

SAICM and UCT Community of Practice Guidance Document

Welcome to the SAICM/UCT CoP!

All discussions will be held in **Microsoft (MS) Teams**. After joining the CoP via the chemicals without concern website, within 1-3 days, you will receive an **email from the MS Teams** notifying you that you have been added a Community of Practice. To access MS Teams **click the “Open Microsoft Teams”** button in the email (see STEP 2 below). Following this you should receive email communication welcoming you to the CoP with some information about the next discussion and some helpful resources, such as this participant guide.

Before each discussion you will receive a **calendar invite** containing a link to the discussion on MS Teams. On the day of the discussion **click the link** that says, “*Join Microsoft Teams Meeting*” and you should be taken into the discussion.

NOTE: If your organisation already has MS Teams, you will need to **switch** from your organisations MS Teams **to your University of Cape Town Guest Teams account** in the following manner:

- You can do this by going into your MS Teams and navigating to the top right corner of the page to where your profile picture is
- Here you should see the name of your organisation and small arrow indicating a drop-down menu
- Click on this arrow and choose “University of Cape Town”


If you have not received an email with the link, make sure you are signed up for a Community of Practice or send an email to: uctcops@outlook.com

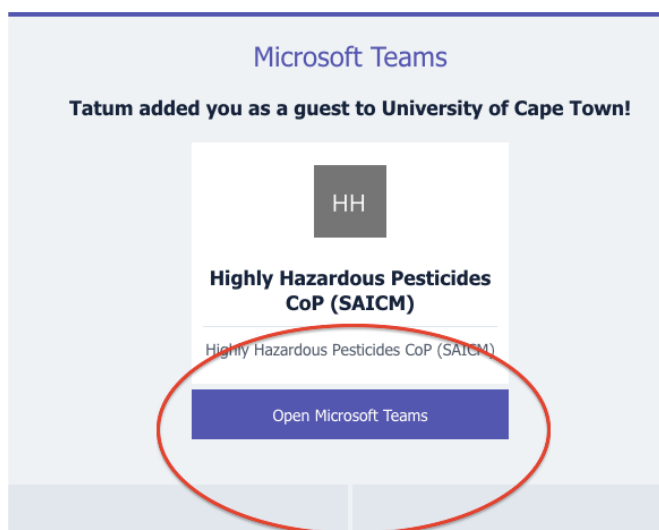
Below are the visual steps for how to join the MS Team:

STEP 1. Below is an example of the HHP CoP email invite but all the CoP platforms follow the same structure.

STEP 2. Click on the option “*Open Microsoft Teams*” that is **circled in red**.

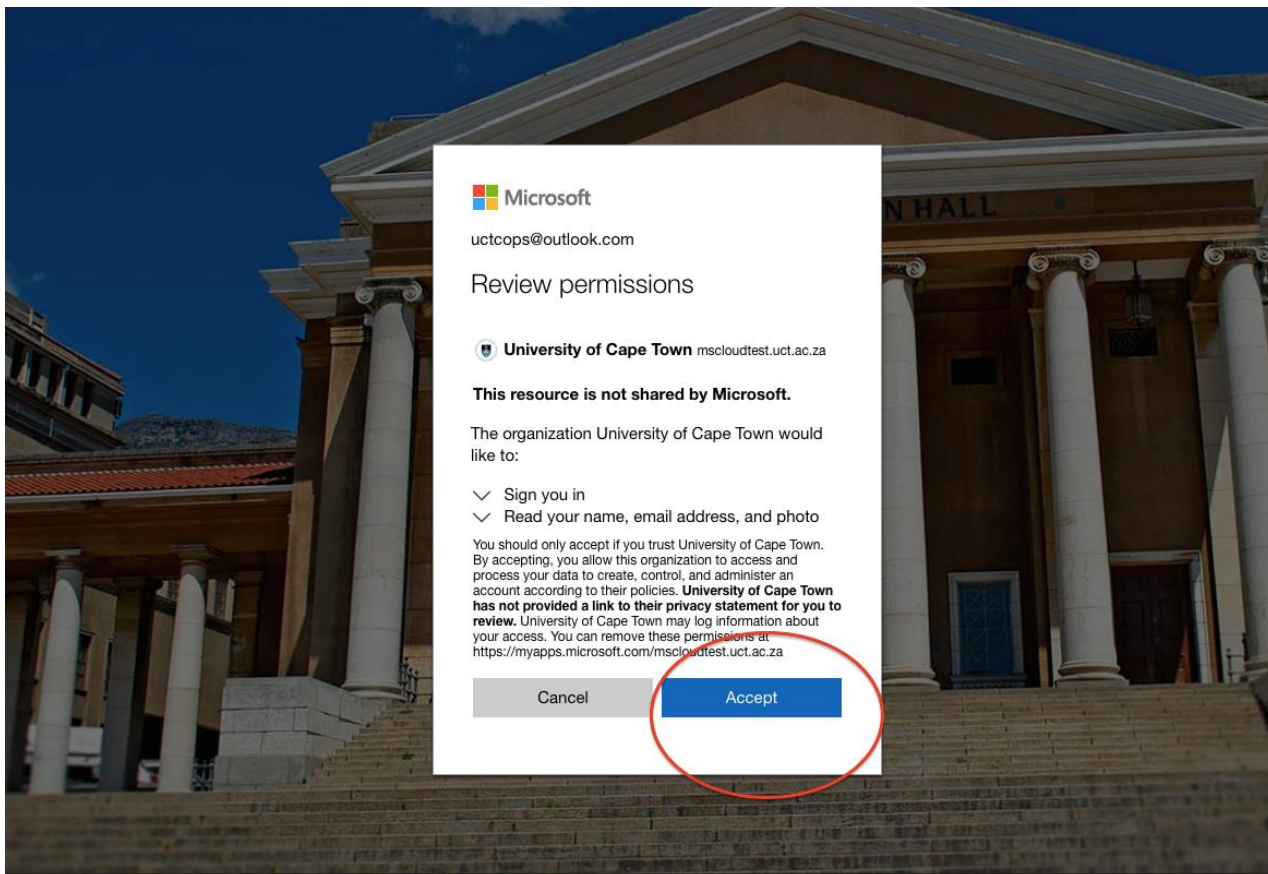
You have been added as a guest to University of Cape Town in Microsoft Teams

