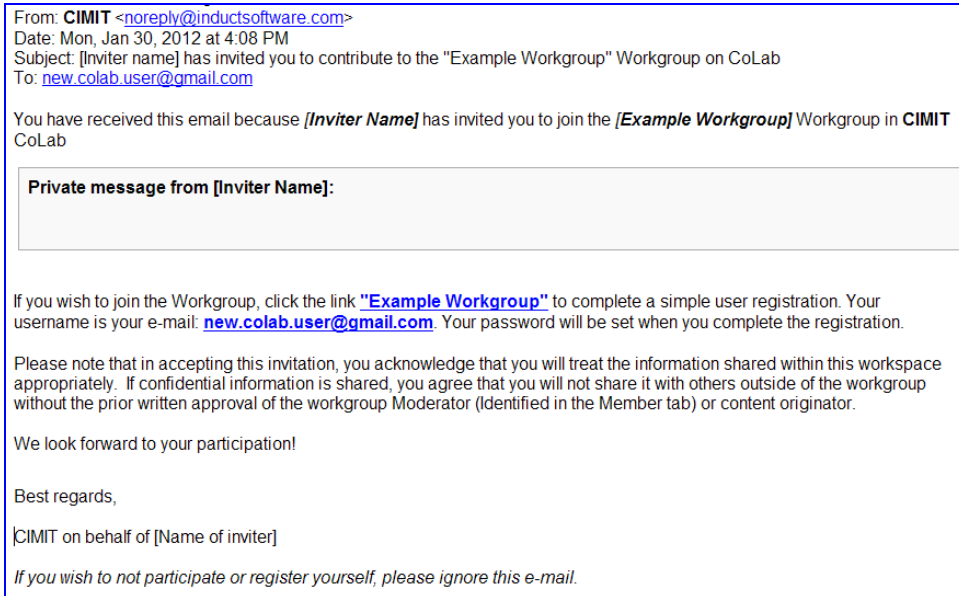


Instructions for New CoLab Users to Accept an Invitation to Join a Workgroup

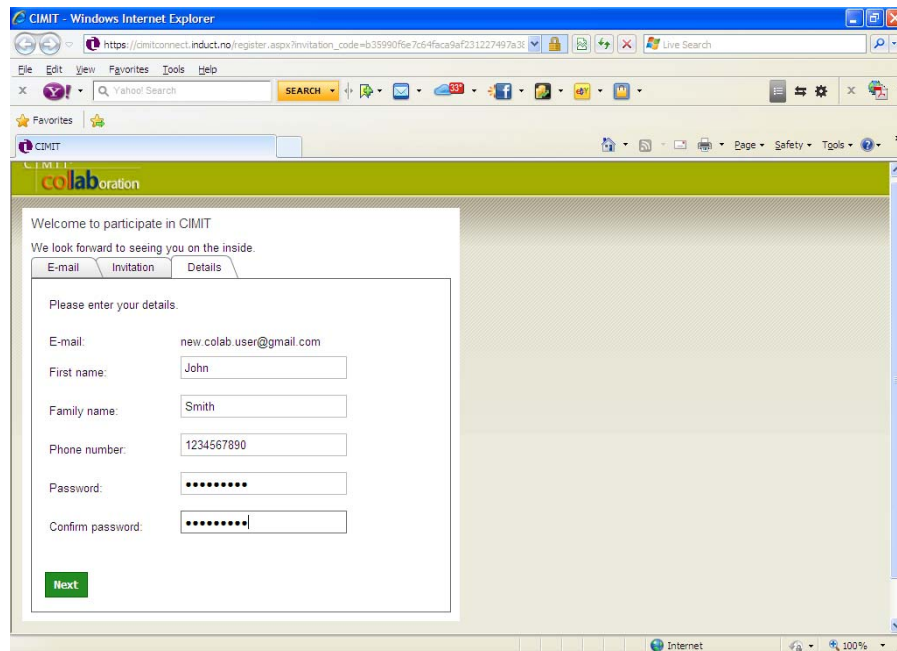
Joining a CoLab Workgroup is a two step process by invitation. Invitations are initiated by a Workgroup member or moderator (depending on how the workgroup is configured). The system generates an e-mail to the invitee to start the process. The first step is to register as a CoLab user and the second step is to accept the invitation to join. We also suggest a 3rd step of entering information into you user profile – particularly a picture!

Step 1: Register

You will receive a CoLab generated email. Click on the link indicated within the email.

