**Portal Intro Message**

Our team will be using the Healthier Washington Collaboration Portal (WA Portal), an online collaboration platform administered by the state Department of Health. The site is designed to support partnership and resource sharing between our agency and community members.



[[Consider providing a brief description of the materials or resources the team will access in this space and how often you recommend they log in to check for updates.]]

In the weeks ahead, we will share information for you to create an account on the site where you will access a password-protected workspace so we can share documents, meeting materials, and exchange messages within our group.

**Onboarding message**

Our team will be sending you an invitation to create an account on waportal.org. Please check your email box from Healthier Washington Collaboration Portal (waportal@doh.wa.gov) and follow instructions in the message to register on the site.

[[Recommended: provide a timeline that you need your team member to respond and complete their registration. If you have not done so already, consider providing a brief description of the materials or resources the team will access in this space and how often you recommend they log in to check for updates.]]

[[Include a screenshot like the one below of your team space to guide them where they will find documents and links you will be providing. Use some or all of the Q&A items below.]]



Q&A

**What are Exchange Notifications?**
You will receive a notification by email when someone has posted a message in the Exchange Forum. Once you log into My Portal you will be able to go to the message or to your team and then to the Exchange Forum.

**Can I email my team from my work or personal email?**

To access the WA Portal discussion board, you must log in to My Portal and go into the Exchange Forum to read, reply, or create a message to be viewed by your team. Using the Exchange helps ensure everyone can access messages.

**Is there a size limit for files I upload?**

While you can upload files as large as 100 MB, keep in mind that the larger the file the longer it will take for users to be able to open it.

**Can a member of my staff also get access to the team to assist me with my participation in the team?**

Yes. Email your staff person’s name and email address to waportal@doh.wa.gov.

**Where do I go if I need help with something that’s not explained here?**

Check the [How To page](https://waportal.org/how-use-collaboration-portal) on waportal.org for additional guidance. If the answer is not there you can reach out to the Collaboration Portal support team for questions and assistance.