 Microsoft Teams <noreply@email.teams.microsoft.com>
Thu 7/2/2020 4:49 PM
To: You

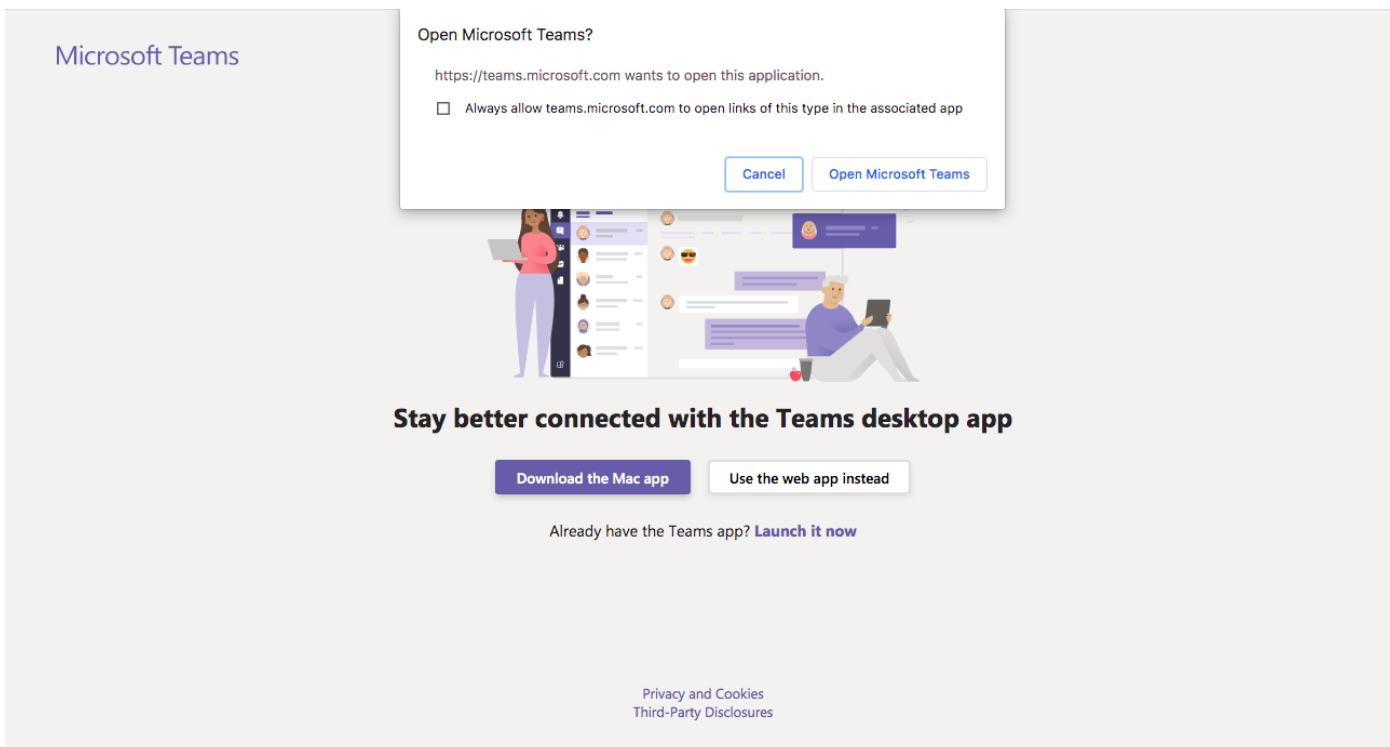


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STEP 3. Once you have clicked on the link in step 2, you will be directed to a webpage that will resemble one of the two images below:



