Celebrate Others! Sending an eCard User Guide
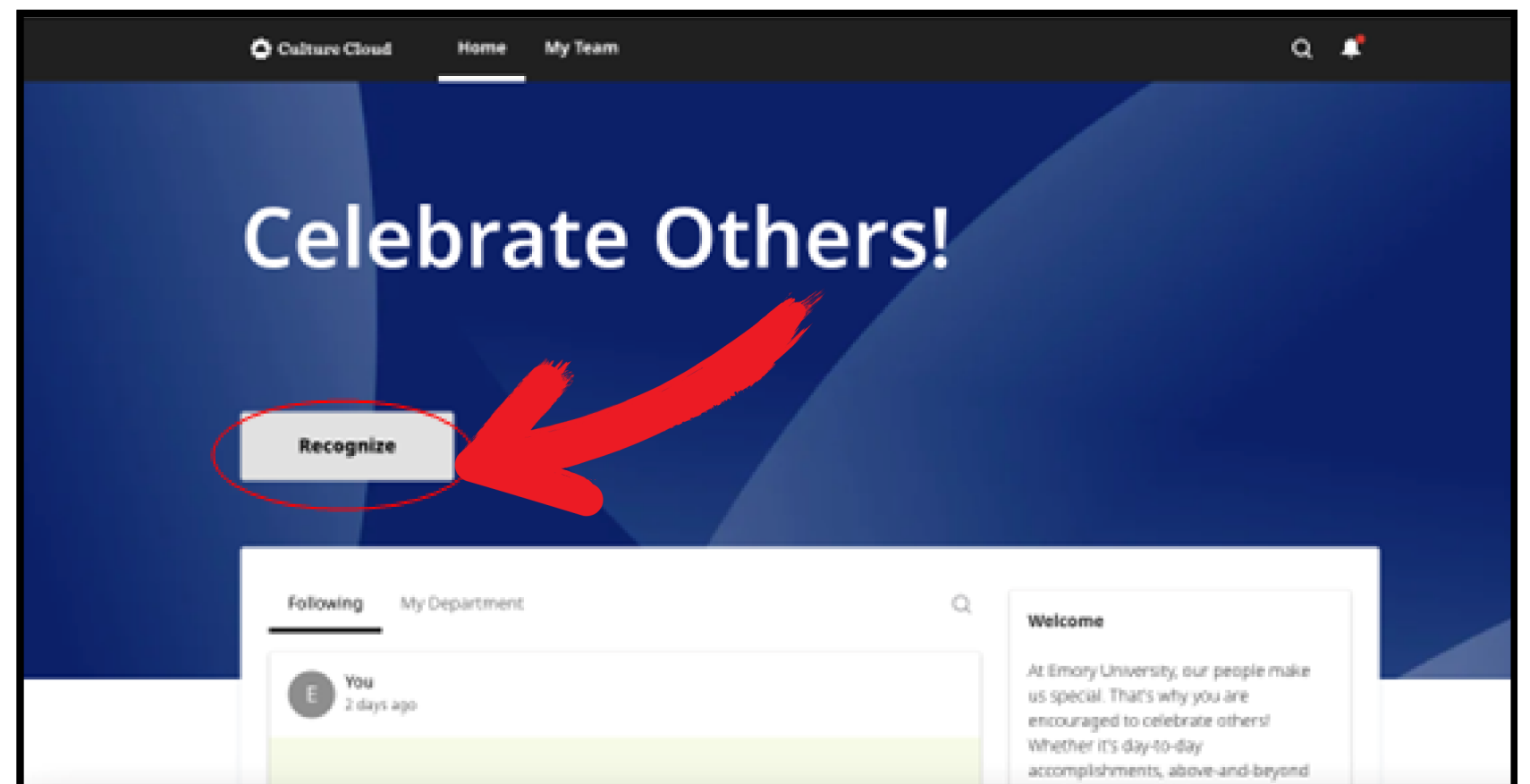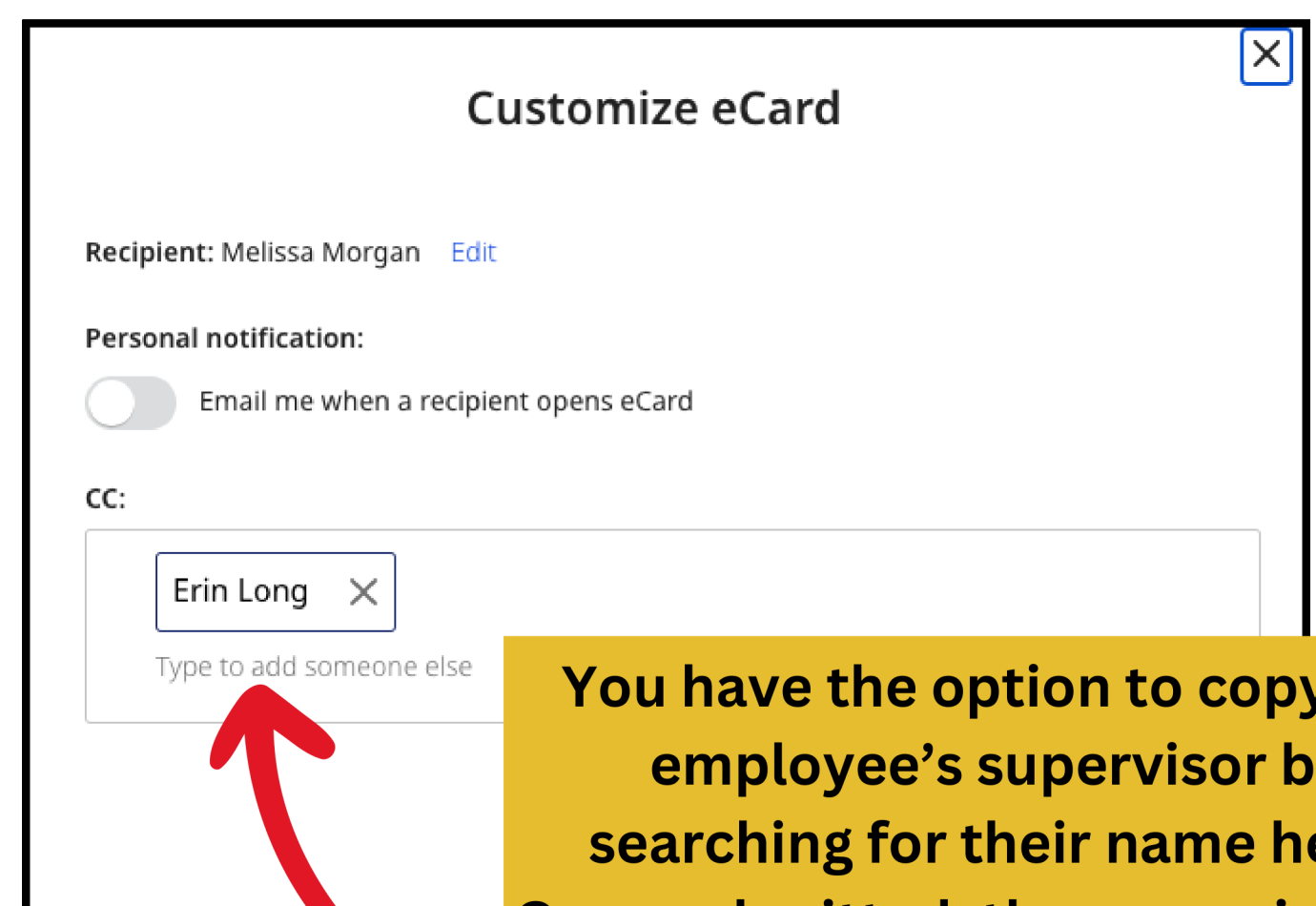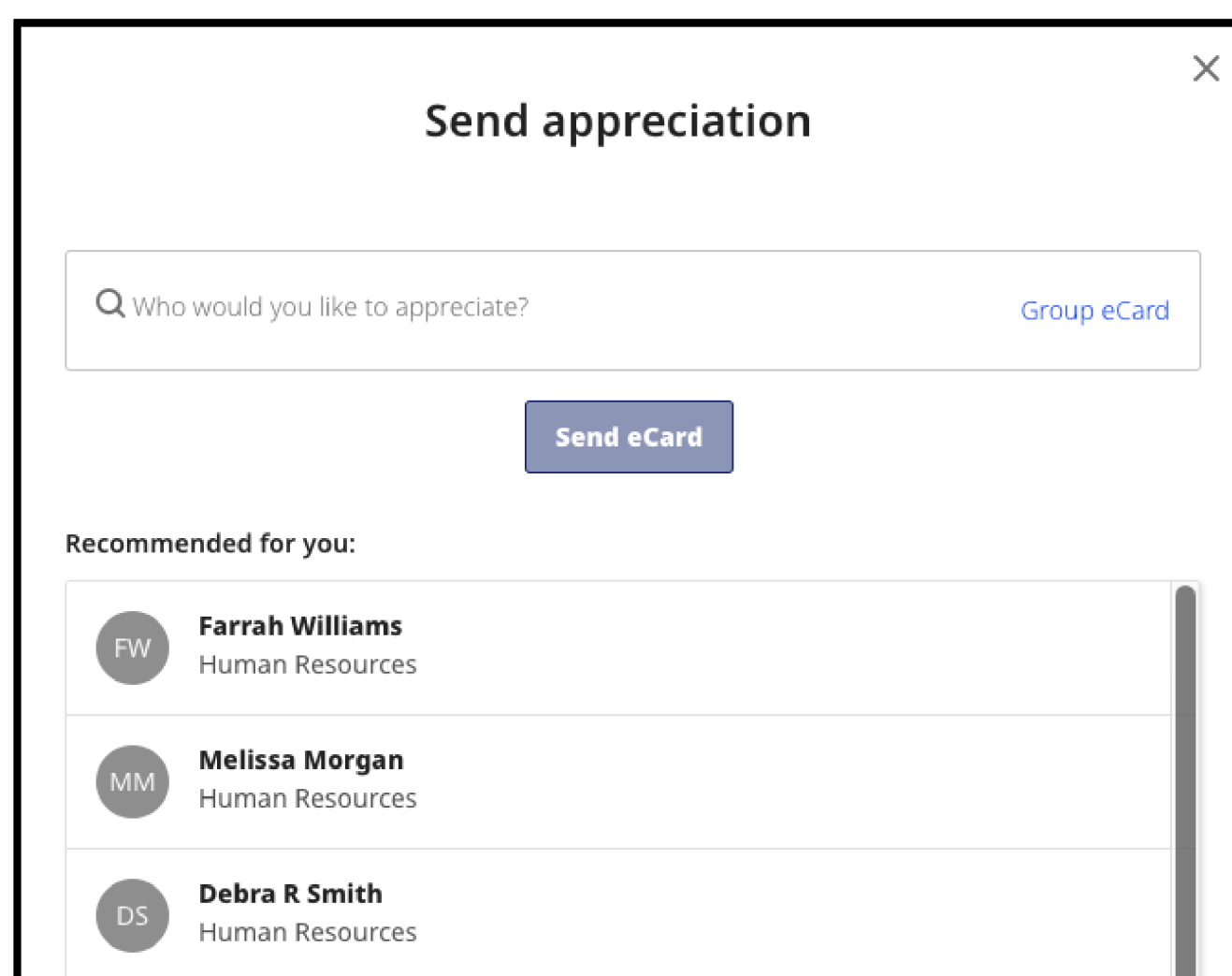
