VDMA Collaboration Guide for Participants

Contents

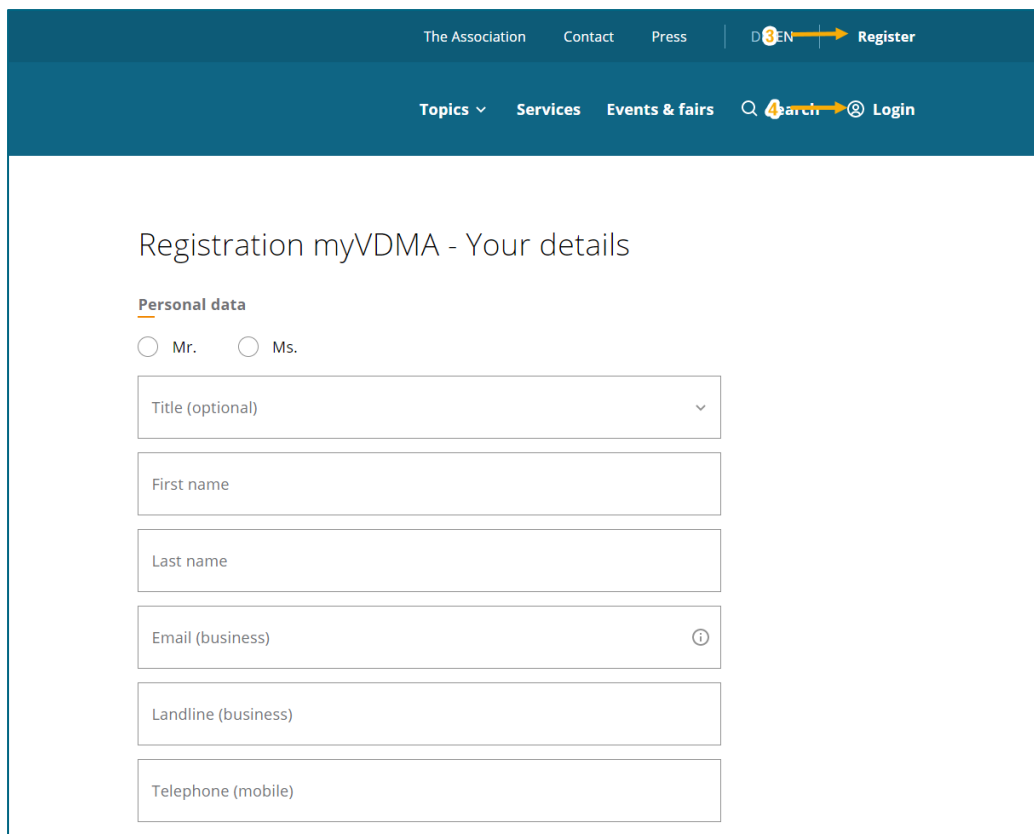## 1. How can I participate?

