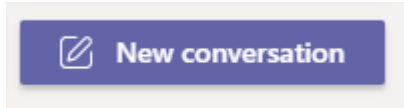


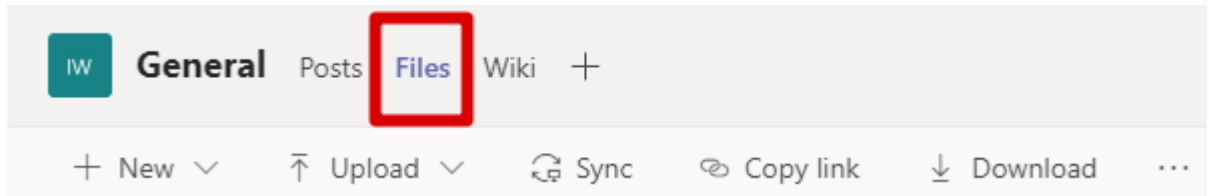
Using MS Teams for Correspondence Groups

Features

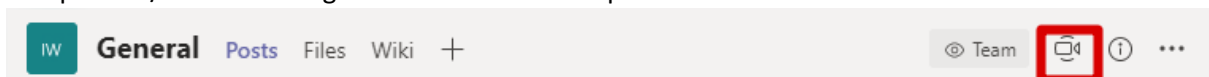
- Message exchange: A **chat channel** is used to create **conversations**. Files can be attached to a message and can be found in a dedicated folder, like the Share folder.



- 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.

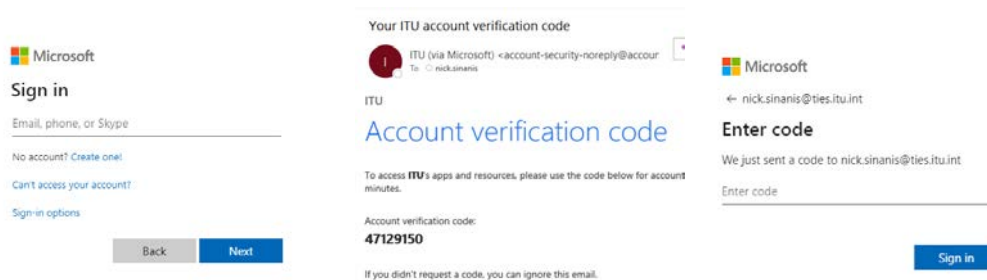
How to login

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:

1. 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-time-valid password in order to login to the CG site. See sequence of screens below:



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 Nick.Sinanis@itu.int
