



RET TOUCH
NEXUS

REsilient water gOvernance Under climate CHange
within the WEFE NEXUS

Deliverable D6.1

Tools for management and information flow

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DELIVERABLE 6.1

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Project Coordinator	Maria Vrachioli
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Nature of the deliverable	
R	Document, report (excluding the periodic and final reports)
DEM	Demonstrator, pilot, prototype, plan designs
DEC	Websites, patents filing, press & media actions, videos, etc.
OTHER	Software, technical diagram, etc.

Dissemination Level	
PU	Public, fully open, e.g. web
CO	Confidential, restricted under conditions set out in Model Grant Agreement
CI	Classified, information as referred to in Commission Decision 2001/844/EC

Deliverable No.	D6.1
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Executive summary

RETOUCH NEXUS project will use the Microsoft Teams as a tool for project management and information flow. It provides a comprehensive platform that enables team members to collaborate, communicate, and manage tasks effectively. More specifically, Microsoft Teams will be used for:

- **Team Creation:** Teams will be created for each Work Package to keep all the relevant information, tasks, and conversations in one place. This way, all the partners who involved in each work package can easily access all the necessary resources. In addition, a general team will be created to host all the general consortium interactions.
- **Communication:** Teams offers various communication channels such as chat, voice, and video calls, making it easy for the RETOUCH NEXUS members to discuss project-related matters and share updates in real-time.
- **File Sharing:** Teams provides a centralized platform for storing and sharing files, ensuring everyone has access to the most up-to-date information.
- **Meetings:** Teams allows for virtual meetings, which can be used to conduct project status updates, or discuss any issues or concerns.

This Deliverable offers a guideline on how the RETOUCH NEXUS Microsoft Teams Channel can be set up for the first time (TUM External clients) and a short introduction on the day-to-day use of Microsoft Teams. Finally, two videos are provided to facilitate further the understanding on how to set-up and use Microsoft Teams in RETOUCH NEXUS.



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RETOUCH NEXUS Microsoft Teams Channel User Guide

1. Setting up the connection for the first time (TUM External clients)

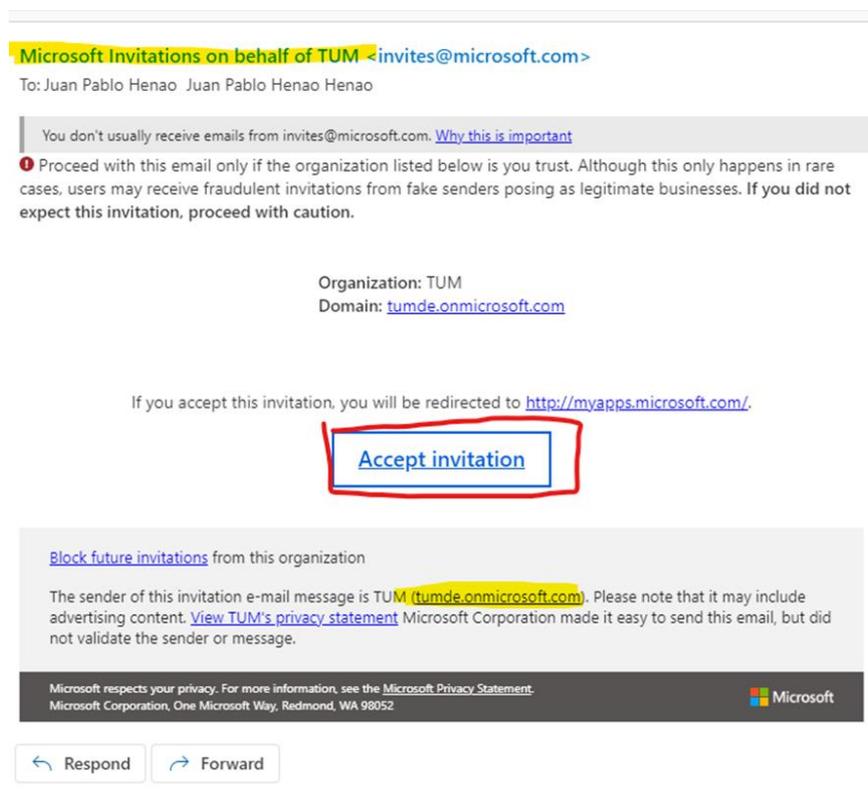
Before following the instructions below, it is necessary to take the following steps:

1. Install Microsoft Teams for work or School in your computer ([Download Microsoft Teams Desktop and Mobile Apps | Microsoft Teams](#))

* If using the Microsoft Teams Desktop App, the procedure must be done using Microsoft Teams (for work and school) otherwise it will not work. Some computers bring “regular” teams installed by default but not teams for work and school. It is important to install the latter (or use the web app instead).

