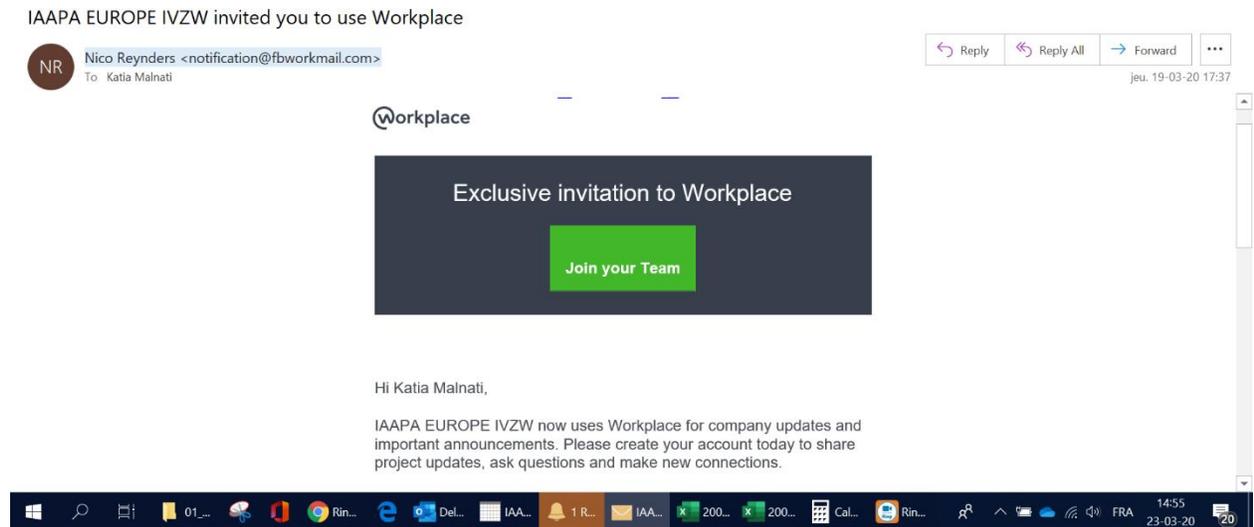


How to join Workplace

Step 1: check your email for an invitation from IAAPA EMEA to join Workplace. If you haven't received any, please check your spam box.

Step 2: Open the email and click on "Join your Team".



Step 3: Once you click on "Join your team", a new window will appear on your browser. You can now create your own account by adding your full name and create your password.

