



Chambers Connect by ICC WCF
CHAMBER'S GUIDE

External use

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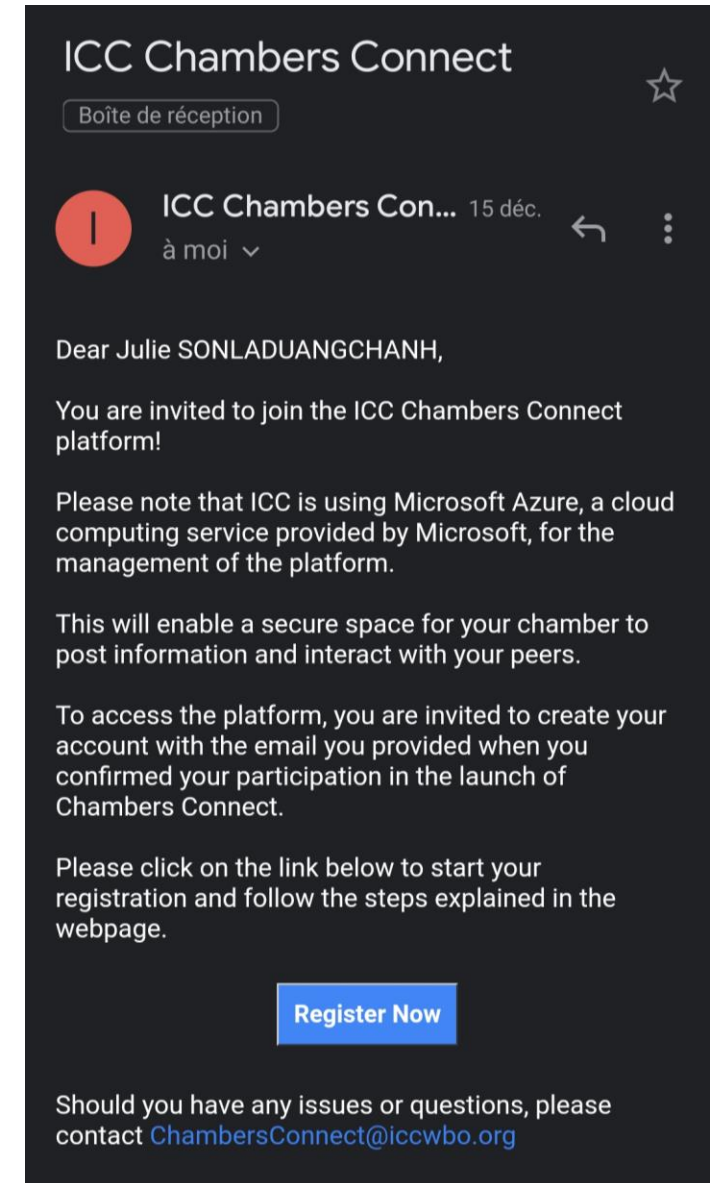
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1. Platform connection process (1/4)

Connect to Chambers Connect

You have received an email from « ICC Chambers Connect », inviting you to join the platform.

To join the platform, please click on the button “**Register Now**”:



1. Connection to the platform (2/4)

Create your personal account

- If it is your **first-time** using **Microsoft ICC Services** (Teams, SharePoint...): you will be asked to **create a new identity** on the Microsoft platform, with the email address which was used to invite you.
- If your **email address** has been and/or an ICC **already used to access a Microsoft service** platform using Microsoft: you will have **automatic access** to Chambers Connect.



Create account

Looks like you don't have an account with us. We'll create one for you using `testsharingicc@gmail.com`.

[Next](#)

1. Connection to the platform (3/4)

1

Microsoft
← testsharingicc@gmail.com

Create a password

Enter the password you would like to use with your account.

Create password

Show password

Next

2

Microsoft
← testsharingicc@gmail.com

Create account

We need just a little more info to set up your account.

Country/region
France

Birthdate
Month Day Year

Next

3

Microsoft
← testsharingicc@gmail.com

Verify email

Enter the code we sent to **testsharingicc@gmail.com**. If you didn't get the email, check your junk folder or [try again](#).

4924

I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Next

4

Microsoft
← testsharingicc@gmail.com

Create account

Before proceeding, we need to make sure a real person is creating this account.

New Audio

Enter the characters you see

Next

5

Microsoft
testsharingicc@gmail.com

Review permissions

International Chamber of Commerce iccwbo.org

This resource is not shared by Microsoft.

