## Using MS Teams for Correspondence Groups

## Features

- Message exchange: A **chat channel** is used to create **conversations**. Files can be attached to a message and can be found in a dedicated folder, like the Share folder.



- File exchange: "Share Folder" functionality with a dedicated SharePoint site.



- Search: All content is trivially searchable using the top bar of the tool
- Setup Video/Audio meetings. See the bar at the top of the team.



- Note that there is **no requirement** to purchase or install special software. Besides a web browser client version, there are desktop, Android and iOS clients available if someone wishes to install.

## How to login

You need to use your email address used in your TIES account.

**IMPORTANT:** You **WILL NOT** be using your TIES password.

There are two scenarios:

 Your organization (which runs your mailbox used for your email address) is running Office 365

OR

you have already created a Microsoft account by yourself

- → You need to provide the associated password (to your corporate portal or to the Microsoft live page if it is a private account)
- 2. None of the above
  - ➔ You will not be asked for a password. The system will email you an one-timevalid password in order to login to the CG site. See sequence of screens below:

	Your ITU account verification code	
Microsoft	TU (via Microsoft) <account-security-noreply@accour< td=""><td>Microsoft</td></account-security-noreply@accour<>	Microsoft
Sign in	пти	← nick.sinanis@ties.itu.int
Email, phone, or Skype	Account verification code	Enter code
No account? Create one!	To access $\Pi \pmb{U}$ s apps and resources, please use the code below for account minutes.	We just sent a code to nick.sinanis@ties.itu.int
Can't access your account?		Enter code
Sign-in options	Account verification code:	
Back Next	47129150	Sign in
	If you didn't request a code, you can ignore this email.	

## How to get access (added to the CG)

The CG will have its web link added under the heading Rapporteur **and correspondence groups**, associated to a Working Party (WP).

Anyone who already has access to the CG site can add someone to the team. The request will be forwarded to the Counsellor/SGD Secretariat for approval. Once approved, the new member will receive a confirmation by email.

Need help? Have questions?

Please contact Nick Sinanis <u>Nick.Sinanis@itu.int</u>