

Chatter Initial Setup

Login

1. Type the following URL in Internet Explorer:
<https://login.salesforce.com>
2. Enter your username and password to login
 - Username is your Medtronic Email address
 - If you forget your password, click the “Forgot your password” link

Access Chatter

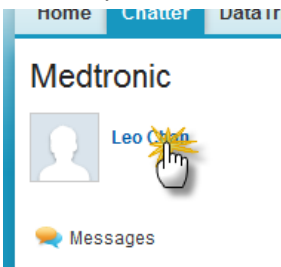
1. To access Chatter, click on the “Chatter” tab next to the “Home” tab



2. You will be presented with your own Chatter page.

Complete Your Profile

1. Click on your name at the top left hand corner of the page



2. On the left hand column there are 3 activities required to complete your profile:
 - a. Upload a photo



- i. Hover over the image and click on the 'Add Photo' link



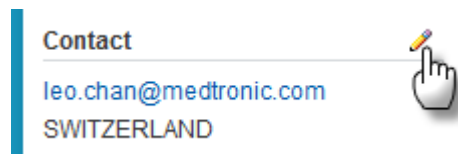
- ii. Browse for a photo to upload



- iii. Crop your photo
- iv. Click the "Save" button

- b. Update your contact information

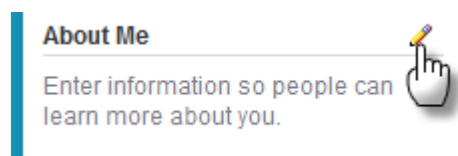
- i. On the "Contact" section of the left-hand column, click on the pencil icon



- ii. Fill in the form and click the "Save" button

- c. Add your bio

- i. On the "About Me" section of the left-hand column, click on the pencil icon



- ii. Type your info and click "Save"