

"Workplace"

Internal Communication Platform

Workplace is The Muny's internal messaging platform which provides three levels of communication.

- Company Wide Communications
- Specific Group Communications
- Direct Private Person to Person Messaging

Workplace functions very much like Facebook, making it incredibly user friendly and intuitive to use.

Workplace **functions like Facebook** and is **created by Facebook** however, this profile **IN NO WAY** connects to your Facebook profile. People on Workplace can't see your photos from the weekend, unless you post them there – which you shouldn't. Ever.

You will receive an email from **"The Muny via Workplace"** asking you to register. Follow the instructions to register for Muny Workplace. Once you have registered and logged in you will be added to the appropriate private groups such as your department, show or employment type. Groups you belong to will show up when you log in. If not, find Joe. It's his fault.

Best Practices

DOWNLOAD THE WORKPLACE (MOBILE APP) AND WORKPLACE CHAT (MESSAGING APP)

They look like this in the App stores:



You can also access workplace via desktop computer (<https://muny.facebook.com>) but trust us, you'll want to use it on your phone. It's easy. It's awesome.

Workplace Chat, the messaging app, allows you to send and receive private messages. This app is required to send/receive messages.

STAY CONNECTED

Rehearsal schedules, facility information, show status updates and all pertinent information will be posted in Workplace. You will be notified on the app when updates are posted in any group you subscribe to.



If you have email notifications enabled you will also receive an email any time there is an update in your groups. Email notifications are set to send by default so you will have to opt OUT if you don't want to receive the notifications.

HOW TO GET AROUND WORKPLACE:

- News Feed – populates all the recent posts from groups you belong to
- Groups – Shows you the groups you are in
- Chat – Takes you to the chat app for private conversations
- Notifications – who did what on workplace today
- More – Settings