If you see the above screen, **click “Accept”**

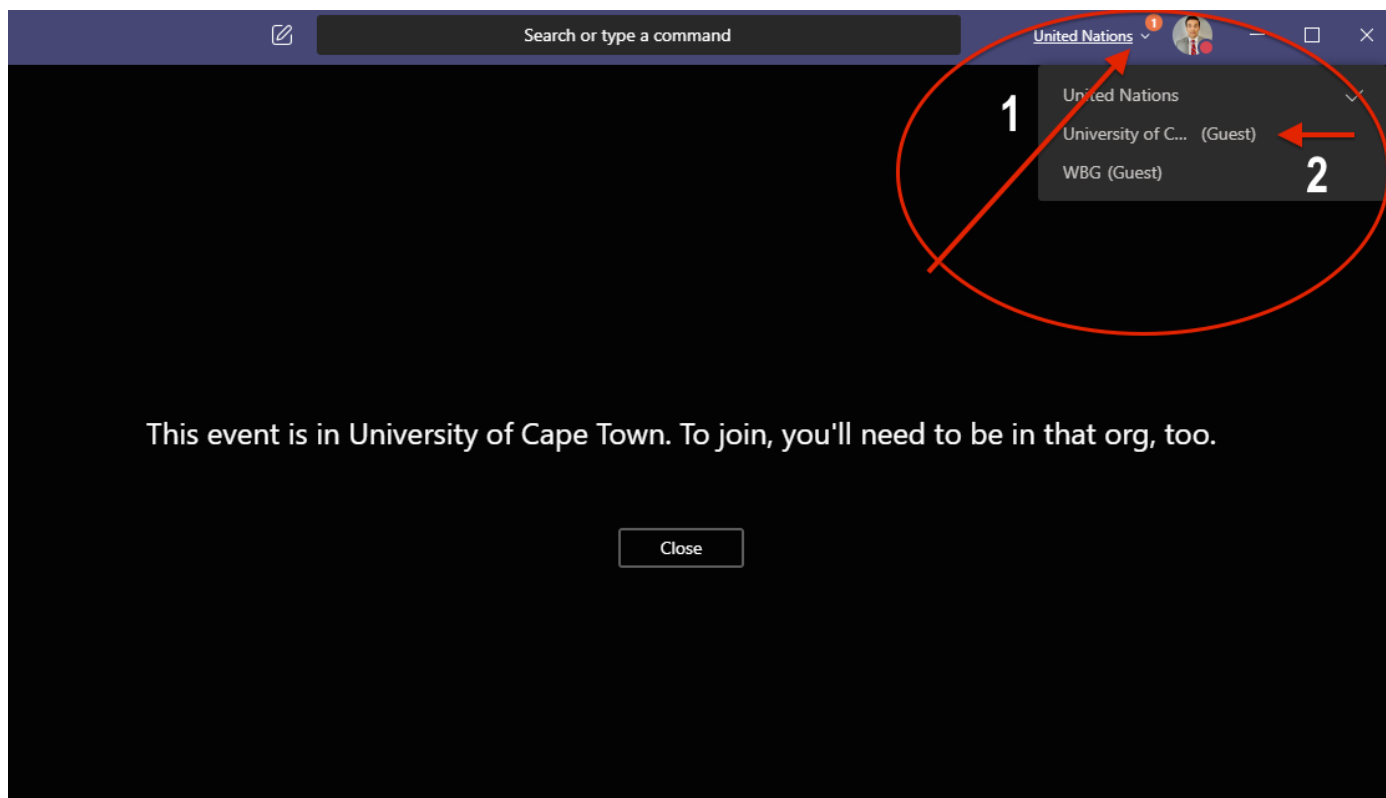


If you see the above screen, you can either choose **“Use the web app instead”** OR **“Open Microsoft Teams”** to enter MS Teams and access the CoPs you have signed up for.

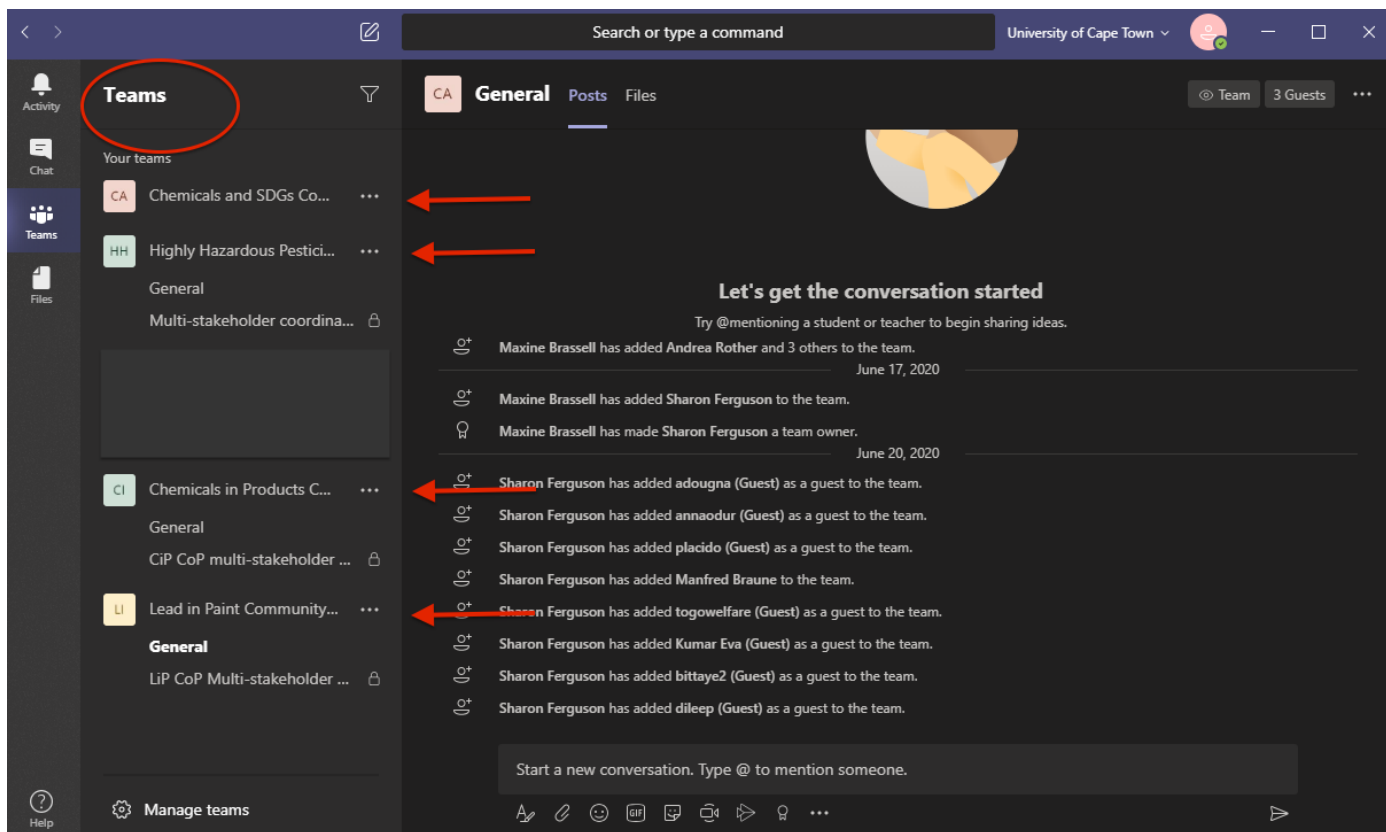
STEP 4: If your organisation already has a MS Teams account, be sure to log out/switch accounts to **access the CoP Team** and to **access the chat** in the discussion meeting. Go into MS Teams, navigate This activity is supported by the Global Environment Facility (GEF) project ID: 9771 on *Global Best Practices on Emerging Chemical Policy Issues of Concern under the Strategic Approach to International Chemicals Management (SAICM)*.