2. Install Microsoft Authenticator App on your Smart Phone ([Download Microsoft Mobile Phone Authenticator App | Microsoft Security](#))

To set up the connection to the RETOUCH NEXUS Microsoft teams, you will first receive an email with the following message :



The screenshot shows an email interface with the following content:

- Sender: **Microsoft Invitations on behalf of TUM** <invites@microsoft.com>
- To: Juan Pablo Henao Juan Pablo Henao Henao
- Warning: You don't usually receive emails from invites@microsoft.com. [Why this is important](#)
- Warning: Proceed with this email only if the organization listed below is you trust. Although this only happens in rare cases, users may receive fraudulent invitations from fake senders posing as legitimate businesses. If you did not expect this invitation, proceed with caution.
- Organization: TUM
- Domain: tumde.onmicrosoft.com
- Text: If you accept this invitation, you will be redirected to <http://myapps.microsoft.com/>.
- Button: **Accept invitation** (highlighted with a red box)
- Block future invitations from this organization
- Text: The sender of this invitation e-mail message is TUM (tumde.onmicrosoft.com). Please note that it may include advertising content. [View TUM's privacy statement](#) Microsoft Corporation made it easy to send this email, but did not validate the sender or message.
- Footer: Microsoft respects your privacy. For more information, see the [Microsoft Privacy Statement](#). Microsoft Corporation, One Microsoft Way, Redmond, WA 98052
- Buttons: Respond, Forward



Before accepting the invitation, please verify that the invitation is coming from tumde.onmicrosoft.com (See the yellow highlighted area in the image above).

Then, click the button “Accept Invitation”.

You will receive a verification code to your email, which you must insert on the next screen. You will then be redirected to the following page:

Permission requested by:



By accepting, you allow this organization to:

- ✓ Receive your profile data
Your profile data means your name, email address, and photo
- ✓ Collect and log your activity
Your activity data means your access, usage, and content associated with their apps and resources
- ✓ Use your profile data and activity data
This data may be used with your access and use of their apps and resources, as well as to create, control, and administer an account according to their policies

You should only accept if you trust TUM. [Read TUM's privacy statement](#). You can update these permissions at <https://myaccount.microsoft.com/organizations>
[Learn More](#)

This resource is not shared by Microsoft.

Cancel

Accept

Please click the accept button.

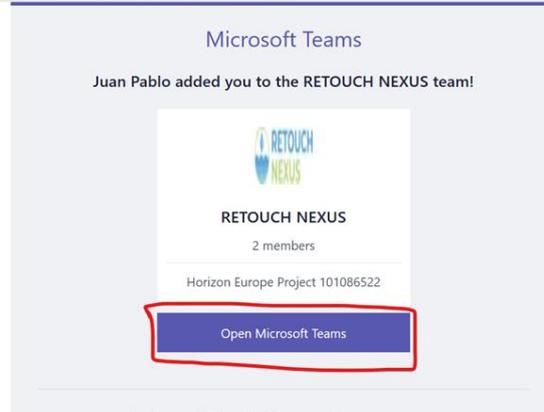
You will be redirected to the Microsoft “Apps Dashboard”. You will not be able to access the RETOUCH NEXUS Microsoft team just yet. A second level of configuration needs to be performed internally at TUM, after that you will receive an additional message like the one below. This is not automatic and may require up to 1 day. If you don't receive the configuration email please contact TUM Juan Pablo Henao Henao (juanpablo.henao@tum.de) or Maria Vracholioli (maria.vracholioli@tum.de).



