# How to use Maang

## The DEC internal microblogging tool

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**Things you should know**

The following functions are not yet available in Maang, but may be coming

- There is no “like” function
- You can’t direct message (private message) multiple people
- Pressing ‘Enter’ will publish your message. You can’t have carriage returns in messages
- There are no email notifications

For help with Maang, please email maang@det.nsw.edu.au
Orientation

Welcome to the department’s new microblogging service ‘Maang’ (pronounced Mar-ng). Maang is a Kamilaroi (also Gamilaraay, Gamilaroi) word meaning ‘message stick’. Maang is an enterprise microblog, which is a work networking tool similar to Twitter, Facebook and LinkedIn. It allows staff to engage in conversations in a closed professional network. Maang allows you to connect with your colleagues, to collaborate and share information and documents. It encourages quick, searchable communication and networking.

At first it may seem a bit overwhelming, but once you have had a look around I think you will see the potential. Especially if you customise your experience with the following steps:

1. Add your photo and fill out your profile including your full name so that people can find and recognise you (this is really important).
2. Spend a bit of time looking for people who are talking about the kind of things you are interested in and follow them.
3. Look for groups where people are talking about topics of specific interest to you. This way you get fewer messages and the ones you do get are much more focused on your areas of interest.
4. Read the fantastic social media guidelines that support our new social media policy https://detwww.det.nsw.edu.au/lists/directoratesaz/strategicinit/index.htm

Getting started

How do I create an account?
You don’t need to create an account. You automatically have one! You can use Maang with your portal login.

How do I get to Maang?
1. Go to the website – www.maang.nsw.edu.au
2. If you are logged into the DEC portal you will be logged into Maang. If you are not logged in, you will redirected to the portal where you will have to log on using your DEC User ID (e.g. jane.citizen).
My profile

How do I update my profile?

1. Click on the (edit) link next to your name on the top of the page and edit/ add your details.
2. Don’t forget the most important step - a photo of yourself so that others can recognise you.
Following people

How do I follow people?
There are two ways.

1. Go to ‘People directory’ and hover over a name and then click follow on the pop up box that appears

OR

2. Go to the person you want to follow’s profile page and click ‘Follow this person’ (on top right hand side of page).
Filtering messages

How do I filter messages?
There are a number of ways to filter messages:

Website
You can choose to filter messages by person or group via the filters directly above the signals area.
e.g. ‘Showing signals from everyone▼’

‘Showing signals from within nsw.socialtext.net (primary, 46 users)▼’
Groups

How do I see groups?

1. Click on the ‘Groups’ tab within the top navigation

2. A list of all available groups will display in the centre of the page showing the
   - Group name
   - Group description
   - Status – whether you have joined that group
   - Number of members in the group, and
   - The option to join a group

3. ‘My Groups’ will display in the left hand side panel showing the groups you are a member of with the group name, group description and number of members.

4. You can join groups from this view by clicking on the button
Other ways to use Maang

How do I get the mobile app?
There is currently no dedicated mobile app however you can go to www.maang.nsw.edu.au in your mobile phone's browser. It will then re-direct to the mobile version of the site.

Searching

How do I search?
1. Enter your search terms into the search box in the global navigation
2. You can search the following: (make sure you select your category from the dropdown first)
   - Signals
   - People
   - Groups
3. The results will generate in a new page and display in both relevance and latest date/time order.