'. Below the field, it says 'By using this tab, you agree to the developer's License terms and Privacy statement'. A 'Login' button is at the bottom right. At the very bottom, it says 'Log in to your account. If you don't have an account with O.C. Tanner , please Contact Us.'