



Start working better together

Communicate & collaborate across all areas of our wonderful organisation!

Workplace is a communication tool that connects our Girl Guide Members. Use familiar features like Groups, Chat and Video Calls to get people talking and working together. Workplace has industry standard security certifications so you can communicate and collaborate with confidence. Ad FREE!

Use Workplace to:

Connect everybody

- Make video calls, send instant messages and work on projects anywhere!

Talk to everybody

- Share important updates in Groups, capture people's attention with Live Video, and measure the impact with Insights.

Engage with everybody

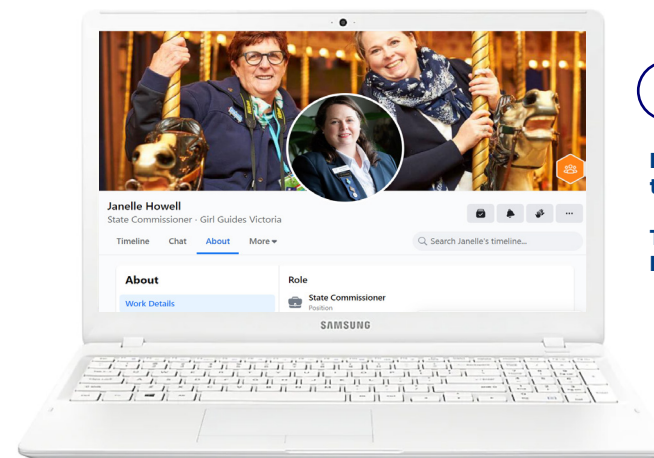
- Join conversations with comments and reactions, get feedback in Polls, and use Auto-Translate to include non-English speakers.

Work with everybody

- Groups have been connected for your Regions. Use them to share updates, files, videos, photos, ideas and more.

Access for everybody

- Securely connect people on desktop and mobile, using your official Girl Guide email address.



If you need any support during this process please contact:

T 8606 3500

E volunteer@guidesvic.org.au

Let's get started!

- 1 Download the Workplace app on your phone or log in on your computer <https://en-gb.workplace.com/>
- 2 Using your Girl Guides Victoria email, create an account. You will need to create a password.
- 3 Follow the prompts to make a profile.
 - Use your First Name & Surname.
 - Upload a photo of your face and shoulders.
 - No cartoons or graphics.
 - Guide uniform is preferred for the photo but not mandatory.
 - Add your roles in Girl Guides.
 - If you wish to add your Guide Leader Name please add in the Bio section.
- 4 Find the **Girl Guides Victoria** group and request to join. If you have a **Region** please also request to join that group.
- 5 Please DO NOT create any new groups.

Explore the app and see how it works.