Welcome to the HIPSO Collaboration Space

- When you arrive at the Collaboration Space, you will see a list of the FORUMS in which you can participate.
- Also, there is a section for news, events, jobs and opportunities available in the HIPSO COMMUNITY area.
HIPSO Collaboration Space Tip sheet

Login:
• Use the credentials you received by email to login to the collaboration space

Request Access:
• If you don’t have access to the Collaboration Space, you can request Access by clicking the “Collaboration Space Access Request” Box directly below the Login area. An admin will quickly respond to your request
Collaboration space main screen:

- After you login, you will see a list of the collaboration forums available. Each one displays the description of the forum, along with how many topics and discussions are taking place.
- The right-hand side shows the list of forums as a menu, as well as any recent topics posted in the collaboration space.
- Click on Profile to change some of your profile stored in the collaboration platform (we only store name, email and organization)
- Click on logout at any time if you wish to logout of the site
• **Main page for a forum:**
  
  The main page of a forum displays the topics of conversation with the forum subject. You will see how many people participated in each topic.

  • Use the search box to search through topics and replies to the forum.

• **Creating a topic:**
  
  You can participate in the conversation by adding new topics to the forum or replying to existing topics. Enter a title and your text in the box provided.

  **Document sharing area**
  
  Access HIPSO OneDrive

• The **Document Sharing area** is a **One Drive** folder in which general files can be stored and accessed.
Adding attachments:
• Below the topic editing box you can attach one or more documents to your topic or reply.

NOTE: The maximum document upload file size is 9 MB