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| **Council 2012Geneva, 4-13 July 2012** |  |
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| **1 June 2012** |
| **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:
* Click the Wifi icon in the notification tray. This will show a list of available Wifi networks.
* Choose **ITUwifi** and click the Connect button.
* Enter the security code: **itu@GVA1211**

**Synchronizing Council documents to your local drive**

1. Download the Council 2012 Sync Application, “ITU Council 2012 Sync.exe”, from the ITU Council homepage (<http://www.itu.int/council/C2012/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/C2012/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
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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