DESKTOP

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.

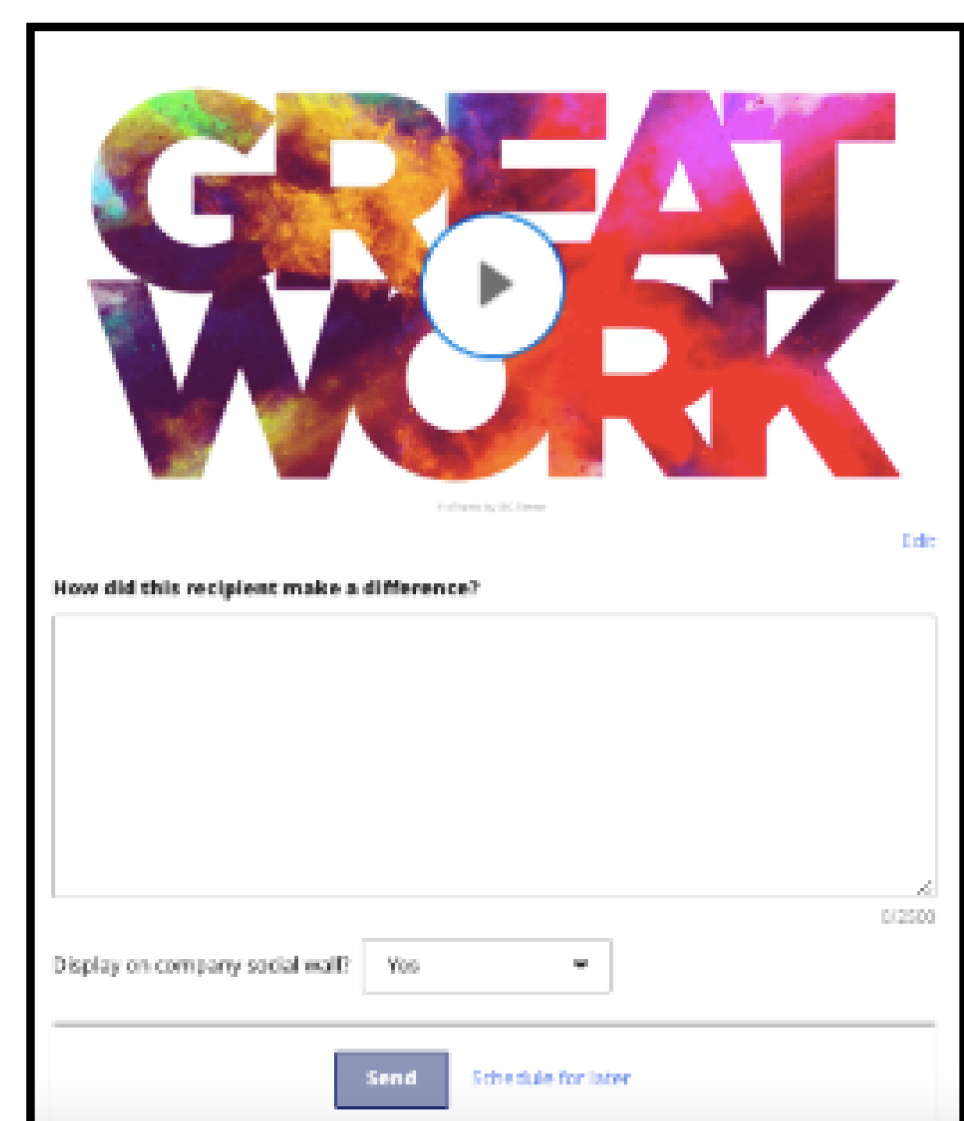**3. Search** for