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## ***Celebrate Others!*** Recognition Platform

Using the Mobile App, Teams, and Outlook

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Recognize a colleague without leaving Outlook.  
Just click, select and send!

The screenshot shows the Microsoft Outlook interface. The ribbon at the top includes tabs for Move, Tags, Groups, Find, Speech, Language, Add-ins, Adobe Send & Receive, Add-ins, Culture Cloud, Add-ins, View Headers, and Protection. The Culture Cloud add-in is highlighted with a blue background. A callout box with a blue background and a yellow border points to the Culture Cloud icon in the ribbon. The callout box contains the text: "Look for Culture Cloud in your Outlook ribbon". Below the ribbon, the email content area shows a message from "Supporting voter turnout at Emory" with a subject line "Communications". The email body text is partially visible: "We with how this message is displayed, click here to view it in a web browser." Below the email content, there is a section titled "Today's top stories" with a banner image of colorful balloons.

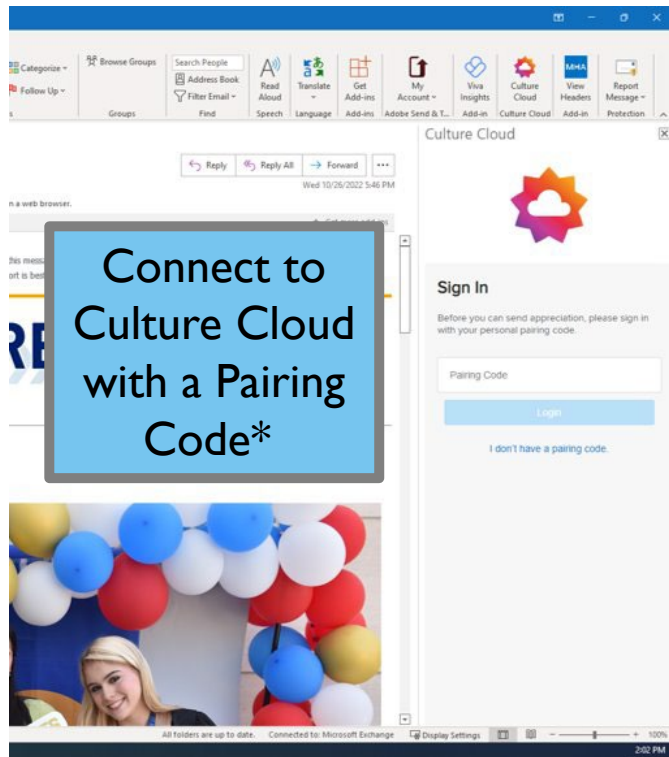
Look for Culture Cloud in your Outlook ribbon

Supporting voter turnout at Emory  
Communications

We with how this message is displayed, click here to view it in a web browser.

