

• • **Add document collaborators to encourage others to work with you.**

Use the collaboration options at the bottom of the document creation page to bring colleagues into your work. Specify the people you want to work with you on a document and they'll be notified in their Communications stream.

• • • • • **Mention content and places to alert followers.**

Mentions can be used to alert followers of a place or a piece of content to take a look at something else. When you @ mention anything in the community, all of that items' followers are alerted to the mention in their All Followed Activity stream.



Communications

Sending a Direct Message with a link to a piece of content? Use a mention, a share, or add a collaborator instead!

Are you trying to get someone's attention to a piece of content? You can create a share from the document, mention someone in the comments or the document itself, or add the person as a collaborator instead. This works better than just saying "take a look at this".

...because that's What Matters

Need to know what's happening, but you've only got 5 minutes? Go to the Matters Most view on your Activity stream.

Matters Most is where the things that are most important will propagate based on recommendations. This should be your first stop if you want to know what's happening. It filters out the noise from all activity and followed activity to show that which is most important to you.



Activity

Use search and a tag filter in the browse views for a more powerful search capability than the search box.

Search gives you the Googleized view of the community with filtering capabilities. Browse content, type a search term in the text box, and add a tag filter to drill down to something more relevant than the mass of search results.

Follow liberally, track conservatively.

When there's a person, place or piece of content that you need to stay abreast of, click on the "Track In Communications" action. Tracking will push every action related to the content into your Communications stream. Everything you follow will show up in the "all followed" view on the Activity stream.

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Action

Tag your content with zeal!

The new PulseConnect provides several powerful ways to use tags including in search results! Insert tags into any content using the # sign (like this- #best_practices). Tag everything you create and add tags to other content so that future searchers will be able to find what they're looking for.

Use labels to organize your connections or create a group if you're trying to foster collaboration.

Labels give you a better way to organize your connections, and once you've created a label, you can use the label with your direct messages and group invitations. However, if you want to collaborate, start a group instead.

Tag yourself to help your team find expertise.

You can add tags to your profile that capture areas of expertise that you have, and this will help other community members find you when they are looking for subject matter experts in a particular domain.

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