Instructions – Registering for TAC's SharePoint Forum

Users of TAC's SharePoint Forum will need an Office 365 account, or an Outlook.com email address. Follow these steps to confirm that you have a valid email account to use to register for the Forum:

1) If you use Outlook as your work email software, go to https://login.microsoftonline.com.
2) Try logging in to this URL using your existing work email address and password. If login is successful, then your email is associated with Office 365, and you can **skip to step 6**.
3) If you are unable to login to the Microsoft URL, your work email address isn't associated with Office 365, and you'll have to use an Outlook account.
4) Go to www.outlook.com to create an Outlook email account, or to confirm that your existing Outlook account can be used. Click **Sign Up Now** and follow the instructions to create a new account. Or enter your existing Outlook address and password to confirm the account is active. If your existing account is active, you can **skip to step 6.**
5) If creating a new account, please use your first and last names in your new email address. This will be how you are identified on the SharePoint Forum.
6) Once you've confirmed that you have an active Office 365 or Outlook account, **send an email to** cdegrandpre@tac-atc.ca**,** including your full name and organization. Please **do this using your Office 365 or Outlook account**.
7) TAC will soon reply by sending your SharePoint Forum invitation to your Office 365 or Outlook email address. **You must accept the invitation within 7 days** or else it will expire.

If you've followed the above instructions and are still having difficulty, please contact itsupport@tac-atc.ca**.**

Important note: Usernames and passwords for Office 365 or Outlook.com accounts are the responsibility of the user, should be kept confidential, and are not accessible by TAC.

Good to Know – Using TAC's SharePoint Forum

Users arriving at the SharePoint Forum will see, in the centre of the Home Page, a **discussion forum** (Announcements), and a **'Group Documents'** area containing a series of folders named for TAC's councils, task forces or other main groups. At the left side of the Home Page, under the TAC logo, users will find a menu with different navigation options.

The following information is offered to help users better understand and interact successfully with the Forum.

- An invitation to the Forum gives users access to almost everything posted in the Forum. However, each committee folder includes a 'MEMBERS' folder, which can only be accessed by the members of that specific committee or group.
- Once a user has accepted his/her invitation to TAC's SharePoint Forum, he/she is bound by the Forum's Terms of Use, which are posted on the site.
- Documents and other information related to standing or sub-committees associated with the main groups are located within the corresponding main group folder. For example the 'Student Paper Award Working Group' folder is located within the 'Education & HR Development Council' folder.
- All users are permitted to post and comment on documents, start a discussion on Announcements, or use other features available on the SharePoint Forum.
- Working documents posted to the Forum should be in MSWord to allow for shared editing, using track changes, and comments. Final documents should most often be posted as PDF files.
- Users should make their edits / comments while connected to the site and may not 'check out' documents posted on the Forum. Checking documents out of the site removes access to them by other users.