

# You're in! Now what?

Check with your program partners to find out what team has been created to support collaboration on your project. [Here are instructions for joining a team](#). Once a team has been set up for your group, your team will place links and documents within a set of folders for you to access. See the example below.

**Team Links**

- [YMPEP Implementation Guide](#)
- [Practice Collaborative Public Webpage](#)
- [YMPEP Contact List](#)
- [Meeting Notes and Materials](#)

**Document Folders**

- [YMPEP Training Videos & Onboarding](#)
- [Advocacy](#)
- [Planning](#)
- [Other](#)
- [Media Campaigns](#)

▶▶ VIEW DOCUMENT FOLDERS

▶▶ ADD A NEW FOLDER

The team manager may place links to web pages here to give you access to information important to your team.

Use document folders to store material for team members to review or download. Think of this as a team library.

Before uploading material, check with your team leader on their preferences and processes for sharing with the team.

Check with your team manager and team members about their needs and expectations for creating folders and uploading documents. **Important:** this password-protected space **is not** sufficient for data that must be protected under HIPPA rules.

**Recent Team Exchanges**

- [Webinar: Helping families cope during the pandemic](#)
- [DOH COVID funding clarification](#)
- [Vaccination PREP Act Authorization](#)
- [Roadmap to Recovery - Sector Guidance Updates](#)
- [Providers, get your COVID-19 vaccine before your priority ends!](#)

▶▶ EXCHANGE FORUM

Here is an example of how the My Portal dashboard shows messages for view by team members in the My Portal space. This space provides a preview of messages between team members. This page shows the most recent messages. Click on the [Exchange Forum](#) button to see all messages and to create a new message.

On the exchange forum page, select a message to read it and reply. To create your own message, scroll to the bottom of the messages shown on the page and select [Create a New Exchange](#). **Important:** Documents and comments are subject to public disclosure laws, which can include legal and news media requests.

## Q&A

### **What are Exchange Notifications?**

You will receive a notification by email when someone has posted a message in the Exchange Forum. Only once you log into My Portal will you be able to click the link to go to the message or navigate to your team and then to the Exchange Forum.

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

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.

### **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 I create a new team that is outside of my current team?**

All new teams require approval of WA Portal's administrators. WA Portal's administrators are open to considering use of the site for working on a collaborative project that aims to improve or support a health system initiative. Remember that although My Portal is a password-protected space, it **is not** sufficient for data that must be protected under HIPPA rules.

Follow the instructions [here to create a team](#). The Collaboration Portal Manager will approve or follow up with you about your request.

### **How can I add people to my team?**

New users will need to follow the steps described above to create an account and join a team. If you are a team manager, you will receive a notification when a user requests to join your team. See the separate instructions on [how to add members to a team](#).

### **Where do I go if I need help with something that's not explained in this document?**

Check the [How To page](#) on [waportal.org](http://waportal.org) for additional guidance. If the answer is not there, reach out to the [Collaboration Portal Manager](#) for questions and technical support.