 from FACEBOOK

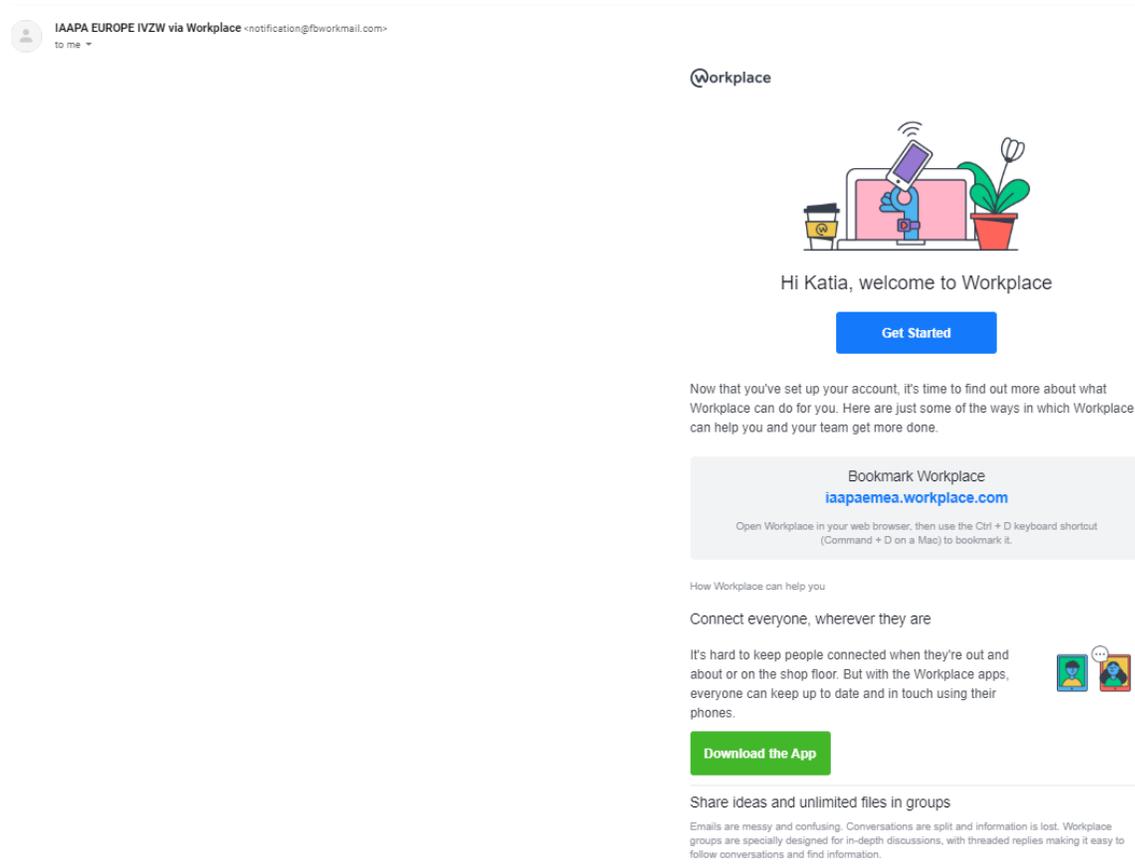
Create account

Create a strong password that's at least 8 characters long. Mix numbers with uppercase and lowercase letters.

[Create Account](#)

By creating your account, you agree to the Workplace [Privacy](#), [Acceptable use](#) and [Cookies](#) Policies. Your admin [Madhu Koppam](#) is responsible for managing your data, content and security on Workplace.

Step 4: Once your account is created, you will receive a new email from Workplace. You will then be able to join the tool or you can also download the APP version.