to the **top right-hand corner** and **click the drop down menu** next to your organisation name (**red arrow 1**). Then **choose “University of Cape Town (Guest)”** (**red arrow 2**).

NOTE: Make sure you are not in the discussion meeting yet. If you are already in the meeting, you will need to leave the meeting, switch your account and then re-join the meeting.!



STEP FIVE: Once you are in your UCT Guest account on MS Teams, all the CoPs you signed up for will appear on the left hand side. Click on the one you want to access.

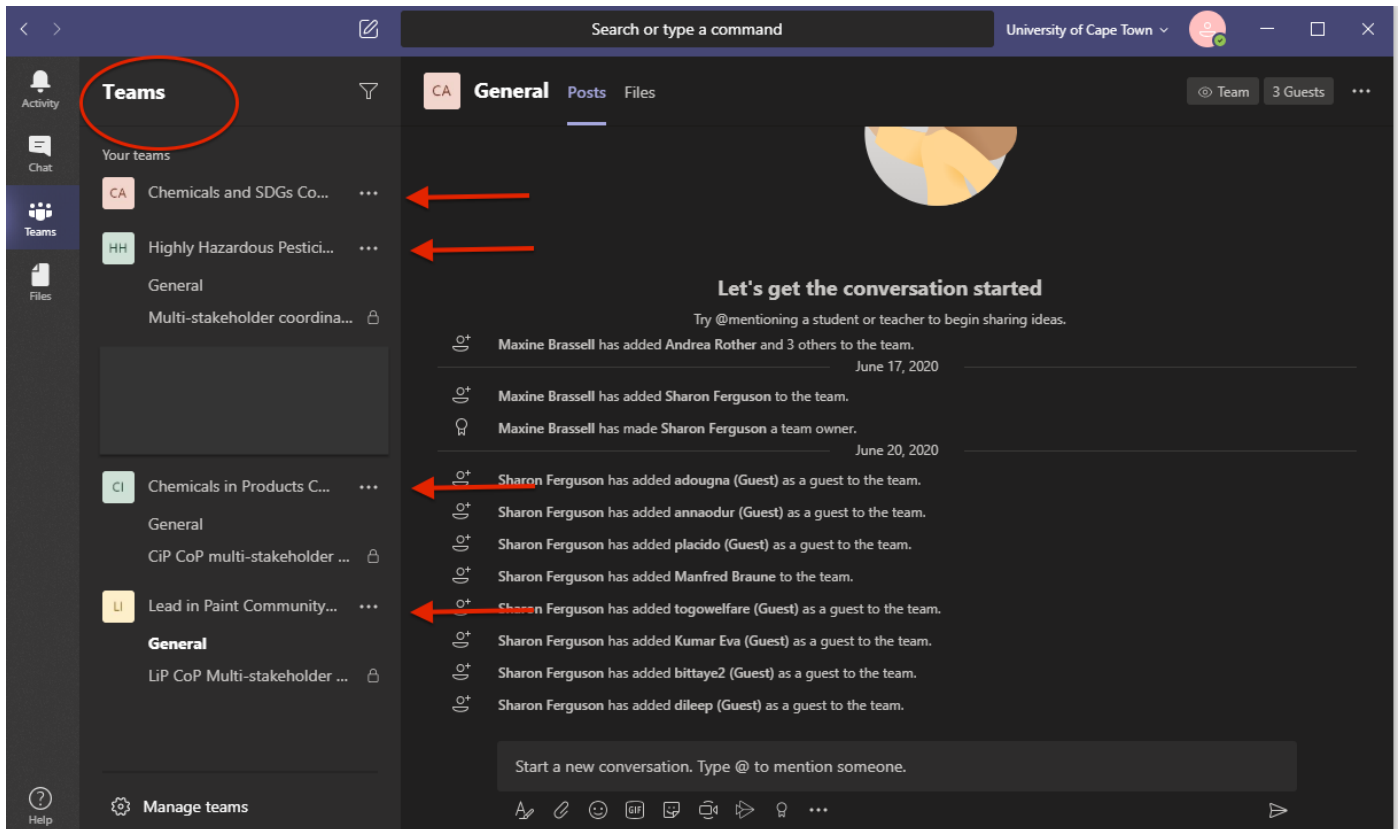


Below are the visual steps for how to join a CoP discussion:

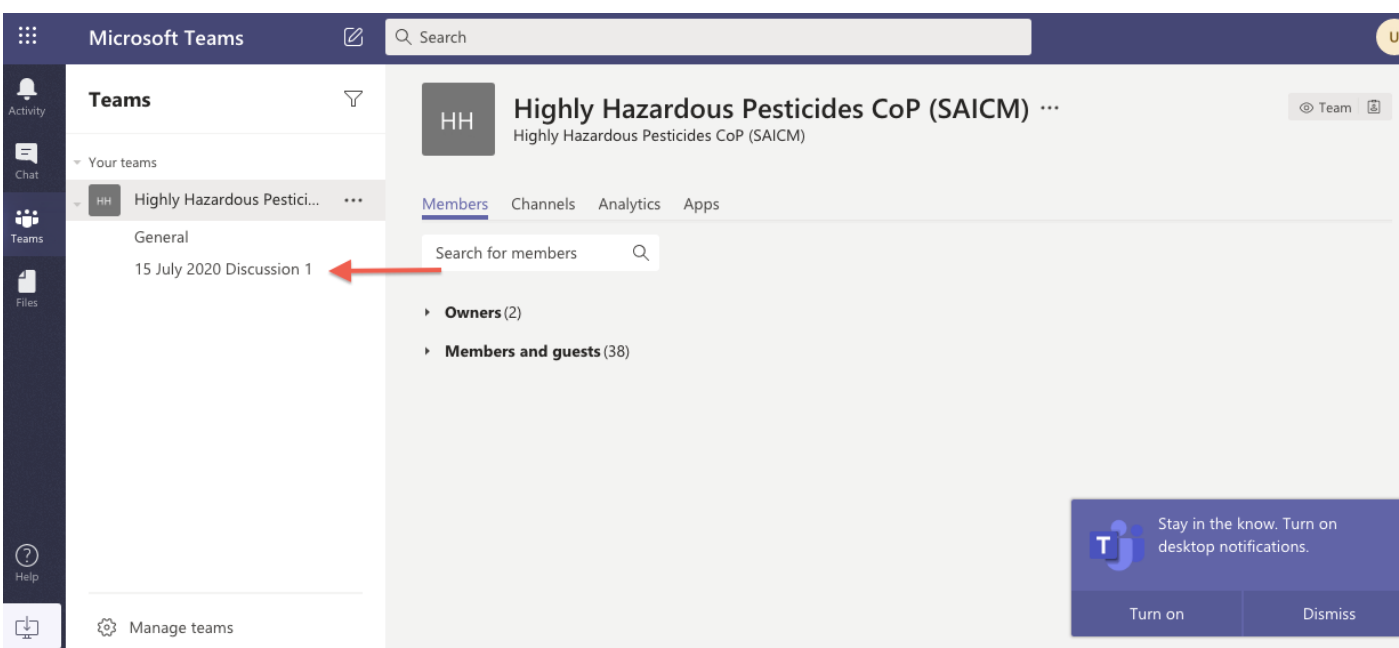
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If you have already logged into MS Teams as your UCT Guest account, follow the following steps:

STEP ONE: Click on the CoP you want to access on the left-hand side of the page (i.e. if you would like to join the HHP CoP discussion then click on the “Highly Hazardous Pesticide Community of Practice” Team on the left-hand side.)

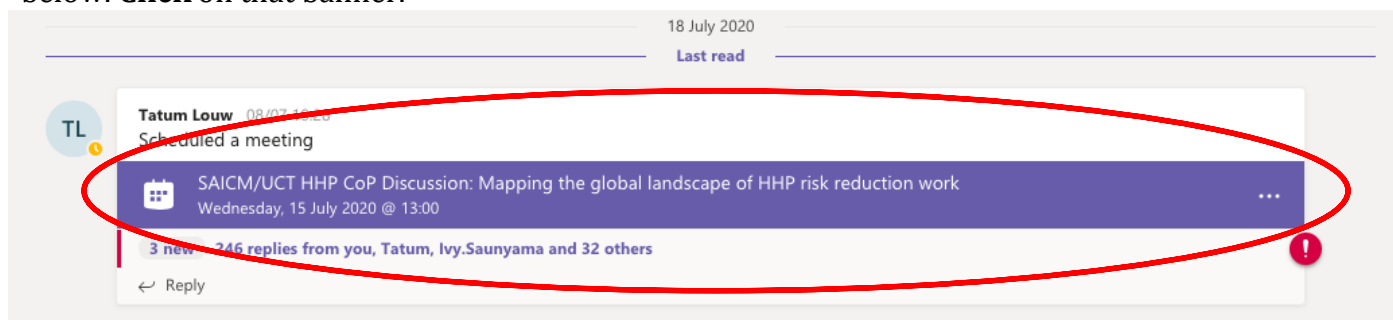


STEP TWO: Click onto the channel on the left-hand side that has the date of the discussion you wish to join (i.e. If the HHP CoP discussion is on the 15th July 2020, then click on the channel that is called “15 July 2020 Discussion 1”).

