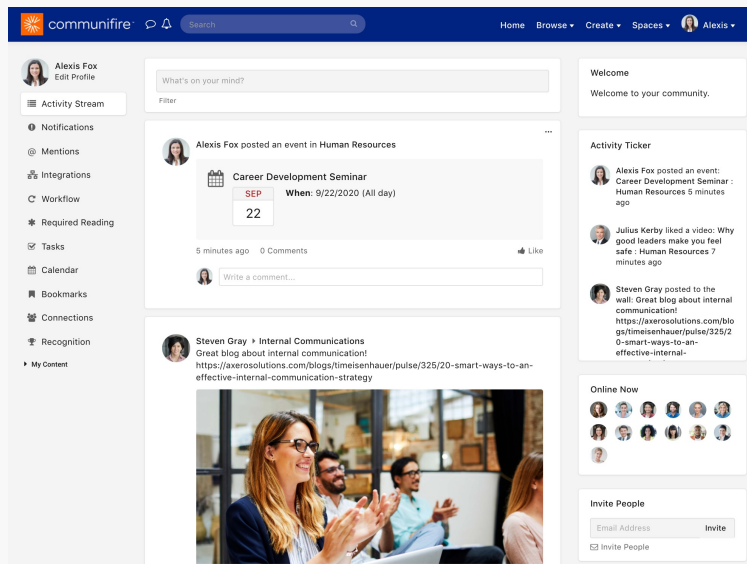


My Apps and Tools

Version 18

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My Apps and Tools are interactive and productivity tools that help you stay up to date on all your projects and connect with others. Check communications, discover new content, view and manage your content and connections, and much more.



User Welcome Guide

A quick overview of the intranet so you can find your way around and get familiar with different areas and features.

My Activity Stream

The Activity Stream shows new content and posts from your spaces and your connections. Post to your Activity Stream for all your connections to see. You can add hashtags, @mention people or content, or link to external content.

My Activity Ticker

The Activity Ticker shows finer details of activity from your spaces and your connections. View activity such as comments, likes, updates, and more.

Notifications

Keep up to date on content that is important to you with Notifications. You are alerted when there is activity on content you created or are following, when you have new required reading, when someone @mentions you, when you are invited to an event, and much more.

Chat & Instant Messenger

Chat one-on-one with another person or chat in a group. You can share photos, videos, and other files in the chat.

@Mentions

@Mentions provide a way to tag people or link to content. On the @Mentions page, you can view all the times someone has @mentioned you.

My Integrations

View and manage your integration accounts.

My Workflow

View and approve or decline content from your spaces waiting for moderation.

My Required Reading

View all the content from your spaces that you are required to read and have not yet confirmed.

My Tasks

My Tasks shows your personal tasks and tasks from your spaces all in one place. Stay on top of your assignments and never miss a deadline.

My Calendar

My Calendar shows events you are attending from all your spaces. You can also share your calendar and view calendars other people have shared with you.

My Bookmarks

View and manage your bookmarked content.

Connections

Connect with others to share activity and posts. When you are connected with another person, their activity in public spaces will appear in your My Activity Stream, and your activity in public spaces will appear in their My Activity Stream.

[My Recognition](#)

Badges recognize you for your achievements and contributions. View details about badges you have earned and badges you can earn.

[My Content](#)

View and manage the content you have posted in your spaces.

Personal Settings

[My Profile](#)

Your user profile provides an overview of your personal information.

[Edit Profile](#)

Update your email address, personal information, work information, and more.

[Password](#)

Update your password.

[User Level Preferences](#)

Update your preferences such as profile visibility, email notification preferences, and time zone.

[Invite People to Intranet](#)

Invite people to join the intranet.

Related

[How to Create a Side Modal](#)

Add a button to the header or on a Page Builder page that opens content in a side modal.

tags : member