Introduction to JAM

Jam is a company-wide social networking tool that can help you become more efficient in your day-to-day tasks by providing improved communication and collaboration with your team and other groups in the company.

It's Easy

Select Jam from the drop-down navigation menu.

❶ Home

From the Home tab, you can post comments on your Wall, create and share information with others, and monitor Jam activities of your followers (manager, direct reports, colleagues) and information of interest.

❷ Post Comments

To post a comment to your Wall, enter details into the comment field and click **Share**. Posting options include adding a URL link, recording a sequence of your web browser, and uploading a document.

❸ Feed Updates

Feed Updates includes all the feed items from people and groups you are following (e.g., Requests @ Notifications, posts, and comments). You can customize the contents by clicking ⚙ and clicking the Edit Feed Settings link.

❹ Search

Use the Search field to search for users, tasks, and documents by relevance, date, views, and likes to find information and connect with expertise.
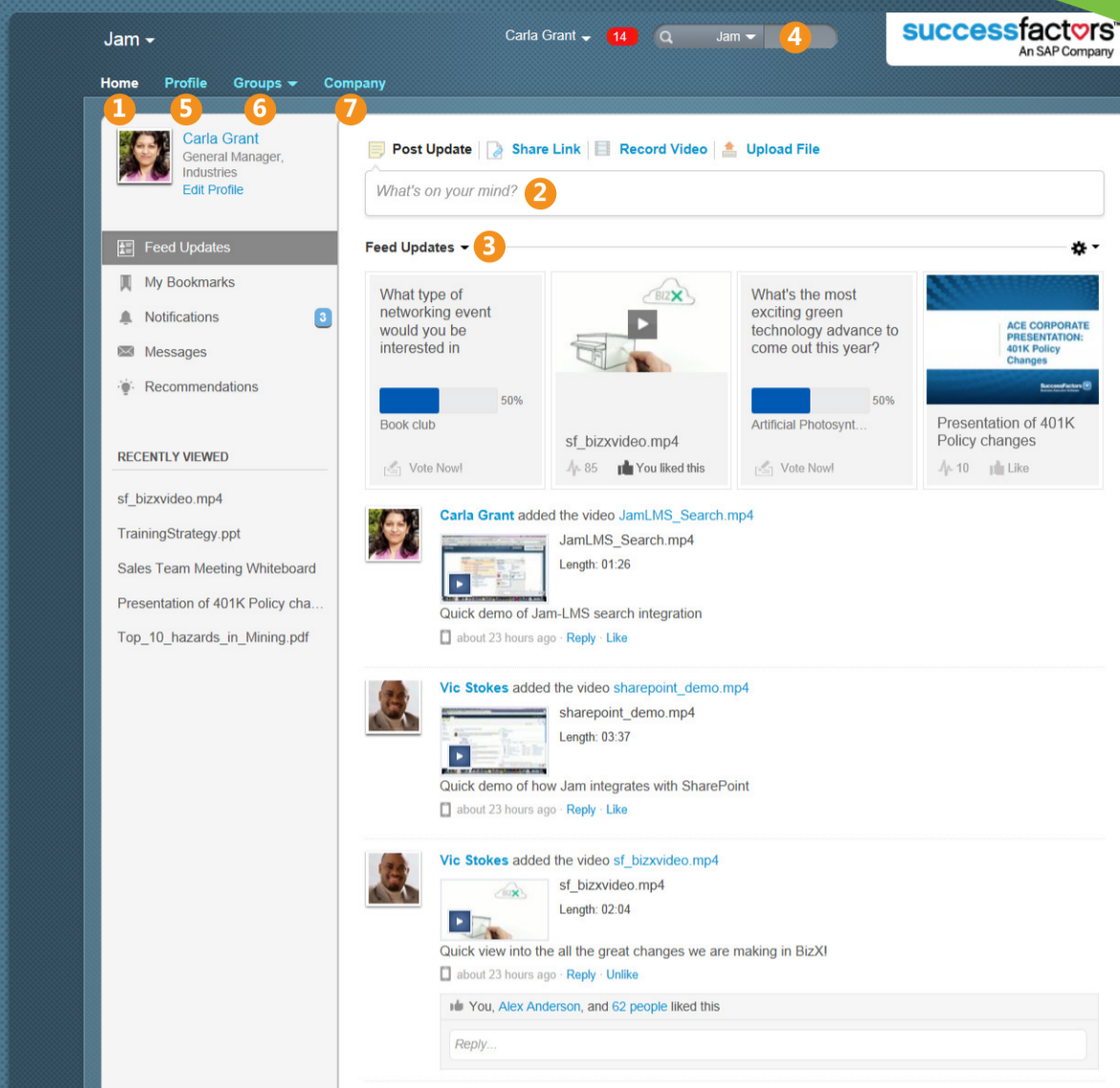
❺ Profile

The Profile tab is used to manage your social network profile, add new posts to your Wall, and assign tasks to group members. You can also track who you are following, who is following you, and your wiki pages.

❻ Groups

The Groups tab acts as a virtual space for teams to collaborate on a project, gather feedback on documents, and share status updates, links, and best practices.

❼ Company

The Company tab provides an organization view of the social network. Use the directory to locate individuals. You can also review all the documents posted and available activities on Jam.

Spotlight: Jam Menu Bar

Use the menu bar on the left side of the Jam Home page to take these actions:

- Feed Updates: View your Feed Updates.
- My Bookmarks: Bookmarks act as placeholders for particular posts you wish to save.
- Notifications: Receive notifications when a member of a group selects to send a post specifically to you.
- Messages: View your messages.
- Recommendations: View your recommended featured content, people, and groups.

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