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| **Council 2016Geneva, 25 May – 2 June 2016** |  |
| **INTERNATIONAL TELECOMMUNICATION UNION** |  |
|  |  |
|  | **18 April 2016** |
| **English only**  |
| ICT FACILITIES FOR ITU COUNCIL DELEGATES |
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**Getting Access to the ITU Delegates Network**

Use wired Ethernet RJ45 connection if available. Wired connectivity provides better consistency and higher throughput.

1. For wireless access:
* Choose **ITUwifi** SSID and enter the password that is posted on the screens or walls

**Synchronizing Council documents to your local drive**

1. The Council 2016 Sync Application is now available in Windows and Mac version.
2. Download the Council 2016 Sync Application and User guide from the ITU Council homepage (<http://www.itu.int/en/council/2016/Pages/documents.aspx> ) to your Windows Desktop or Mac.
3. Once downloaded, read the user guide and follow the instructions.
4. Select **Synchronize Council documents**.
5. Choose the language(s) in which you would like to receive your documents.

**Downloading documents from the ITU Council website**

All Council documents are available from the ITU Council website at <http://www.itu.int/en/council/2016/Pages/documents.aspx>

* Council documents are listed in reverse order along with the reception date, source, title and destination. You can also view documents that have been added most recently.
* To download documents individually, click the document link. You can download several documents at once by selecting the checkbox on the left hand side of the webpage and then selecting ***Zip and Download***.

**Accessing DelWeb**

DelWeb provides access to a number of budget and HR reports in particular online access to budget implementation, data and statistics related to Human Resources.

1. Once connected to the Internet, open your browser and enter the address: <https://extranet.itu.int/delweb/> (Note that the protocol is **https,** not http).
2. You should receive the ITU log-in screen where you will need to authenticate yourself.
3. Log on to *DelWeb* using your TIES user name and password.

Note: If you need technical assistance, please speak to one of the Service Desk staff on duty during Council session, or call 6666 from any ITU extension.