1.1. Invitation

If you are invited to join a VDMA Collaboration Committee, you will receive an invitation by email. Since a myVDMA account is required for the collaboration, in this invitation you will find a link to the collaboration page (1) of your committee and also a link to the myVDMA registration (2) on the VDMA website. In case you do not have a myVDMA account yet, you have to register first. If you already have an account, you can directly follow the link and go to the committee page. Now you only have to log in to have full access to all areas.
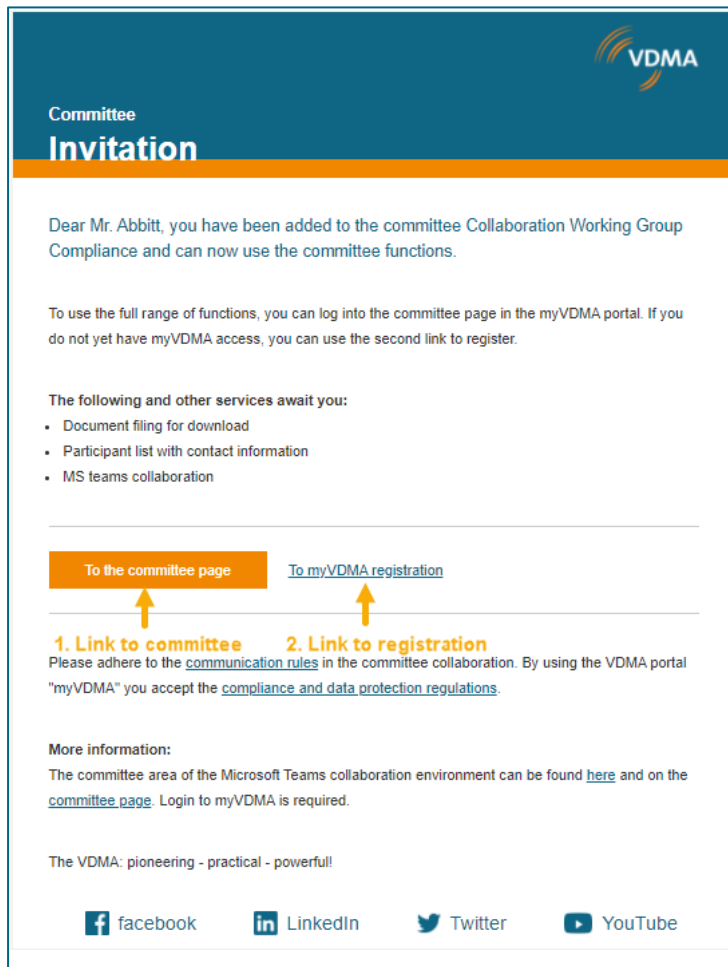
Example invitation to VDMA Collaboration

1.2. Registration

Fill out the registration form on www.vdma.org under "Register" (3) and follow the further instructions to verify your account. After successful activation you will receive a registration confirmation by email. In case of any problems, you can contact serviceteam@vdma.org.
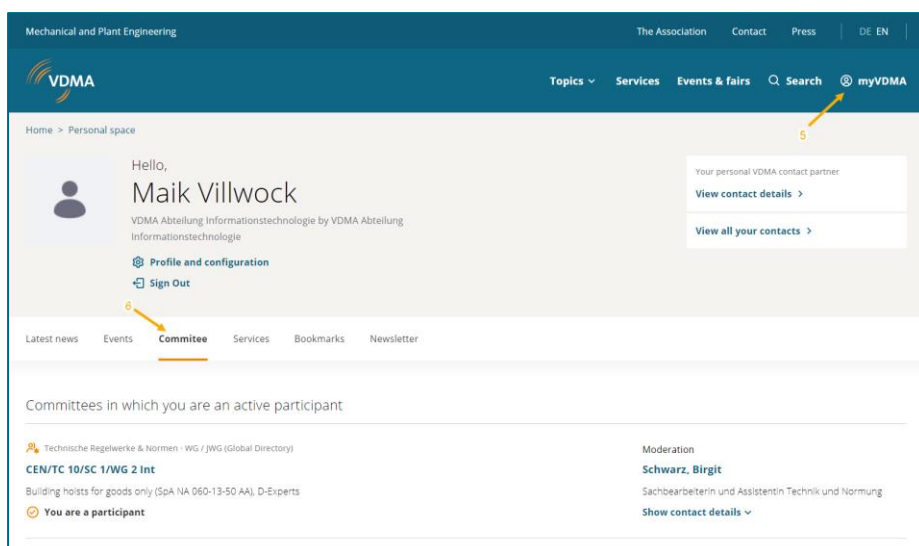
Example registration form at www.vdma.org

2. Where can I find my committees?

2.1. Login

After having successfully registered you can start right away. Log in in the upper right corner under "Login" (4) to access your collaboration committees.

2.2. Personal space / My Committees

Open your personal space by clicking on "myVDMA" (5). Here you can also edit your profile, amongst other things. Under "Committee" (6) you will find all the committees you participate in. Click on a committee to open its detail page.