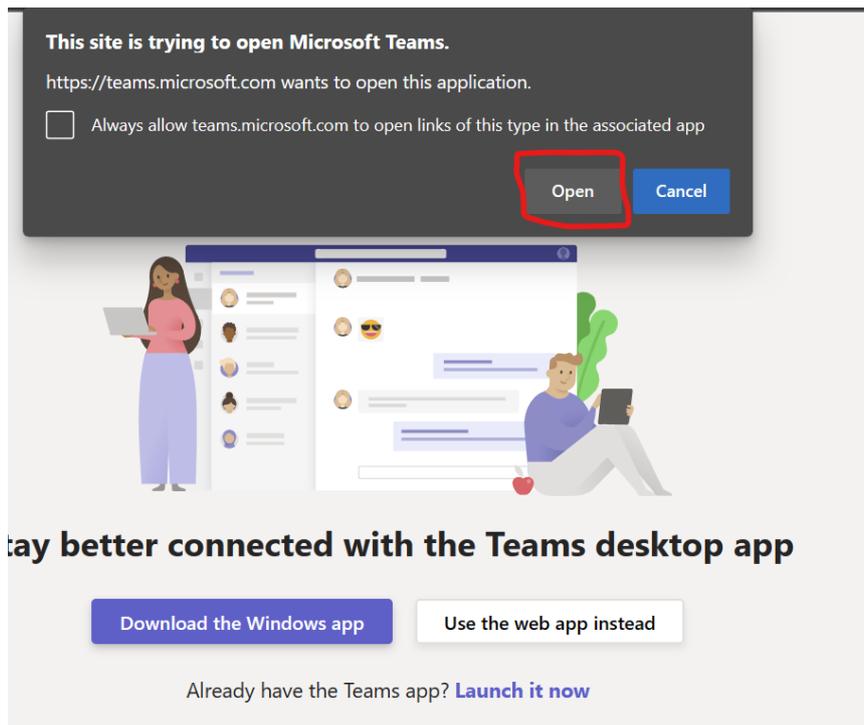
You have been added to a team in Microsoft Teams

Microsoft Teams <noreply@emeaemail.teams.microsoft.com>
Para: Juan Pablo Henao Henao

No suele recibir correos electrónicos de noreply@emeaemail.teams.microsoft.com. [Por qué esto es importante](#)



You will be asked for permission to open the Microsoft Teams App and then click on “Open”. Alternatively you can press cancel and “Use the web app instead”.

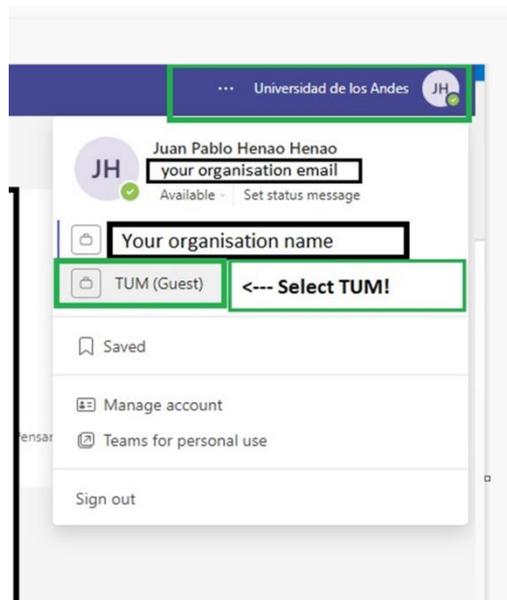
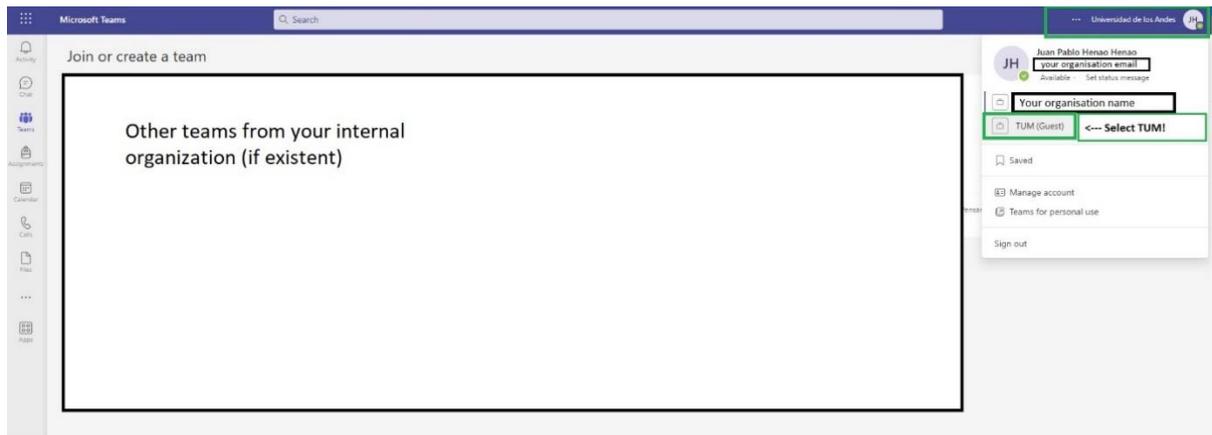


At this point your Microsoft teams app will load. When it does, please select your image/profile on the upper right corner of the application (see image below) and select “TUM”. This will redirect you to a TUM version of Microsoft teams.



