

# Social Collaboration in the United Nations

**Teamwork leads to success.** And every day, United Nations staff worldwide collaborate -- in the office, on mission, and across geographic and organizational boundaries -- to develop solutions to the pressing issues the world faces today. Evolving technologies enable a modern, connected workforce to reach its goals through the creation of communities where experts in specific areas can interact and share information with one another.



**unite connections**  
bringing • people • together

## What is Connections?

Unite Connections is a knowledge-sharing platform that enhances the **collaborative process** across geographic boundaries, between Departments and Offices, and with Agencies, Funds & Programmes and partner organizations. Knowledge hubs or communities of practice within Connections create a global space for staff to work together toward common goals. Blogs, wikis, profiles, and forums enable information sharing and collaboration. Connections is also tightly integrated with existing tools and applications, such as email, document management, and Microsoft Office. Whether sharing information and documents, building a network of useful contacts, or following topics that interest you, there is a tool in Connections that can assist you in helping the Organization accomplish its goals.



## Key Features

- Provides social networking tools: blogs, wikis, and forums
- Integrated with your desktop, email, Office applications, instant messaging, and document management
- Simultaneously co-edit documents, spreadsheets and presentations in real-time
- Smart, type-ahead search—remembers what you looked for, who you worked with and what you recently worked on
- Create multimedia pages (e.g. combination of text, images, audio, and video) in your community
- Real-time notifications pop up on your desktop
- Prioritize your own content when searching (Rank My Content Higher)
- Export community events to an external calendar

## Key Benefits

- Collaboration in real-time across physical and organizational boundaries
- Increased knowledge and information sharing across departmental and geographic boundaries
- Greater sharing of best practices
- Institutional knowledge-building and knowledge transfer
- A more unified organization
- Accessible anywhere, including home and mobile devices

# Connections: Social Collaboration for the UN

## Get started with Connections:

### Log in to Connections

- Open a browser and go to <https://unite.un.org/connections>
- Enter your email address (e.g. smith@un.org) and your password (UN staff use webmail password)

### Update your profile

- Select "Profile" from the menu at the top and click "Edit My Profile"
- Update your professional profile:
  - ▶ contact information, location and photo
  - ▶ load a photo and even a sound file with the correct way to pronounce your name!
  - ▶ share background information such as skills and expertise

### Browse communities and join

- Select "Communities" from the menu at the top and click "Public Communities"
- Browse communities and join any that interest you

### Getting help

- Visit [Connections 101](#) to learn more, get answers, and find: FAQs
  - ▶ How-to's and guide on features
  - ▶ Community best practices & guidelines
  - ▶ Links to download mobile apps and email/desktop plugins
  - ▶ Discussion forums
  - ▶ New and updates and much more!
- From the home page, you can also access "[Getting Started](#)" to learn about the applications included in Connections and get to know the tools



## Connections 101: Support Community

Join this community for support and  
make Connections work for you!

<https://connections.unite.un.org/communities/community/unite101>



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### Live co-editing

Connections "Web Editing" for files allows you to simultaneously co-edit documents, spreadsheets and presentations in real-time, providing an internal, secure alternative to external tools.

Move your official documents from Google Docs and other external providers to Connections today! For help, please contact: [connectionsadmin@un.org](mailto:connectionsadmin@un.org).

### Key policies

- How to classify content and determine where it can be published: [ST/SGB/2007/6 "Information Sensitivity, Classification and Handling"](#)
- How to create, manage and dispose of official records: [ST/SGB/2007/5 "Record-keeping and the management of United Nations archives"](#)
- What types of websites are allowed? [ST/IC/2014/27 "Internet Filter Upgrade"](#)
- [Unite Connections Terms and Conditions](#)

### Personalize Connections:

#### Mobile app

Install the Connections [mobile app](#) on your smartphone or tablet.

#### Build your network

Add colleagues from around the globe to your network to have greater access to expertise and information and get help in your daily work.

#### Email notifications

Customize the notifications you receive from Connections to better meet your needs.