

NEWSFEED

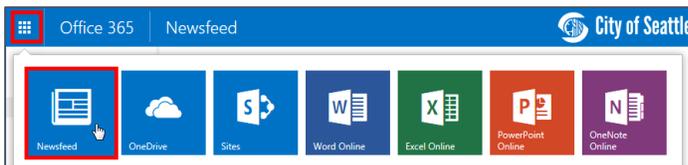
Newsfeed is a one-stop shop where you or others can start conversations, post documents, videos, and or links.

There are two types of Newsfeed:

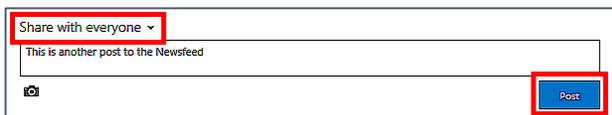
- **Citywide Newsfeed:** Conversations visible to ALL employees in the City of Seattle. You can see conversations started by people even if you're not following them. **This should be used with caution so information confidential to departments or projects are not broadcast across the City.**
- **Team Site Newsfeed:** Content posted by team members related to work teams or projects, or updates when someone edits a document, updates on activities or posts about relevant articles or links.

Post to the Citywide Newsfeed

1. Click the Menu Button Newsfeed on the blue Header Bar and select Newsfeed.



2. Enter your text, share with everyone and Click Post.

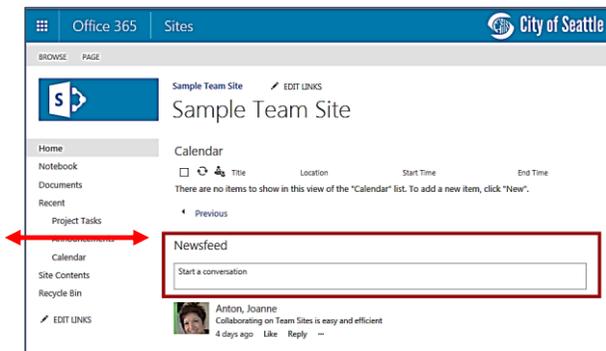
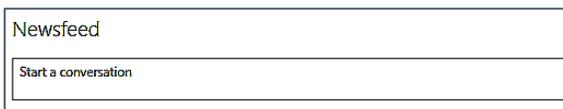


3. Message posts in Newsfeed.



Post to a Team Site Newsfeed

1. To Post to your Team Site Newsfeed, click in the Start a Conversation field.



2. Enter the text and click Post.



3. Your message posts to the Team Site Newsfeed. Only team members with access to this site can read your post.

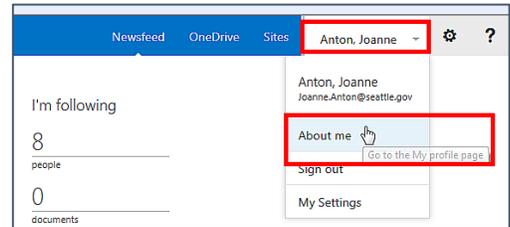


IMPORTANT! Change Your Newsfeed Settings

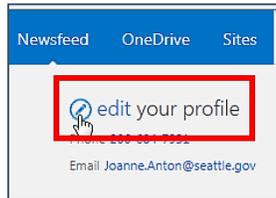
Why change your Newsfeed Settings? **TO PREVENT UNWANTED EMAILS FROM FLOODING YOUR INBOX.**

Select activities that you want to be notified about in an email and which of your activities you want to share. You can also control whether people will be able see who you follow and who is following you.

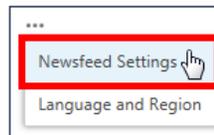
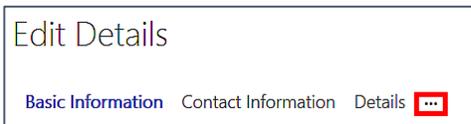
1. Click the **Down Arrow** next to your **Name** on the top right in the blue header and **select About Me**.



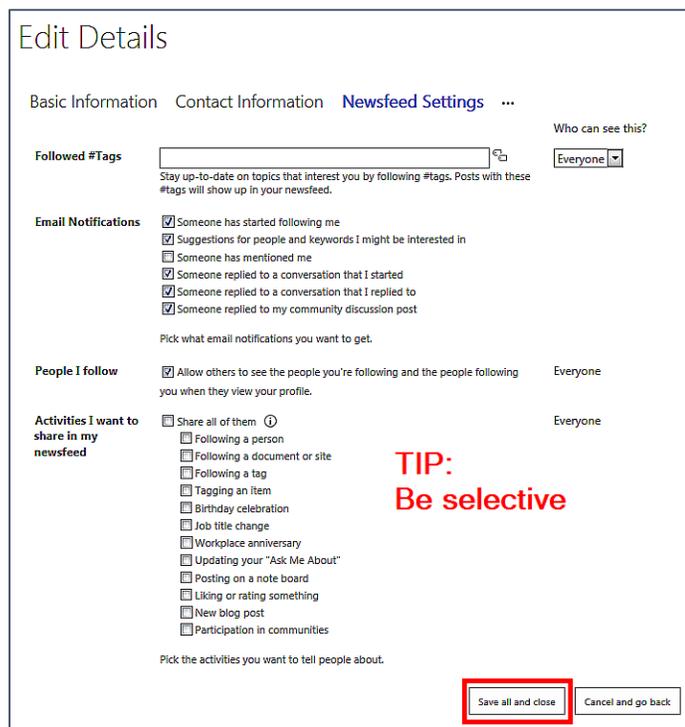
2. Click **Edit Your Profile**.



3. Click the **Ellipsis** next to **Details** and select **Newsfeed Settings**.



4. By default, all the settings will be selected. **UNCHECK** the setting in **Email Notifications, People I Follow and Activities I want to Share in my Newsfeed** that you do not want activated and check **ONLY** the email notifications you want to receive. **The fewer Activities you share – the fewer emails you’ll get in reply.**



5. Click **Save All and Close**.

6. This Notice will appear – click **OK**.

