

WCRP Workspace - Frequently Asked Questions (Q&A)

What is the Workspace?

The Workspace is a collaborative space on Microsoft Teams where WCRP members can share information, resources, and communicate about projects and activities.

Who can access the Workspace?

The Workspace is open to authorized WCRP members, including scientists, collaborators, and Secretariat staff.

How do I access the Workspace?

You need to be added by the administrator. Once added, you will receive an invitation email with a link to join. After clicking the link, you must complete the authentication process.

Tips to ensure smooth access:

- Check your Spam/Junk folder: Sometimes the invitation email or authentication code may end up there.
- Browser signed in: Make sure the browser you use to access the Workspace is logged in with the correct email address. For example, in Google Chrome, you might be signed in with a personal email instead of your work email. Sign out or switch to the correct profile.
- Browser compatibility: The Workspace should work with all modern browsers, but if you experience issues, try using Microsoft Edge or Google Chrome.
- Contact WCRP Secretariat: If you still have trouble accessing, please contact us. Provide details such as the error message you received and what steps you have tried so far: workspace@wcrp-climate.org

Can I invite others to join?

Only administrators can add new members. If you want to invite someone, please contact us.

Where can I find documents and resources?

Documents are organized in folders within the Documents section. Each group has its own main folder, with additional subfolders for specific topics or subgroups.

Please note that while most folders are public to all Workspace members, some groups maintain private folders to protect the privacy and security of their information. If you need access to a private folder or want to request one, please contact us.

How can I participate in discussions?

You can comment and post on channels open to all members. For private channels, only invited members can participate. Be aware that no message can be deleted from the channels.

What if I lose access or have technical issues?

First, please consult the Guide for External Users, which covers common issues and solutions. If you still experience problems, do not hesitate to contact us for further support.

How do I stay updated?

Check messages and announcements regularly in the general channel. We send weekly updates with news, tips, and more.

Are there any rules of conduct?

Yes, we ask everyone to be respectful, collaborative, and use professional language in all interactions. You can check the Workspace Rules and Guidelines [here](#).

How can I activate notifications for the Teams channels?

To stay updated, click on the “More options” (three dots) next to the channel name in Teams, then select “Channel notifications.” You can customize notifications for all new posts, replies, or mentions to suit your preferences.

Is there a mobile app to access the Workspace?

Yes! You can download the Microsoft Teams app on your smartphone or tablet from the App Store (iOS) or Google Play (Android) to access the Workspace on the go. Just sign in with your Workspace credentials.

How do I leave the Workspace if I no longer want to be part of it?

If you wish to leave the Workspace, please contact us.

What security measures are in place to protect Workspace data?

The Workspace is hosted on Microsoft Teams and SharePoint, which use industry-standard security protocols including data encryption, secure access controls, and regular monitoring.

Access is restricted to authenticated members, and private folders offer additional protection for sensitive information.