The organization International Chamber of Commerce would like to:

- ✓ Sign you in
- ✓ Read your name, email address, and photo

You should only accept if you trust International Chamber of Commerce. By accepting, you allow this organization to access and process your data to create, control, and administer an account according to their policies. **International Chamber of Commerce has not provided a link to their privacy statement for you to review.** International Chamber of Commerce may log information about your access. You can remove these permissions at <https://myapps.microsoft.com/iccwbo.org>

Cancel Accept

Create the **password** of your choice, and click on « Next ».

Fill in the form with your country and your birthdate, and click on « Next ».

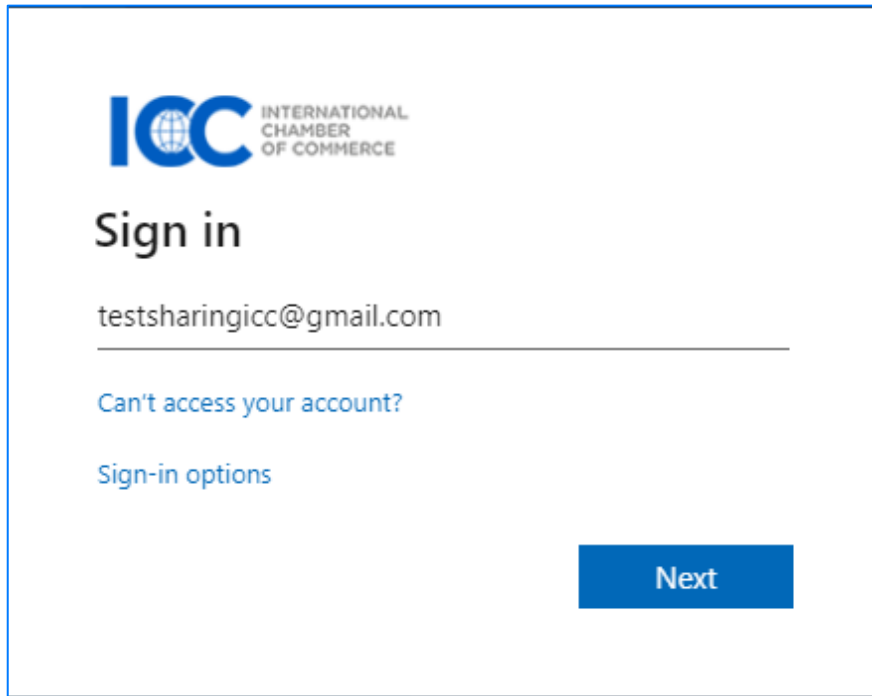
You will receive a secret code in your email box. **Put this code** on the text box above, and click on « Next ».

Fill in the characters displayed in the text box. If you have difficulties reading the characters, you can click on « New » or click on « Audio », and then click on « Next ».

Click on « **Accept** » to be redirected to the platform.

