

## **QUICK ACCESS GUIDE**

Workplace by facebook

Where teams connect to get work done

## What is the FLP Network?

The FLP online community is hosted on Workplace, within a closed, by-invitation only group, exclusive to FLP Alumni from member companies of The Consumer Goods Forum.

Workplace is an internal communications tool developed by Facebook, and is used by companies around the world. The account created in Workplace is completely separate from a personal Facebook account.

## How to join the FLP Network?

1. Click here to be taken to Workplace.

2. You will be asked to either Log in or Create a new account. If you are already using Workplace at your company, you can use the same login. If creating a new account, it is best to sign up with your company email address.

3. Request to join the FLP Network group. You will receive an update when your participation has been validated.

4. Once you are logged in, update your profile to include a picture and information about yourself, take a look at the guidelines, and jump into the conversation.

5. Download the Workplace mobile app (App Store or Google Play), to make sure you stay part of the conversation.



## I am unable to create an account.

If you are having difficulty creating an account with your company email address:

- Your IT team may be restricting access to external Workplace groups. You can ask them to remove this restriction.
- If this isn't possible, you can sign up to Workplace with your personal email address.
  - Enter your personal email address and confirm this is the address you want to use.
  - 2. You'll receive an email from Workplace with your activation code.
  - Once you have entered this, your account will be created and you can request to join The FLP Network.

Workplace by facebook	Workplace by facebook
Where teams connect to get work done	Check your inbox!
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