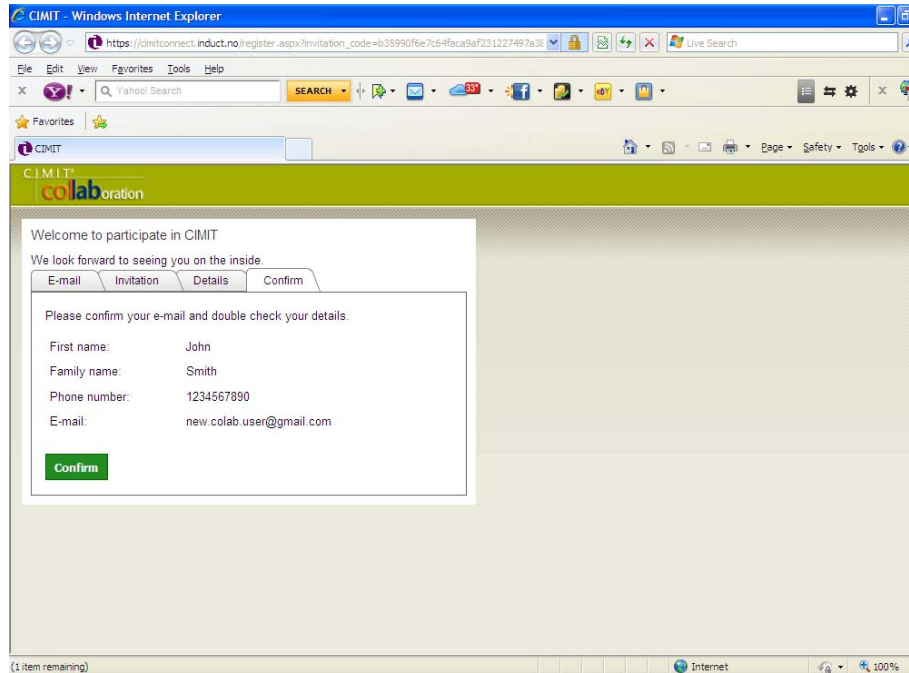


You will be brought into CoLab and should land at the following login screen. Please enter your details...



Instructions for New CoLab Users to Accept an Invitation to Join a Workgroup

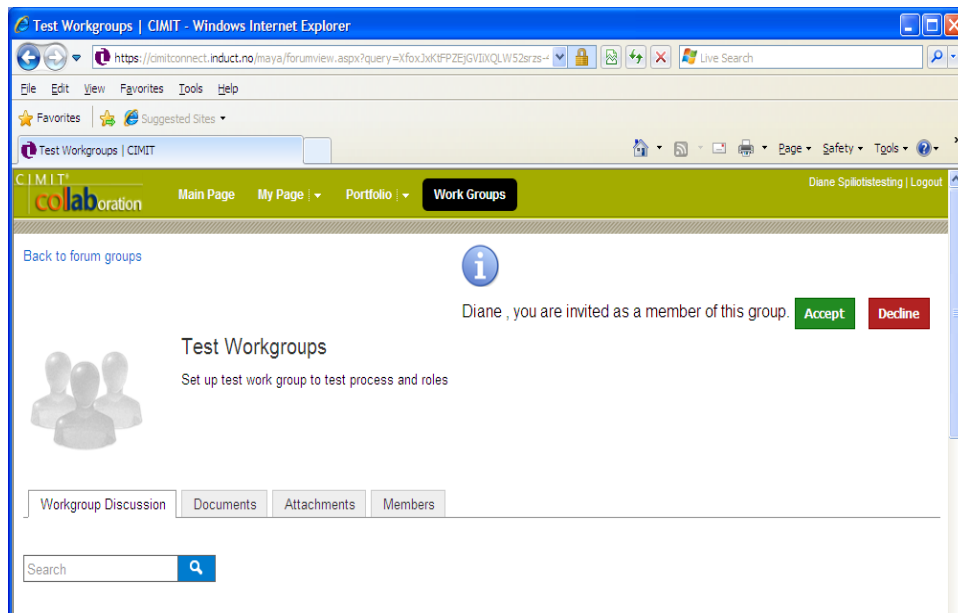
After completing, click “Next” at the bottom of the screen. You will then be brought to a confirmation page:



Please confirm that your details are correct by clicking the “Confirm” box.

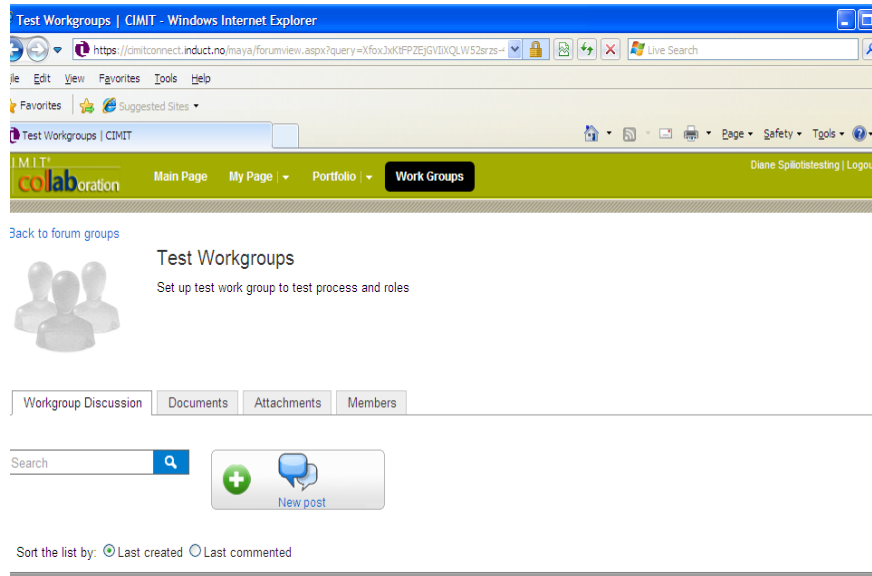
Step 2: Join the Workgroup

After clicking “Confirm”, the entrance to the workgroup you were invited to appears, click on “Accept” located in the upper right hand corner:



Instructions for New CoLab Users to Accept an Invitation to Join a Workgroup

After clicking “Accept”, you will be brought to the main workgroup page, which looks like this:



From here, you can create and access discussion threads; store, create and view documents; easily access any attachments to the discussion threads and see other members in the workgroup.

Step 3: (Optional) Edit Your Profile

Once you are registered, we suggest you add some information that will help other know about you. Please click on the “My Page” tab (across the top) and then click on “My Profile” on the upper left – and you can see and edit your profile (below is John Collins’ example). We have found pictures to be very helpful for new groups!

