



## CAPTRUST Way Team Page

The CAPTRUST Way committee is pleased to extend an invitation to all CAPTRUST employees to visit our company wide “Team” through Microsoft Teams! The CAPTRUST Way Team is a way for everyone to communicate events, share photos and updates of what is going on across our various offices, and to generally help us get to know one another in a Social Media way. You should already be able to access the Team and we want you to try it out!

The CAPTRUST Way Team currently has 6 channels set up that are designed to help you know where you to post, and where to look to see what is happening around our offices throughout the country.

**General:** This channel will not be used for communicating but, unfortunately, we cannot suppress it.

**BlueTalks:** This channel will be used to communicate upcoming BlueTalks which are held during the year and led by CAPTRUST employees. We are always looking for people with special interests and skills to share with others, so if you want to share a hobby, a skill etc. reach out to Jason Stephens.

**Community Activities:** Looking for pictures and updates from all offices as to various community service activities that people are involved in.

**Free Stuff:** This channel is for posting photos and descriptions of gently or never used items that you are willing to give away. The items should be clearly labelled with a brief description and the office that you are located in. Items will be allowed to stay on the site for three weeks and then you will be asked to remove them.

**Happenings:** Doing something fun in your office? Have an event that folks are participating in? Share your pictures with everyone on the Happenings channel. Please keep photos business appropriate.

**Welcome To CAPTRUST:** This channel is offered to provide a way for our CAPTRUST associates and offices to get an introduction across the firm. We encourage new employees to post a selfie and then tell us a bit about their role and something they are comfortable sharing—a fun tidbit about themselves. Of course this is purely voluntary! Longer term employees are also encouraged to share a picture and some information — this channel is not limited to just new people.

### TIPS FOR POSTING:

We are relying on each person to use good judgment. Please refrain from posting on politics, religion or anything that was covered in harassment training and refrain from posting any client information.

When posting pictures it is easy to “tag” other employees —just use @theirname. You can download the Teams app to your phone which makes it easy to post pictures. Please do not repost other people’s photos etc. to public websites without their permission.

We are excited to be able to roll this out across the entire firm! Please join in so we can all get to know one another better.

Questions on the site or its use can be directed to Phyllis Klein.  
IT needs should be directed to the Helpdesk.