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When doing this for the first time the system will ask you to configure a Multi-factor authentication token using the Microsoft authenticator smart phone app. Follow the on screen instructions to do so.

Once you have set a Multi-factor authentication method, you will be able to see the RETOUCH NEXUS team on the “teams” tab of Microsoft teams. Click to access. You are now a member of the team and can fully use all the communication channels and files associated with the activities of the RETOUCH NEXUS project.

You can also refer to the video in the link below for setting up the RETOUCH NEXUS Microsoft team for the first time.

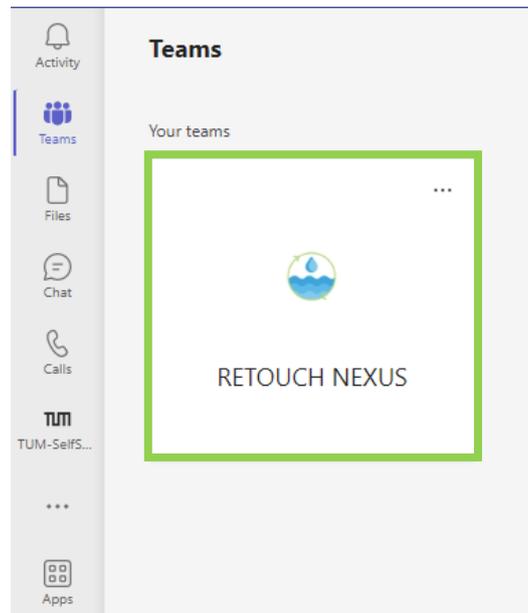
[RETOUCH NEXUS Setting UP Microsoft Teams as a external user.mp4](#)

Hint: Refer to the next section for how to use the channel for day-to-day matters (communication and file storage and sharing).



2. Day-to-day use of Microsoft Teams

Once you have installed Microsoft Teams and have accessed the Teams for the first time (see above), you should be able to see the RETOUCH NEXUS Team on the dashboard of your Microsoft teams application. Click the icon to open the team.



The team dashboard has two components:

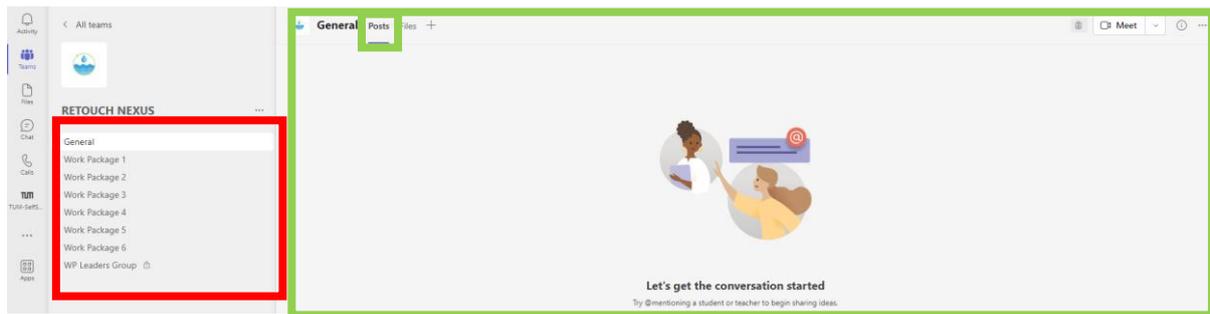
- I. a panel listing all the team “channels” (marked in red below) and
- II. the dashboard for the selected channel (marked in green below, showing the dashboard for the channel “General”).

You can click each channel to access its content.