the person you would like to send a card.

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.
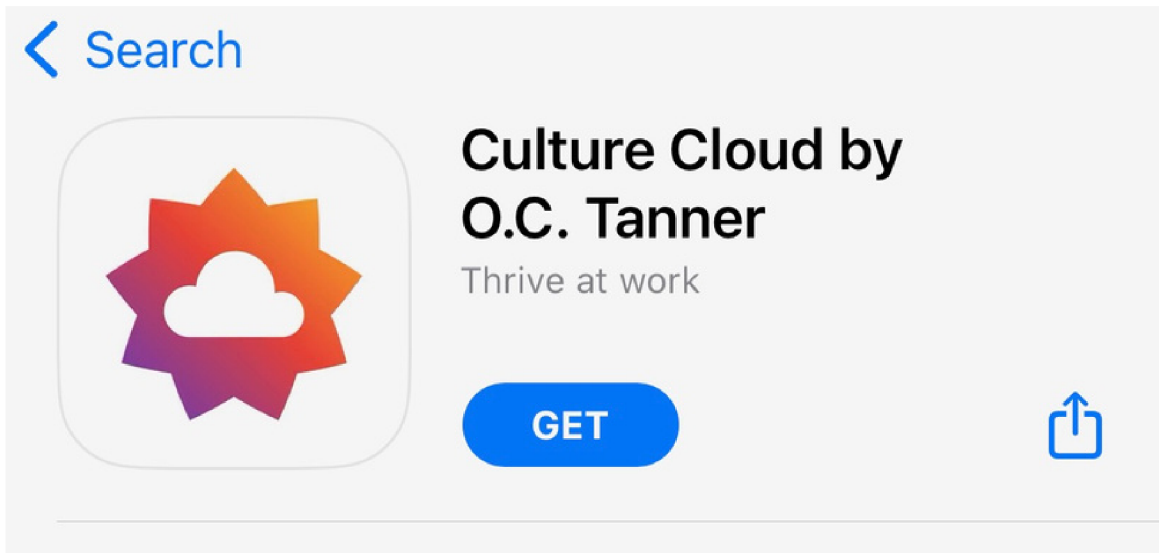