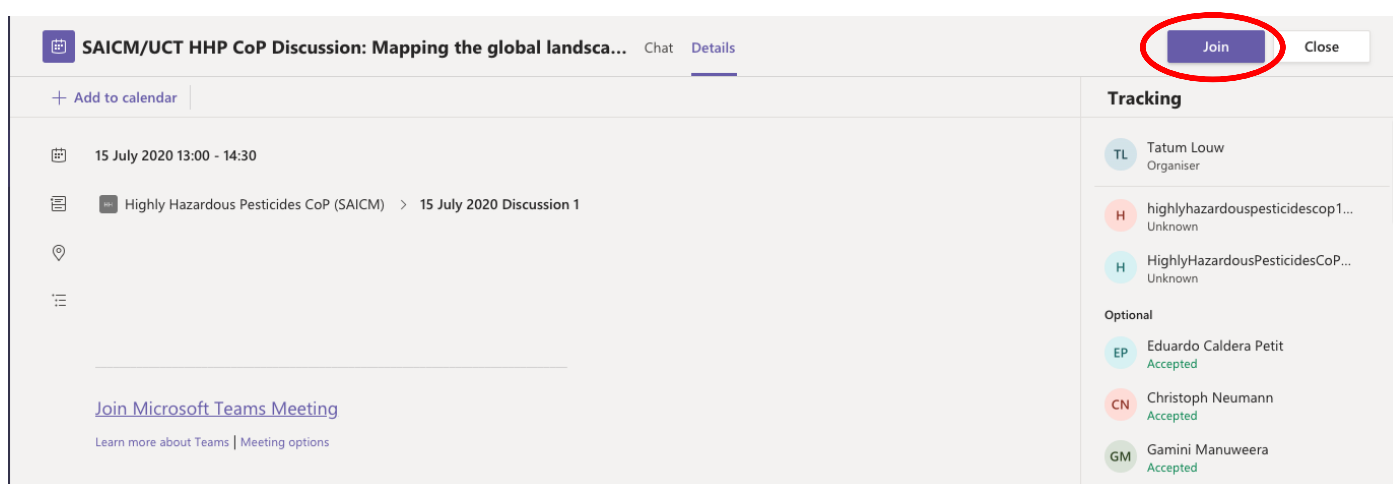


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STEP THREE: In this channel you should see a purple banner like the one **circled in red** in the image below. **Click** on that banner.

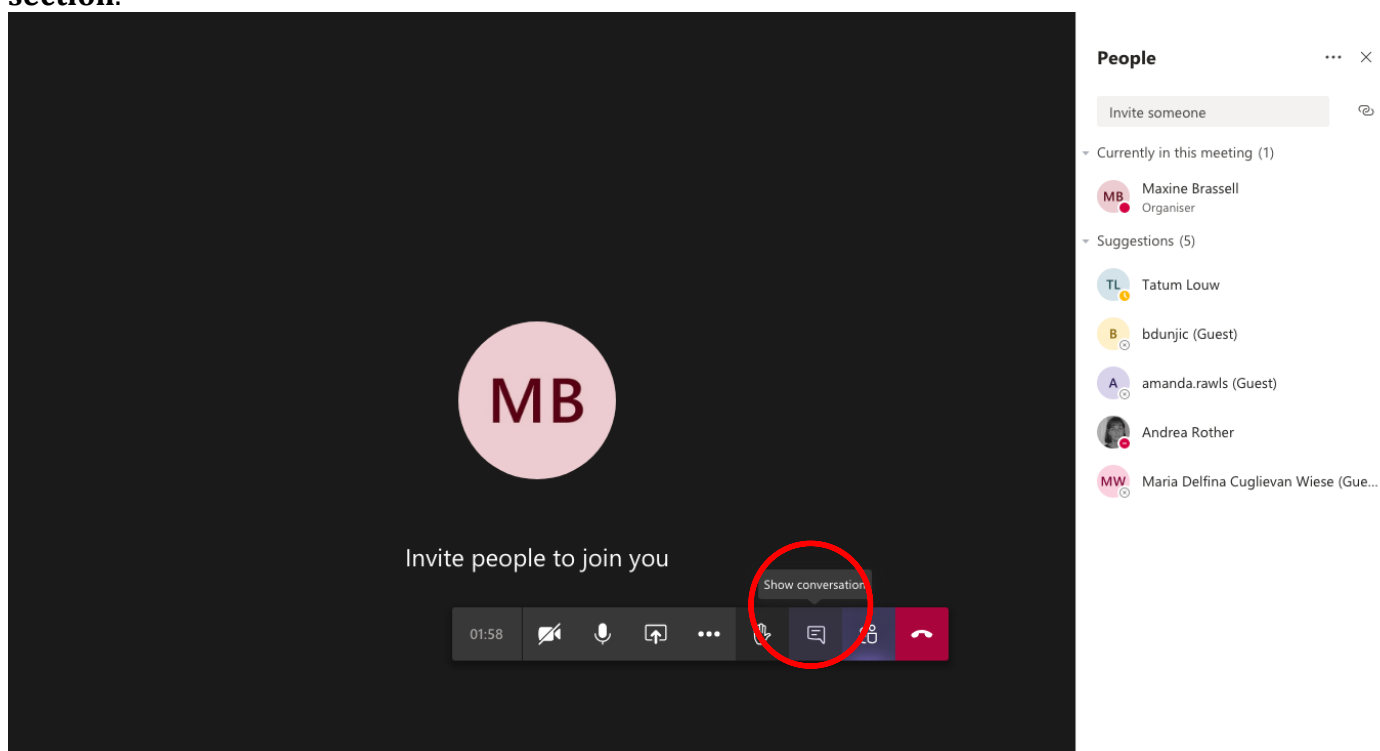


STEP FOUR: At the top right-hand side of the page you should see a "Join" button like the one **circled in red** in the image below. **Click** that button and you should be taken into the discussion.