For Faculty and Staff | Wednesday, Oct. 26,

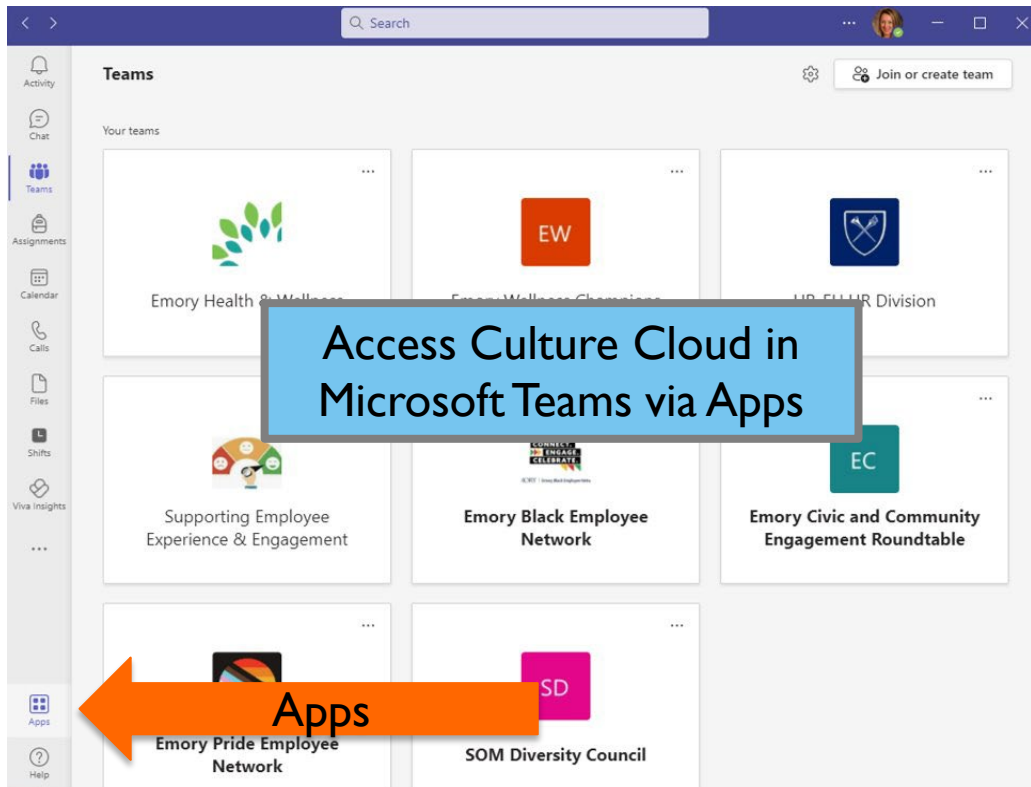
Today's top stories

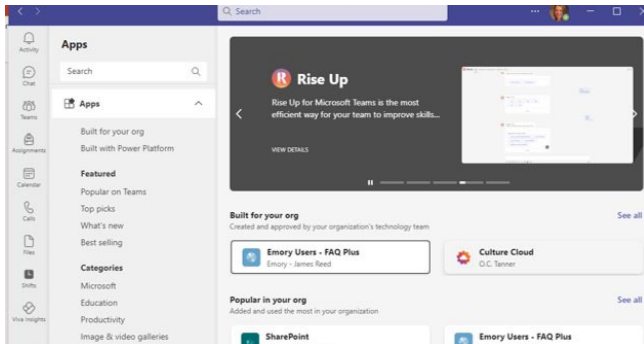


## To get a pairing code:

- First, login to our recognition website:  
<https://login.emory.edu/idp/profile/SAML2/Unsolicited/SSO?providerId=https://fed.oc.tanner.net>
  - Then, look for a banner across the top of the website with a 6-digit pairing code.
- OR
- Go to the top navigation My Account > Pairing Codes and click on Generate Pairing Code to receive a 6-digit code.

\*You will only need the pairing code the first time you connect via Outlook.

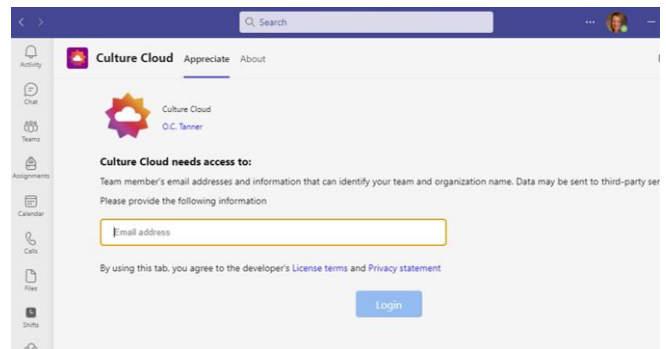




Find Culture Cloud in the apps, then click to open

Enter your email address.

Note: this may be your long or short email address. For example, [john.employee@emory.edu](mailto:john.employee@emory.edu) or [jemplo6@emory.edu](mailto:jemplo6@emory.edu)