5. Write your personalized message.
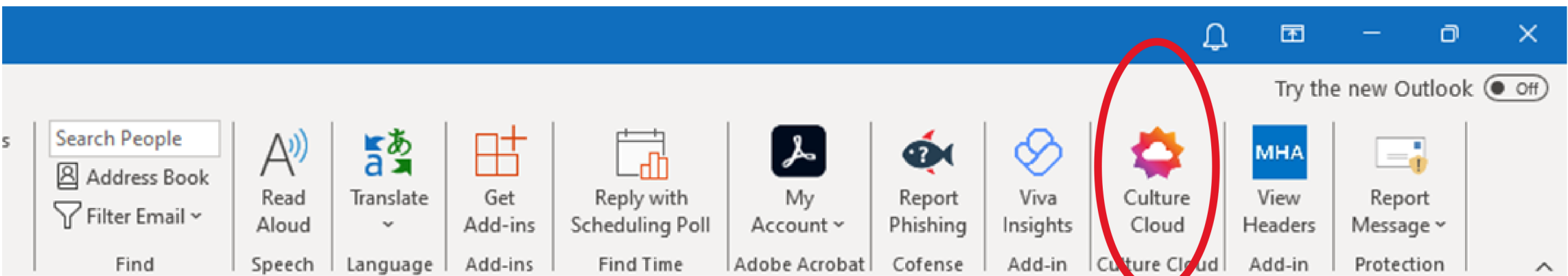
6. Then hit **send**!

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.
