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| **Council 2011 Geneva, 11-21 October 2011** |  |
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| **20 September 2011** |
| **English only** |
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| ICT FACILITIES FOR ITU COUNCIL delegates | |

**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

Open your web browser to log on to the network using your username and password as printed on your badge. Alternatively you can use your TIES username and password. Other network settings:

* Enable **DHCP**
* Set up **smtp.itu.ch** as your outgoing (SMTP) server.
* Ensure that your Internet browser’s proxy setting is removed.
* If you do not see the authentication page, even when you refresh your browser, please try to open a website which you have not visited recently or never visited.

**Synchronizing Council documents to your local drive**

1. Download the Council 2011 Sync Application, “ITU Council 2011 Sync.exe”, from the ITU Council homepage (<http://www.itu.int/council/C2011/index.html>) to your Windows Desktop.
2. Once downloaded, run and follow the instructions.
3. Select **Synchronize Council documents**.
4. 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/council/C2011/index.html>

* 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, as well as a summary of meetings and conferences.

1. To log on to the *DelWeb*, use your TIES user name (*in the format indicated below*) and password.
2. 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).
3. You should receive the ISA log-in screen where you will need to authenticate yourself.
4. Enter your TIES user name in the format [smith@ties.itu.int](mailto:smith@ties.itu.int)
5. Enter your password and click Log On.

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.

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