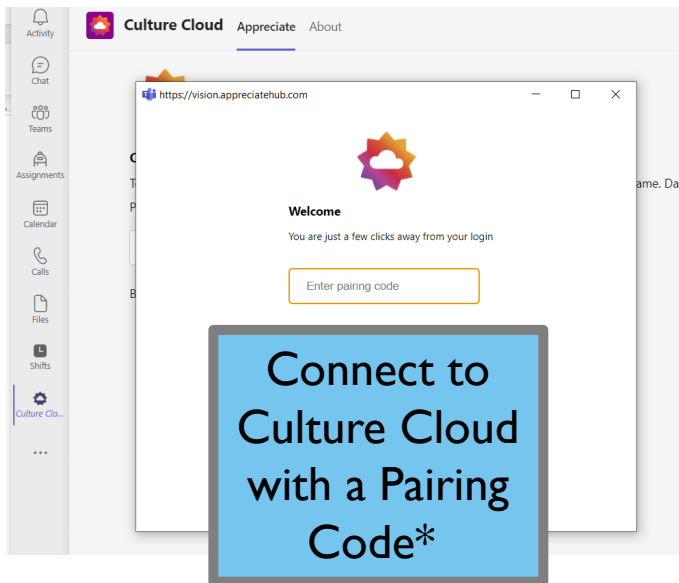
## To get a pairing code:

First, login to our recognition website: <https://login.emory.edu/idp/profile/SAML2/Unsolicited/SSO?providerId=https://fed.octanner.net>

Then, look for a banner across the top of the website with a 6-digit pairing code.

OR

Go to the top navigation My Account > Pairing Codes and click on Generate Pairing Code to receive a 6-digit code.



\*You will only need the pairing code the first time you connect via Teams.

## Get Started – Download the app

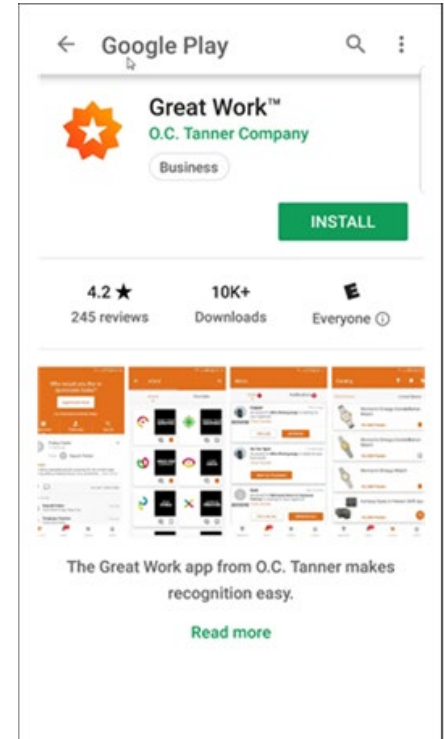
The Great Work app is currently available in iOS and Android. Search for "Great Work" to find the app



App Store



Google play



Once you've downloaded the app, you need to follow a few easy steps to pair it with our recognition website.

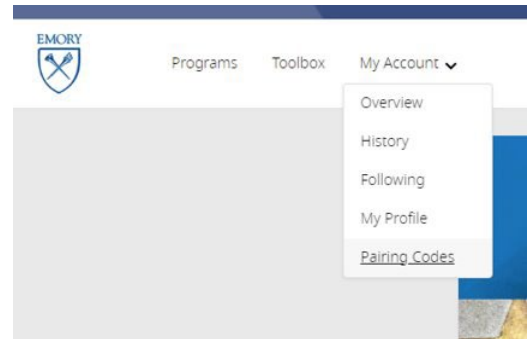
First, login to our recognition website:

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

Then, look for a banner across the top of the website with a 6-digit pairing code.

OR

Go to the top navigation My Account > Pairing Codes and click on Generate Pairing Code to receive a 6-digit code.

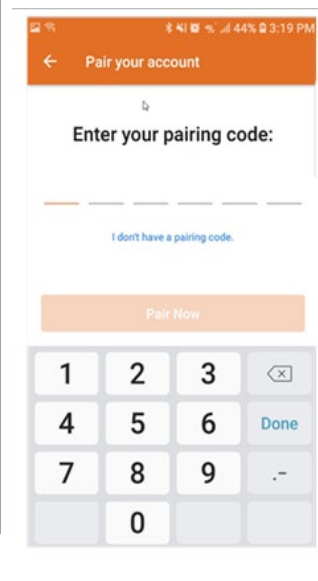




## Pair the Great Work app with our recognition program

On your phone or tablet:

1. Open the Great Work app.
2. Enter "emory.edu" or your email address.
3. Enter the pairing code\* you were given.



\*You will only need the pairing code the first time you connect via mobile app

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