Celebrate Others! User Guide

  - Or access via Outlook, Teams, or Mobile App. Instructions [here](#).

- **View the Wall of Fame** under the “People I Work With” tab to see who has been recognized from your school/division.
  - You will be able to see who received & sent the eCard along with the type of recognition. You will also be able to like and/or comment.
  - You will not be able to read the personal message that was sent in the eCard.

Use the “Appreciate” button to send an eCard to any Emory University faculty or staff. Learn more [here](#).
➢ Go to My Account > My Profile to update your Profile Settings.

Privacy: If you do not want your recognition displayed on the Wall of Fame, check the box here.

➢ Navigate back to the home page at any time by clicking on the Emory shield in the upper left hand corner.

Use “My History” to see all the cards you have received.
Use “Following” to view cards sent to people you follow. This is useful as a manager if you would like to see when team members have received a card.