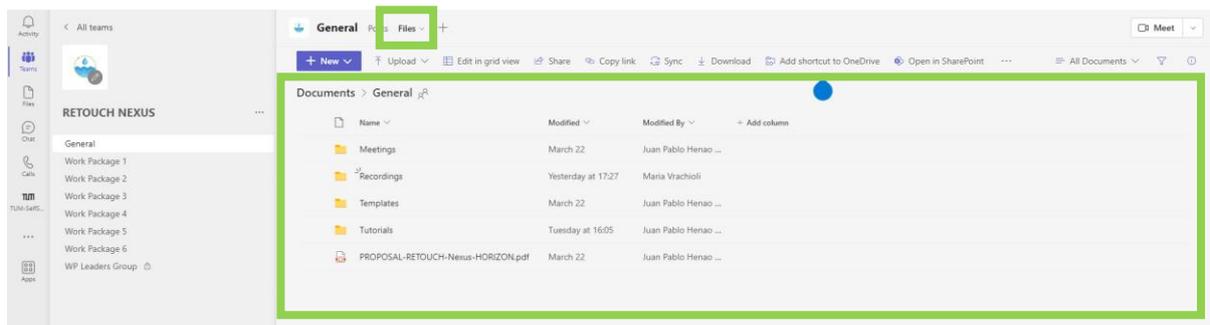
A “channel” within the team is a communication stream and file storage site for a specific project matter. The RETOUCH NEXUS Team has seven channels accessible to all users: a “General” Channel for general project matters and one channel for each work package. In addition, it has a channel only for the WP leaders, with limited access only to them.

The first functionality of a channel is communication. If you access the “Posts” tab (marked in green below), you will access the communication panel of the channel. There you can read and answer comments from other team members and post your own comments and questions.





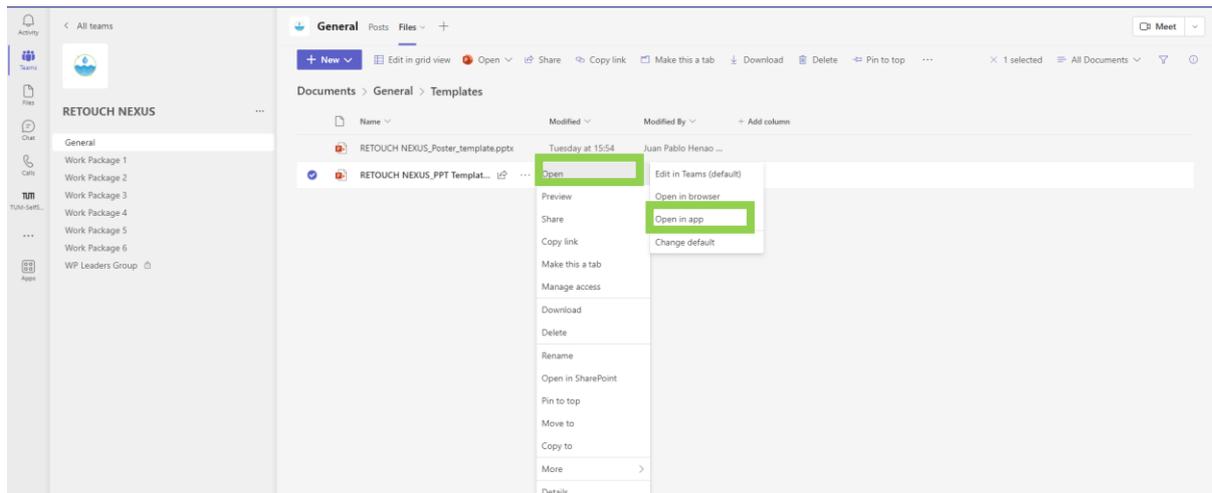
The second functionality of a channel is file sharing and storage. Clicking the “Files” tab will give you access to the stored files within the channel. Here you can browse, open, and save the project files. You can also drag and drop files from your computer to save them into the channel and share with the team members.



You can also open and edit files from the channel. To open a file click on it. The file opens by default on the Microsoft Teams platform.

Alternatively, you can follow the menu selection highlighted on the image below. This will allow to open the file on your computer Microsoft Office App. The advantage of this approach is that it allows you to use the full functionality of office app. With an internet connection, this will also allow you to work collaboratively and concurrently on the same file with other team members. After you save and close the document, the progress will be saved to the teams channel and the project Share Point site.





You can also refer to the intro-video in the link below for learning the basics on how to use the RETOUCH NEXUS Microsoft team for day-to-day matters.

[RETOUCH NEXUS Microsoft TEAMS tutorial - day to day matters.mp4](#)



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