



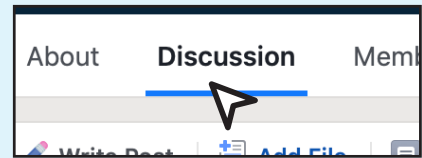
Magellan  
FEDERAL

# Federal News Feed

## Workplace Group



### NAVIGATING THE GROUP



Within the main page, you will see six tabs on the main navigation (just below the header image). These tabs consist of the following:

- ▶ **About** - An intro page with a few Magellan Health resources
- ▶ **Discussion** - A forum to collaborate and discuss with peers
- ▶ **Members** - See who all is in the group
- ▶ **Files** - Find all of our latest templates and documents here
- ▶ **Events** - See what events your peers plan to attend

### WORKPLACE ETIQUETTE

Please remember that Workplace is a professional social media platform, so only post work-appropriate content. Please also remain civil and professional in your communication to your peers.

**Important Reminder:** Do not post PHI or confidential information to Workplace.

Have any Questions? Contact:  
[GetCreative@MagellanFederal.com](mailto:GetCreative@MagellanFederal.com)

## Maximize Collaboration

Welcome to the Magellan Federal News Feed!

This Workplace group has been set up to connect all Magellan Federal employees so we can easily share resources and news about all the great things that are happening across our division. **Let's start collaborating!**

### GETTING STARTED

To join the group, simply log into your Workplace account, via Okta:

- ▶ In the upper left-hand searchbar, type in, "**Magellan Federal News Feed.**"
- ▶ Click the "**Join Group**" button on the top right.

From here, you should be able to see the main group page, and you can start collaborating with your peers. This is an Open group, so anyone can join.

**QUICK TIP!**

Make it a part of your morning routine to sign on daily and stay logged in throughout the day. This way you won't miss out on chats, notifications, and posts!



## FEATURED RESOURCES

### Workchat

- ▶ Access Workchat from inside Workplace to instant message your coworkers
- ▶ Better than texting! You can get on all your devices—phone and laptop—for quick answers to your questions
- ▶ Want to get push notifications from Workplace or Workchat? **Download the apps!** For more details, ask about the Workplace App slick sheet

### Files

- ▶ Stay up-to-date with the most recent Magellan Federal/ AFSC templates, including letterhead, Power Point slides, and more
- ▶ Share useful documents with other colleagues

### Events

- ▶ See all upcoming corporate events
- ▶ Schedule events that may be of interest to your peers
- ▶ See what events your peers are planning to attend

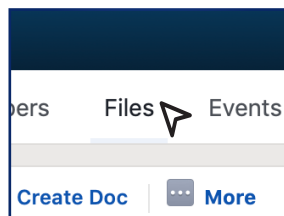
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## HOW TO BEST USE THIS TOOL

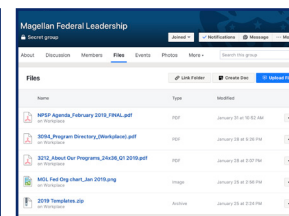
- ✔ **Help and Feedback**  
Pick the minds of your fellow Magellan Federal colleagues on topics related to your program/department to get insightful feedback. Or, let the group know the great things your program/department is doing.
- ✔ **Showcase Pertinent Articles**  
Post articles of interest for your peers that display innovative, trending, or insightful information in the Federal field.
- ✔ **Get to Know Your Coworkers**  
Contribute to group discussions or introduce new teammates.
- ✔ **Poll the Group**  
Want to know what your peers think? Poll your peers on their thoughts on best practices, current trends, and more!

## HOW TO SHARE DOCUMENTS & OTHER FILES

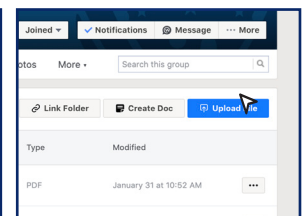
If you have documents that you would like other coworkers to be aware of or have easy access to, you can use the “Files” feature:



On the group homepage, select the “Files” tab in the navigation bar.



In the Files main page, you can view all files that leaders have uploaded for reference.



In the top right corner of the page, choose “Upload Files” button and select your file.

### How do I find the group, once I join?

Easily navigate to this group page by either going to the right sidebar on your profile page or click the and select “Your Groups.”