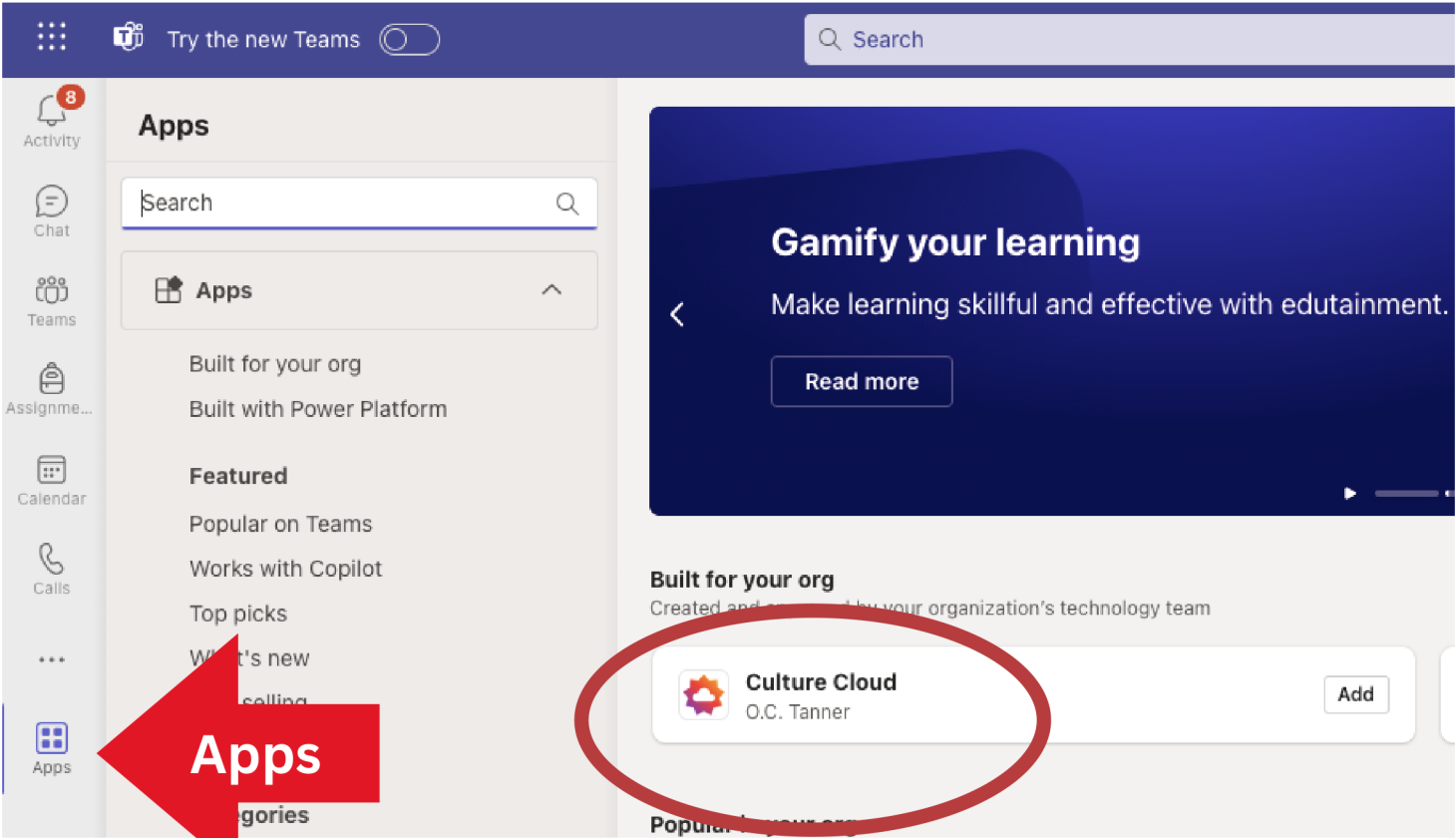
OUTLOOK

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.

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

Apps

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