

## Getting the best of CoffeePoke

Use CoffeePoke with your colleagues to share documents, identify your colleagues, display your ideas, start a debate, network or simply meet people from your company.

The goal: much more efficient internal communication to help people gain time and create connections within your company.

*A few recommendations:*

- Connect to coffeepoke at least once a day to keep up to date
- Exchange must be done with respect of others and their opinions and in compliance with the company's policies
- Make exchanges with a pro active and positive attitude
- Don't be shy
- Messages should be simple and to the point
- Each messages should be linked to the information source when appropriate

*Some examples:*

- Use coffeepoke to share your documents: "Hey everyone! Find the latest presentation attached, please delete the old one! Thank you"
- Use coffeepoke to find solutions to your problems, to identify experts within your company or to help out colleagues: "Help, I'm looking for someone who knows pivot tables on xls. Tks"
- Find prospects; identify a supplier... basically network with coffeepoke: "Anyone have a contact at Coca-Cola?"
- Ask for advice, send out a survey or start a debate. Nothing easier with Coffeepoke!!! "What do you think of the new website?"
- Share your company's knowledge and information regarding your company: "Guys, read this article, they are talking about us!!!"
- Let your colleagues know about your objectives and achievement: "Hey guys, we have signed a new contract with... Time to celebrate!"

Using Coffee poke, a small step between the virtual world and reality

*TV-APP:*

TV-App allows you to see the last exchanges on coffeepoke anywhere a TV set has been set up in the workplace

A pro-active and friendly way to start networking with your colleagues!

*CoffeePoke*

On CoffeePoke, just poke your colleague to invite them for a real coffee. Really meet people for a quick and informal chat.

Enjoy CoffeePoke