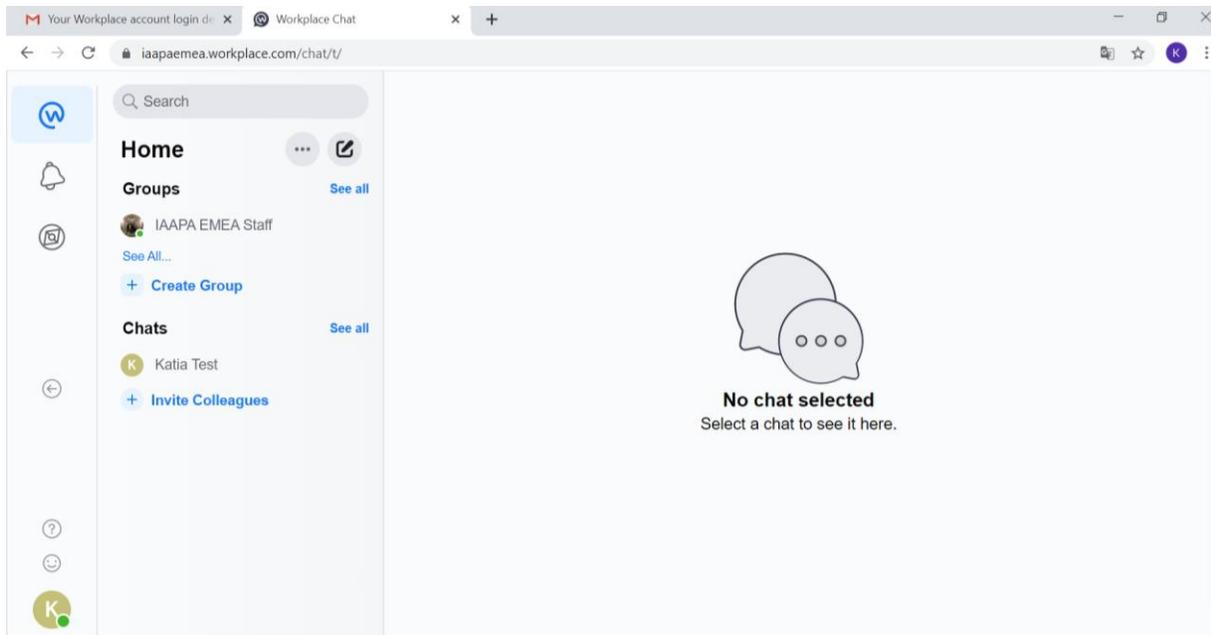


Step 5: Click on “Get started”. Well done, you are now on the IAAPA EMEA Workplace.

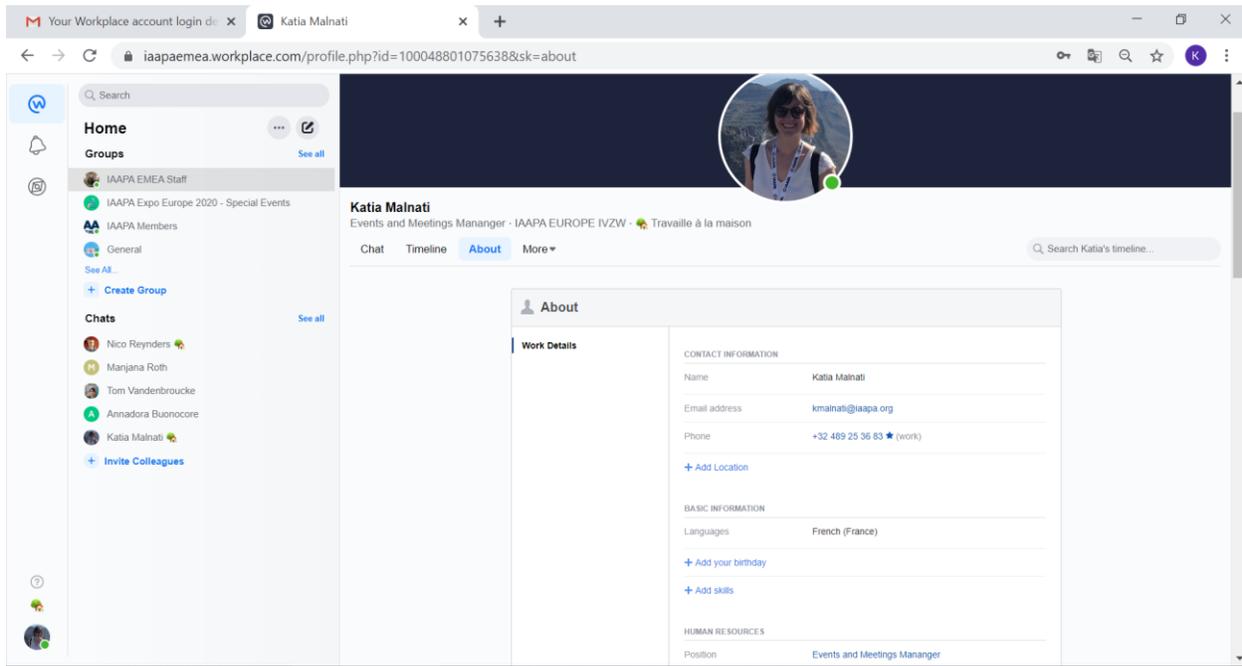
By choosing the function “Groups”, you will be able to take part into a discussion with other members about different topics. Your message in this group will be visible by everyone.

If you wish to talk privately to one member, please use the function “Chats”.

If you wish to invite colleagues to this platform, please note that an administrator of IAAPA EMEA will have to authorize it.



Step 6: Don't hesitate to complete your profile with your position, a picture or even your work phone and enjoy the platform!



If you need any other information regarding the use of this tool, don't hesitate to contact the IAAPA EMEA team – EMEA@IAAPA.org