STEP FIVE: Once you are in the discussion please **click** on the **chat button**, as **seen circled in red** in the image below. Follow the instructions posted in the chat section and enjoy the discussion

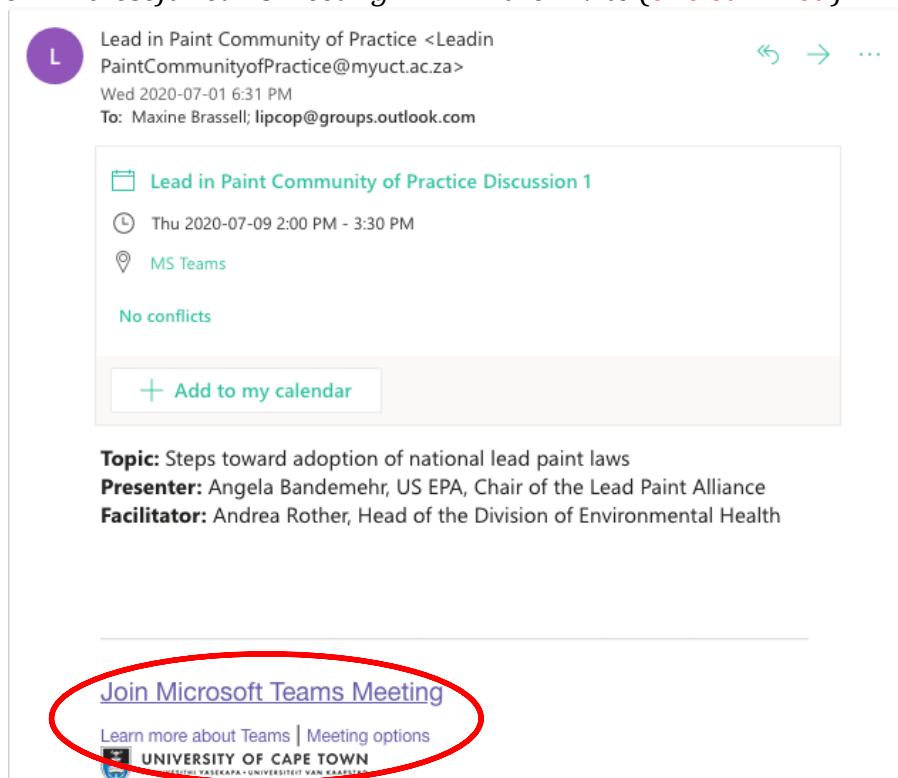
NOTE: Please make sure you are able to access the chat section as these discussions will take place **via the CHAT ONLY**. If you are **unable to access the chat** please look at our **TROUBLESHOOTING section**.



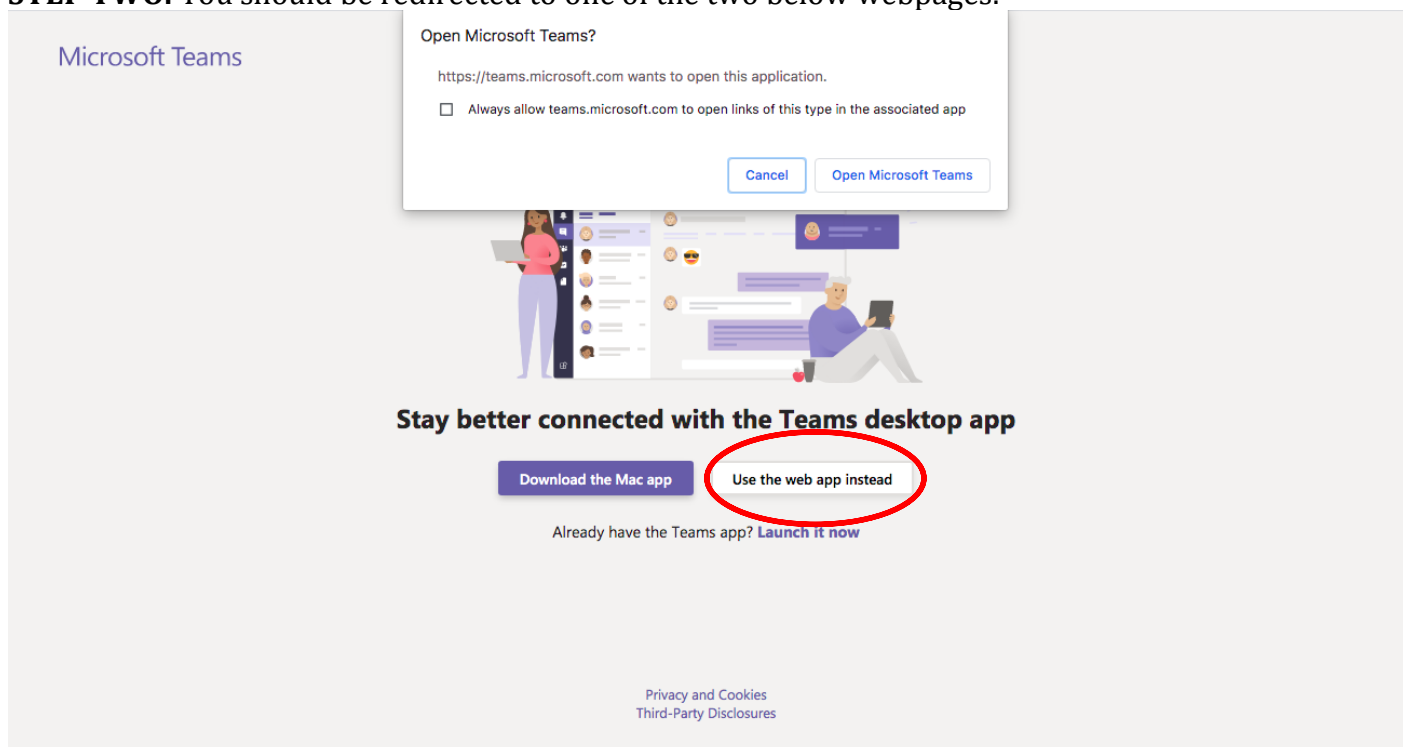
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If you DO NOT have an existing MS Teams account and will just use MS Teams for these discussions follow these steps:

STEP ONE: You should have received a calendar invite, such as the one below, in your email inbox for the discussion you are wanting to join. Find this calendar invite either in your calendar or in your inbox. **Click** the “*Join Microsoft Teams meeting*” link in the invite (**circled in red**).

