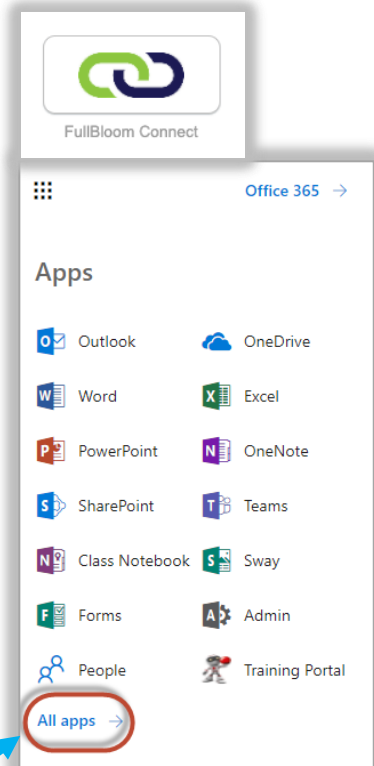# FullBloom

Impact for Life

FullBloom Connect

Welcome to FullBloom Connect! This document will walk you through FullBloom Connect, the intranet site with access to all FullBloom internal information. If you have any questions, concerns or issues, please contact support at help@fullbloom.org.
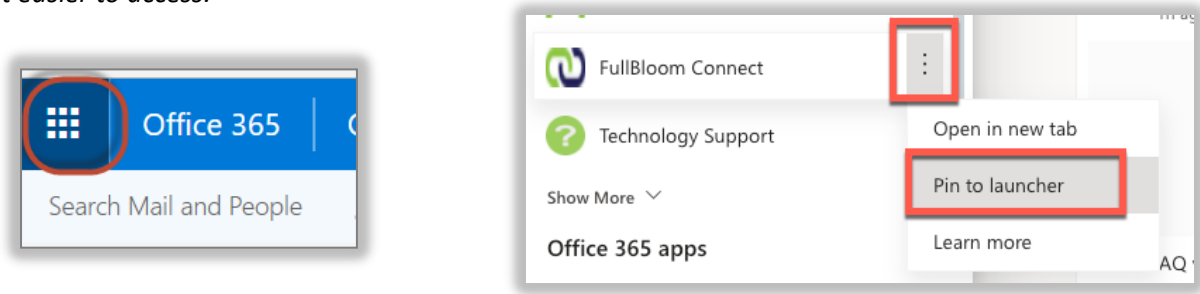
How to Access FullBloom Connect:

1. Use FullBloom Connect link on your Okta dashboard

2. If you are in Office 365 -- Click on the waffle at the top left and go to FullBloom Connect.

If you don't see FullBloom Connect in your list, go to **All Apps →**

Note: If you want to access your email, OneDrive, etc – you can always go to the waffle in the top left corner, and you can access any part of Office 365! You can also pin any apps to the top of the launcher to make it easier to access:

The Home Page:

The FullBloom Connect homepage will contain important links and information for all staff. The announcements will be updated on a weekly basis and the calendar will reflect upcoming events, such as paydays and holidays. If you have any announcements or calendar events you would like added, please let us know at help@fullbloom.org

The main page of FullBloom Connect will contain:

- **Announcements** – Current information for all staff, updated weekly

- **Link to all announcements** –Catch up on previous announcements

- **Important Links** – Direct access to our most used applications

- **Essential Resources** – Important company documents

- **Upcoming Events** - A corporate calendar with events, holidays and payday information.

    Note: The calendar can be viewed as a list, or by dates. To change the view, just click in the top right corner of the calendar.

The   **Menu**

Bar:

On each page, you will see a menu bar allowing you to access different sections of FullBloom Connect.

Home Page – Will always bring you back to the main FullBloom Connect page

Tools – Resources to help you do your job
- i. Careers
- ii. Corporate Website
- iii. Help Me Buy Stuff
- iv. Staff Handbook

Teams – Information on the different shared services teams
- i. Compliance
- ii. Education
- iii. Finance
- iv. HR and Payroll
- v. Marketing

<ol type="vi" start="6">
Proposals
Research and Evaluate
Sales
Technology

Programs – Information regarding different company products

<ol type="i">
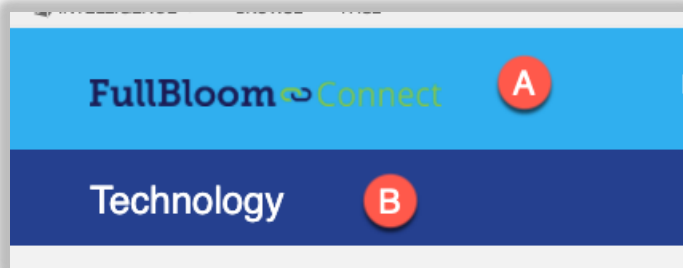
Alternative Education
Intervention
Professional Development
Special Education
Specialized Services

Apps – Links to our most used websites

Directory and Search – you can search not only for staff, but by topics and find both documents and people who can help!