Example: Your personal space at www.vdma.org

2.3. Access to the Teams group

Each Teams account of a company has its own "environment". If you want to access a Teams group which is operated by VDMA, you have to change the environment. You can do this by clicking on your profile in the top right corner of the Teams client and switching to "VDMA e.V.". See example image below:
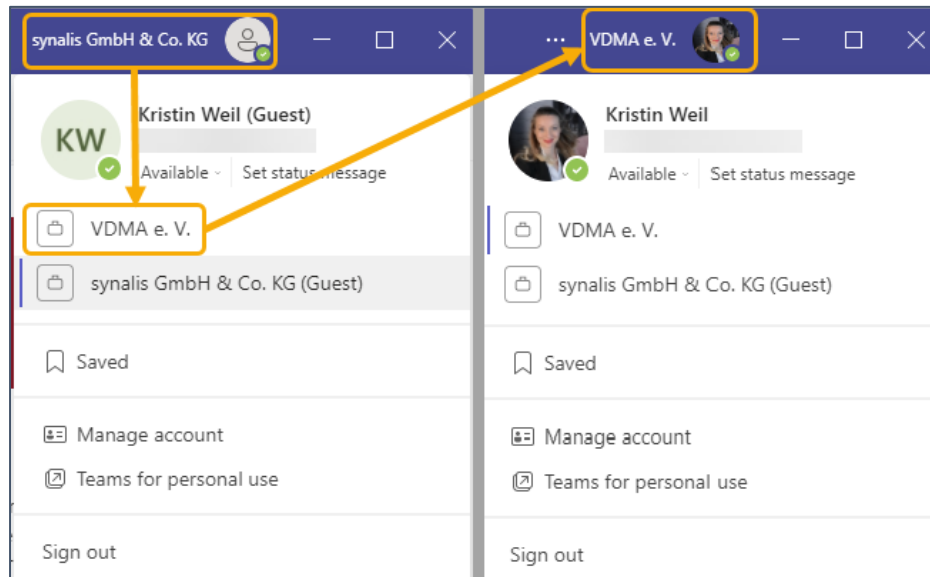
Example: Change to VDMA e.V. Tenant

You will then find your VDMA groups in the Teams client. You can switch between the environments at any time, as described.

Tip: Our recommendation is that you use the Teams web app in the browser when working in the VDMA collaboration groups, because then it is not necessary to switch environments. For this, you can proceed as described in point 3.2.4.

3. How is the committee page structured?

3.1. Header

In the header you will find the general committee description and the contact person at VDMA.

3.2. Collaboration content

Below the committee description you will find the collaboration content.

3.2.1. News stream

In the lower section you will find the news stream (6) with current content and news from the committee.

3.2.2. Documents

Via "To documents" (7) you can retrieve the uploaded documents.

3.2.3. Participants

Via "To participant list" (8) you can see who the other participants in the committee are.

3.2.4. Collaboration

Via "To collaboration" (9) you have access to Microsoft Teams. Here you can share information, work on documents and much more.

Example committee detail page

When you click on "To Collaboration", a new browser tab opens. Here you need to click on "Use the web app instead".

Example: Using the web app instead of the desktop app

4. How does the collaboration within the Teams Group work?

4.1. Compliance notice

Observing the compliance rules is essential for using the collaboration platform and a prerequisite for a secure, value-added interaction between all participants. You can find all important information on VDMA compliance here.

4.2. Working in Teams

Teams works both in the browser (web app) and via an installable Teams client (desktop app). If you already use the Teams client in your company, we recommend opening the VDMA Teams groups via the browser. This way you can stay connected to your company at the same time.

Microsoft provides detailed documentation on the functionalities in Teams, either within the Teams software via the "Help" or online. Here are the most important links for introduction from our point of view:

Video: What is Microsoft Teams?

Collaborate in Teams

Chatting and sharing files in Microsoft Teams