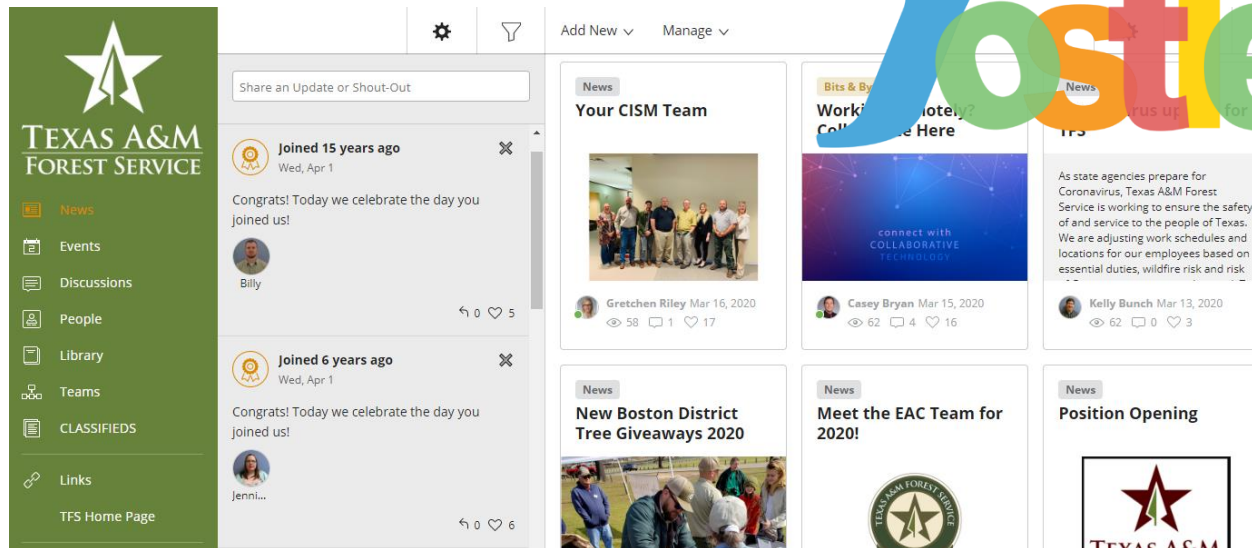


Jostle - One Page Quick Guide



Jostle is a great tool for keeping up with what is happening in the agency. Browse News, Events, Conversations, Files and find employee contact info.

First things first, get logged into Jostle:

1. Go here: <https://tfs.jostle.us>.
2. Put in your e-mail address and click “Login”.

Pro Tip: If this is your assigned computer, check the “Remember email” box to make sign in faster next time.

3. Sign in using your TFS e-mail address and password.

Now that you are logged in, you have several features available to you:

Read and post Activity and News:

1. In the menu, click “News”.
2. Read the latest real-time info in the activity feed including shout outs and recognition items. Anyone can comment or post here.
3. Read the latest news via the news tiles. Click on any news article to read more, view photos or comment on the article.
4. To post a news article, click on “Add New” or “+”.
5. Give your article a meaningful title, put in the body, and upload some relatable images.
6. When you are done, click “Publish” or set a date and click “Schedule” if you want your article to post at a set time.

Get caught up on and post agency Events:

1. In the menu, click “Events”.
2. Browse the latest major events happening around the agency.
3. Click on any event to see more details including where it is and who’s invited.
4. If you don’t see an important event listed, click “Add New Event” or “+”.
5. Give your event a meaningful name, when it is going to happen, location, some detail in the body and upload some relatable images.
6. When you are done, click “Publish”.

Find other TFS employees:

1. From the menu, click “People”.
2. Simply browse through the photos or click search and start typing a person’s name.

Find published documents and links:

1. From the menu, click “Library”.
2. Browse the list of files and view in the web browser or download what you need.
3. From the menu, click “Links”. (web version only)
4. Under “Org-wide” links, you’ll find every major web application listed in the agency and a link to get to it.

Finally, be sure to download Jostle for iOS or Android to get caught up on the go:



For more, visit: <https://helpdesk.tfs.tamu.edu/jostle>

As always, if you have any questions, don’t hesitate to contact the IR Help Desk:

Call: (979) 458-7309, Click: <https://helpdesk.tfs.tamu.edu> or E-mail: helpdesk@tfs.tamu.edu

Texas A&M Forest Service
Information Resources
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