Accessing Pages:

You can access any page by using the link from the top menu. Clicking FullBloom Connect will always take you back to the home page (A), and click on the team name will take you to the main team page (B):
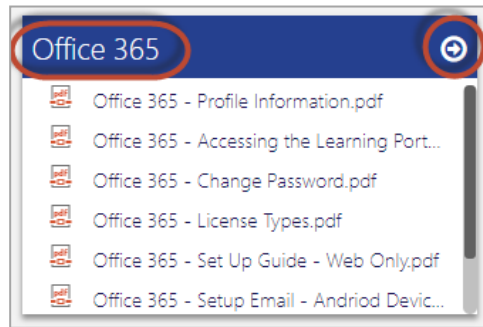

Accessing Documents:

Many of the FullBloom Connect pages will have document libraries broken down by topic. User can access documents in two ways:

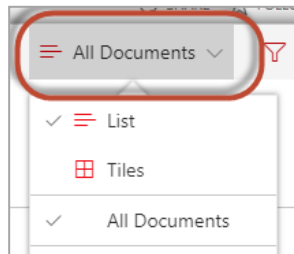- Click directly on the document you want to open

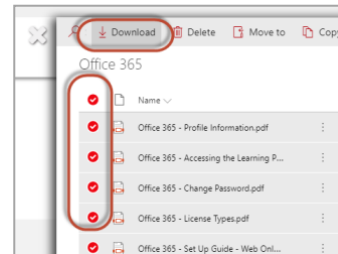- Open the document library name or arrow to view all documents

When viewing an entire documents library, you can view as a list, or by tiles. You can also download an entire folder at one time or several documents.
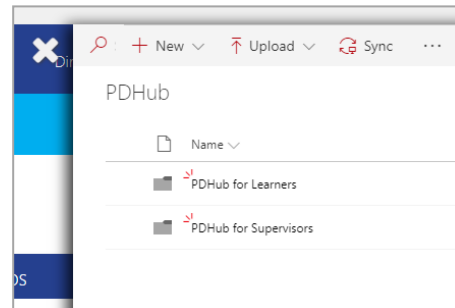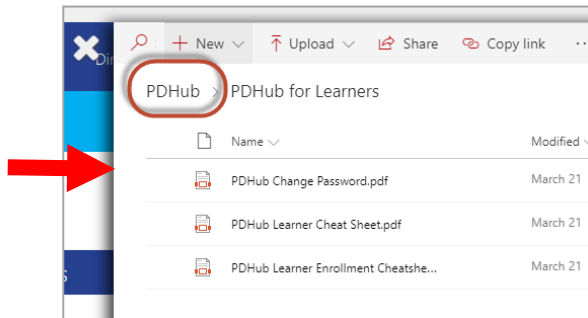
View Options:

Downloading:

If you are in a document library with folder, and open a folder, you can go back a level by clicking on the title:

Using the Directory and Search:

Directory: The directory is your way to find all staff at FullBloom. You can search the directory for a single person, or you can search by a subject. Clicking on the directory link will take you to a new page, where you can type in a name, or key word to search by:

Directory

Connect with the team by searching for names, skills or names etc.
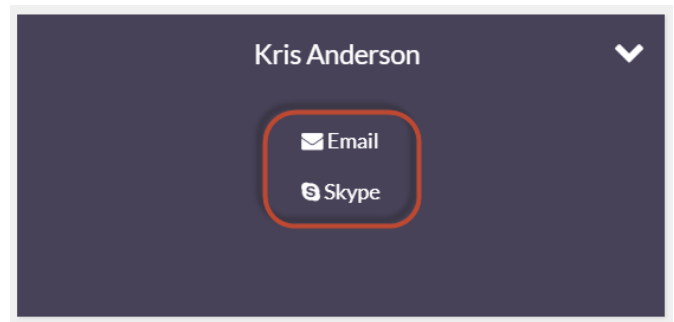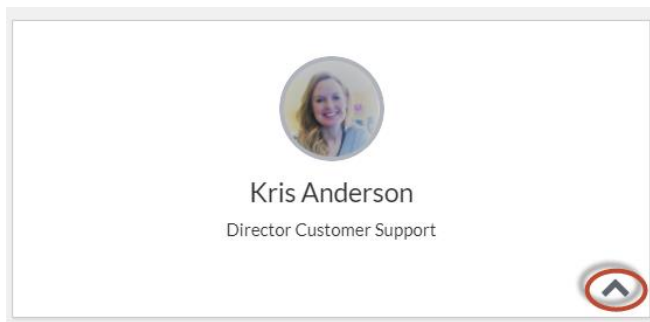
Type name or subject 🔍

0 items found
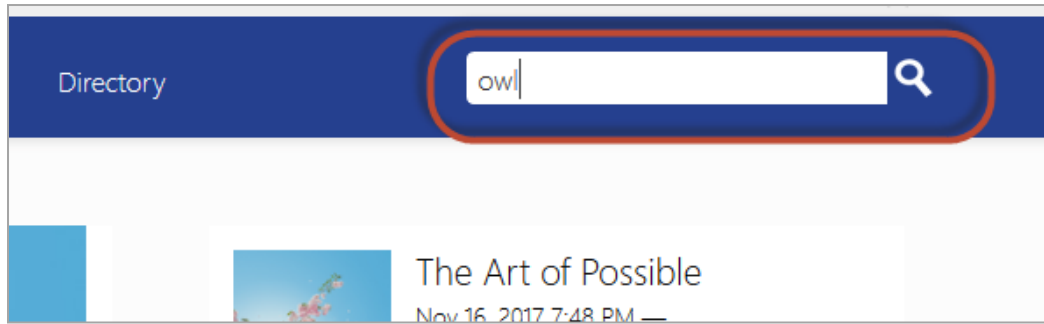
Start your search by typing a term above.

For example, typing in the subject OWL, will bring up any people who have added OWL under their profile as either a project, skill or expertise.

Note: For more information on how to update your profile, see our document on FullBloom Connect on how to update your Office 365 profile here!
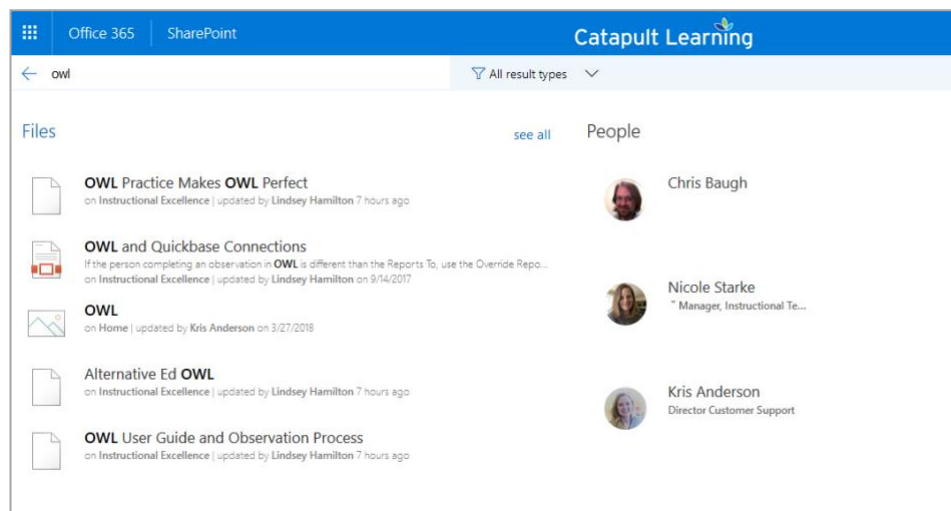
Once you have found the person or subject you are looking for, you can click on the arrow to see how to contact the person via email or Skype.

Kris Anderson
Director Customer Support

Kris Anderson ⌄

✉ Email
🅢 Skype

Search: The search will find not only staff, but also documents. In the OWL example, when I search, I will find the same people with OWL expertise, as well as OWL documents and emails. You will only see documents and email you have access to, whether it is from your personal OneDrive, or FullBloom Connect.

Example Results from search:

Need Help:

If you need any assistance with access to FullBloom Connect, let us know at help@fullbloom.org.