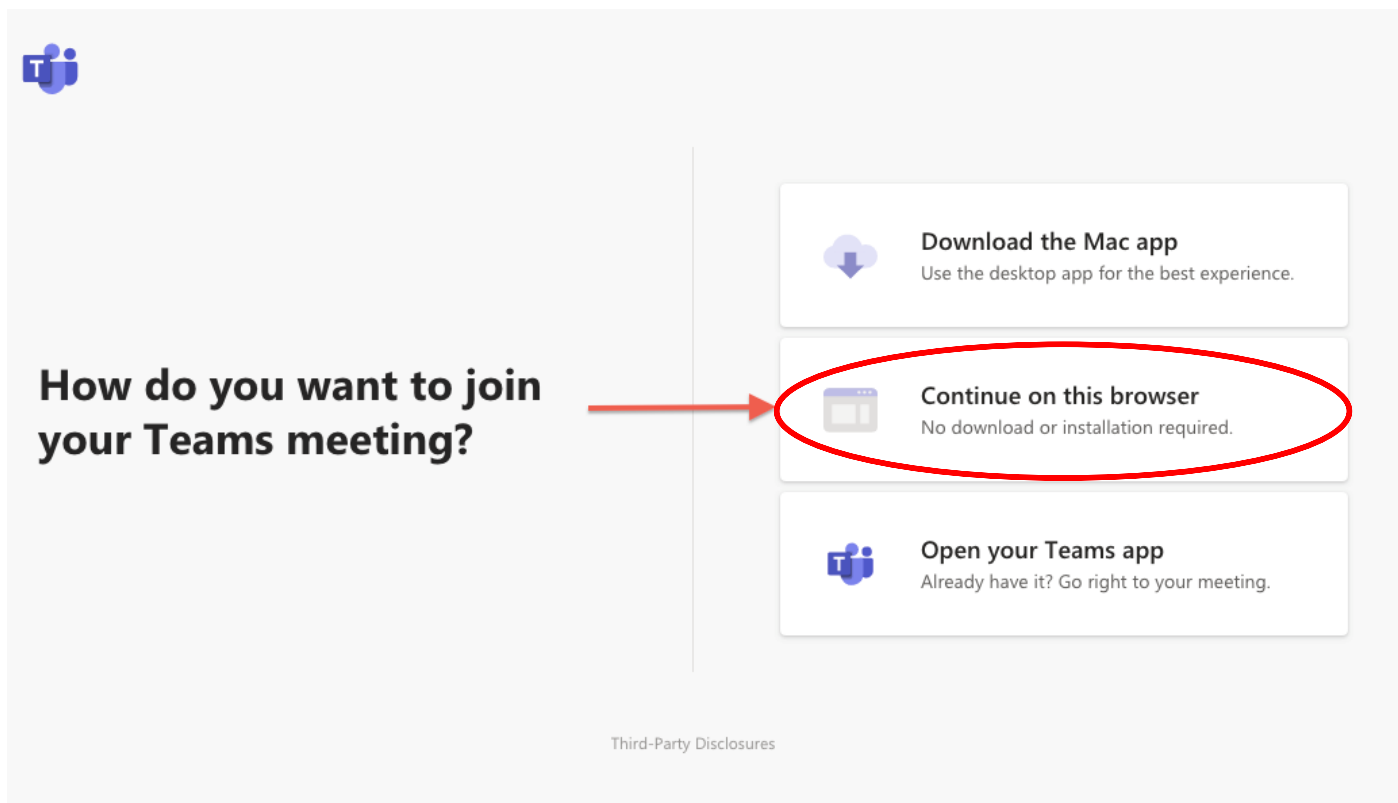


STEP TWO: You should be redirected to one of the two below webpages.



If you see the above page, **click “Use the web app instead”** (**circled in red**). You should be taken into the discussion.

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If you see the above screen, **click "Continue in this browser" (circled in red)**. You should be taken into the discussion.

NOTE: Please make sure you are able to access the chat section as these discussions will take place **via the CHAT ONLY**. If You are **unable to access the chat** please look at our **TROUBLESHOOTING section**.

Still struggling to access the discussion or the chat section, have a look at the below troubleshooting steps to see if it helps:

Troubleshooting steps:

1. Make sure, if you already have an existing MS Teams account with your organisation, that you have switched to your "University of Cape Town (Guest)" account.

(Read the above sections to find out how to do that and make sure you have not joined the meeting before doing this switch. If you have joined the meeting and are trying to switch, you will need to leave the meeting, switch accounts and then re-join the meeting).

2. Make sure you are logging into MS Teams with the same email address you signed up to the CoPs with (i.e. If you signed up using your work email address, make sure MS Teams is not logging you in with your personal email address). You can check this by going to the top right-hand corner of MS Teams, clicking on your profile picture or name, signing out and signing back in with the correct email address.
3. If you do not already have an MS Teams account, you have followed all the steps above and are using the downloaded MS Teams app on your computer and it is still not working, perhaps try re-joining the meeting in the web browser version of MS Teams, rather than using the app.
4. If none of the above has worked, perhaps try restarting your computer and re-joining the meeting.