

GETTING STARTED WITH RECOGNIZE

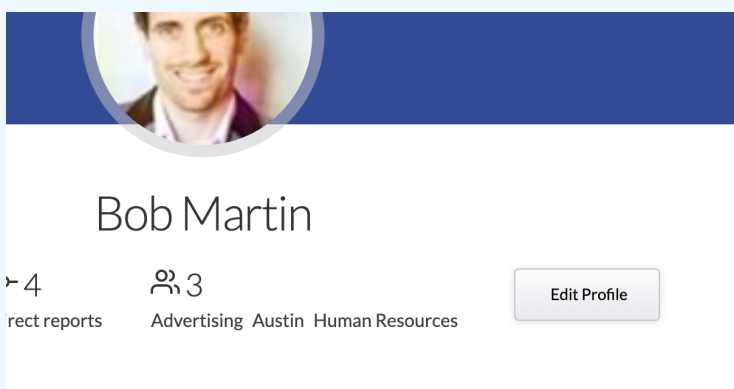


SIGN IN TO RECOGNIZEAPP.COM

https://recognizeapp.com/signup/recognize_

You should already have an account. Just put in your work email address.

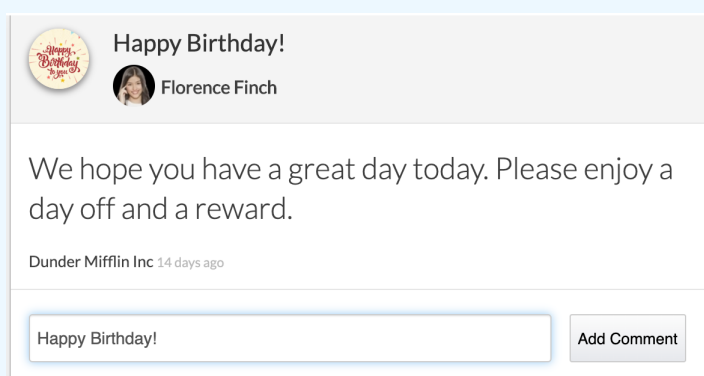
Your company may be using an existing authentication system or Microsoft, Google, etc as their provider.



SEND A RECOGNITION

Do you know anyone awesome?

You don't always need a reason to send a recognition beyond the fact that the recipient is indeed awesome. So send someone a recognition for being awesome now!

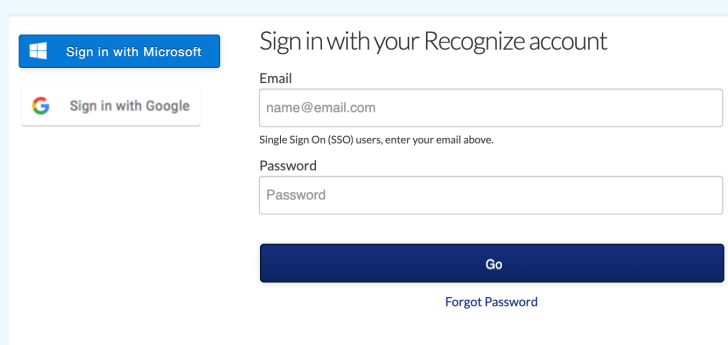


WHAT IS RECOGNIZE

Give and receive thanks

Everyone knows employees need to hear how they are doing at work. Maybe it is a big project or for many years of service. Using Recognize, this will make it fun, social, and automatic.

Check out <https://recognizeapp.com>

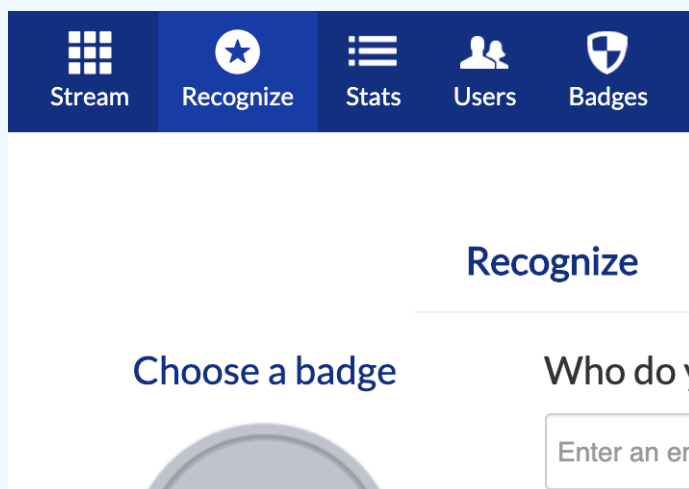


CHECK YOUR PROFILE

Top right inside Recognize.com

Once you have logged in, click on your name in the top right.

From there you can edit your profile for things like anniversary privacy or update editable information like email preferences.



COMMENT AND LIKE RECOGNITIONS

Keep calm and collaborate

Even "Nice work!" as a comment goes a long way. It lets people know you saw it. Alternatively or in addition, tap the **+ symbol** on the recognition.

FYI: You won't see + symbol for your own recognitions.