1. Connection to the platform (4/4)

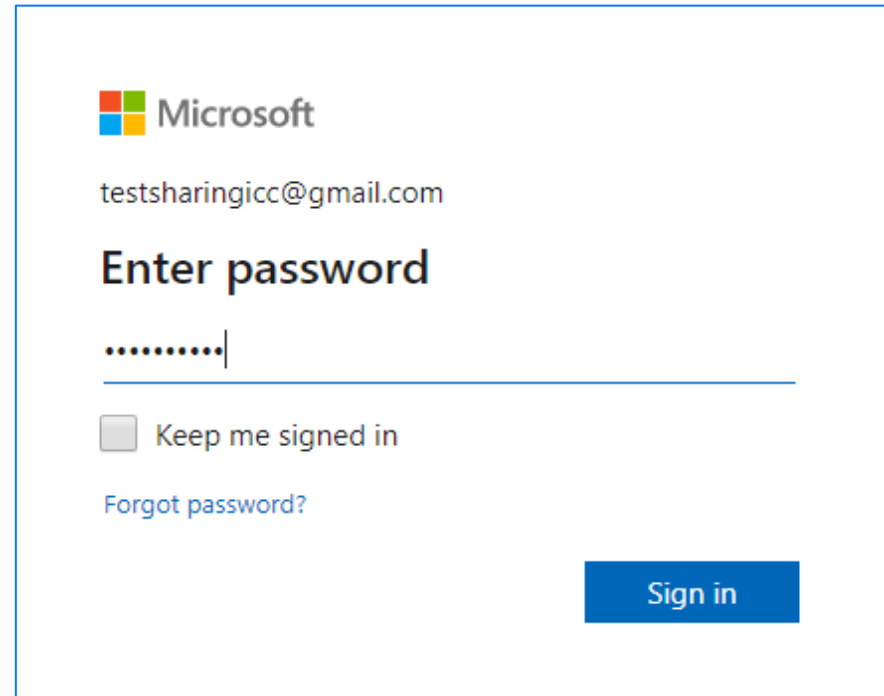
1



The screenshot shows the ICC sign-in page. At the top left is the ICC logo (International Chamber of Commerce). Below it, the text "Sign in" is displayed. Underneath, the email address "testsharingicc@gmail.com" is entered into a text field. Below the text field are two links: "Can't access your account?" and "Sign-in options". At the bottom right of the page is a blue button labeled "Next".

Use the same email we used to invite you to join the platform and click on « Next ».

2



The screenshot shows the Microsoft password entry page. At the top left is the Microsoft logo. Below it, the text "Microsoft" is displayed. Underneath, the email address "testsharingicc@gmail.com" is entered into a text field. Below the text field is the text "Enter password" followed by a password input field with masked characters ".....". Below the password field are two options: a checkbox labeled "Keep me signed in" and a link "Forgot password?". At the bottom right of the page is a blue button labeled "Sign in".

Put the password of your account and click on « Sign in ».

2. How to edit your Chamber space

Editing your Chamber space

Once logged onto the platform, you will be given the « visitor » access in order to visit all the pages/sections on the platform.

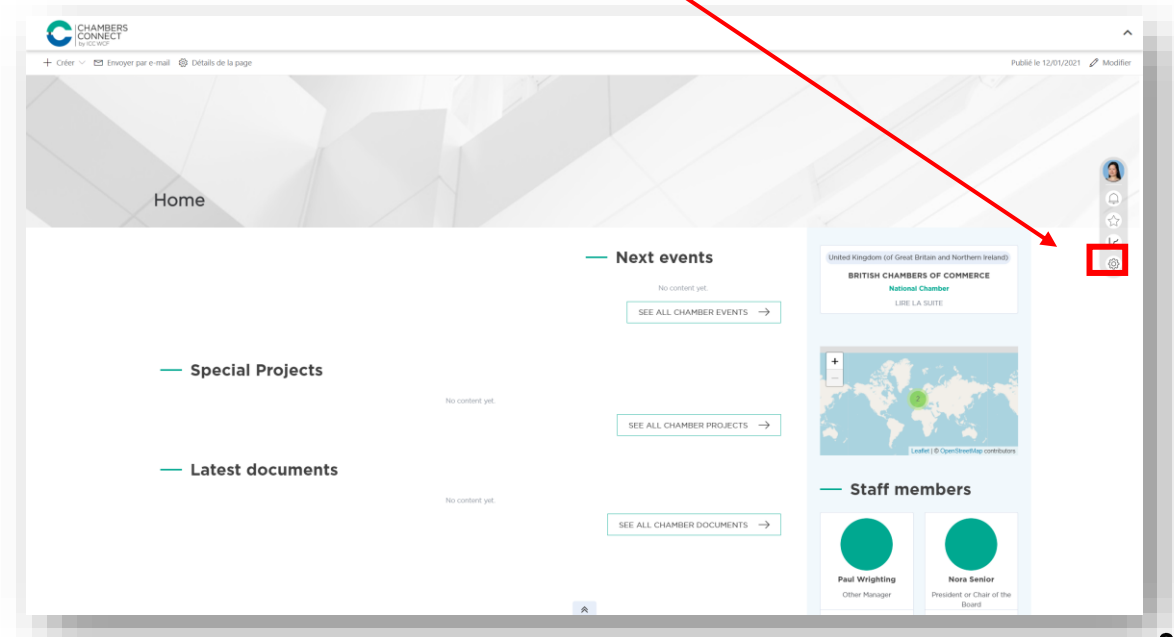
As a chamber staff member, you will also be allowed to have your Chamber space, which is your dedicated page. With this specific « contributor » access, you will be able to:

1. Publish your own [Chamber news](#) (to be automatically seen in the [News Room](#) section)
2. Promote your [Chamber events](#) (to be automatically seen in the [Events](#) section)
3. Promote some [special projects](#) your Chamber would like to share with the community
4. Upload [documents](#) (automatically seen in the [Knowledge Base](#) section)
5. Put the [links](#) to your websites
6. Upload [videos](#) (automatically seen in the [Media Centre](#) section)

3. Create a Chamber News (1/4)

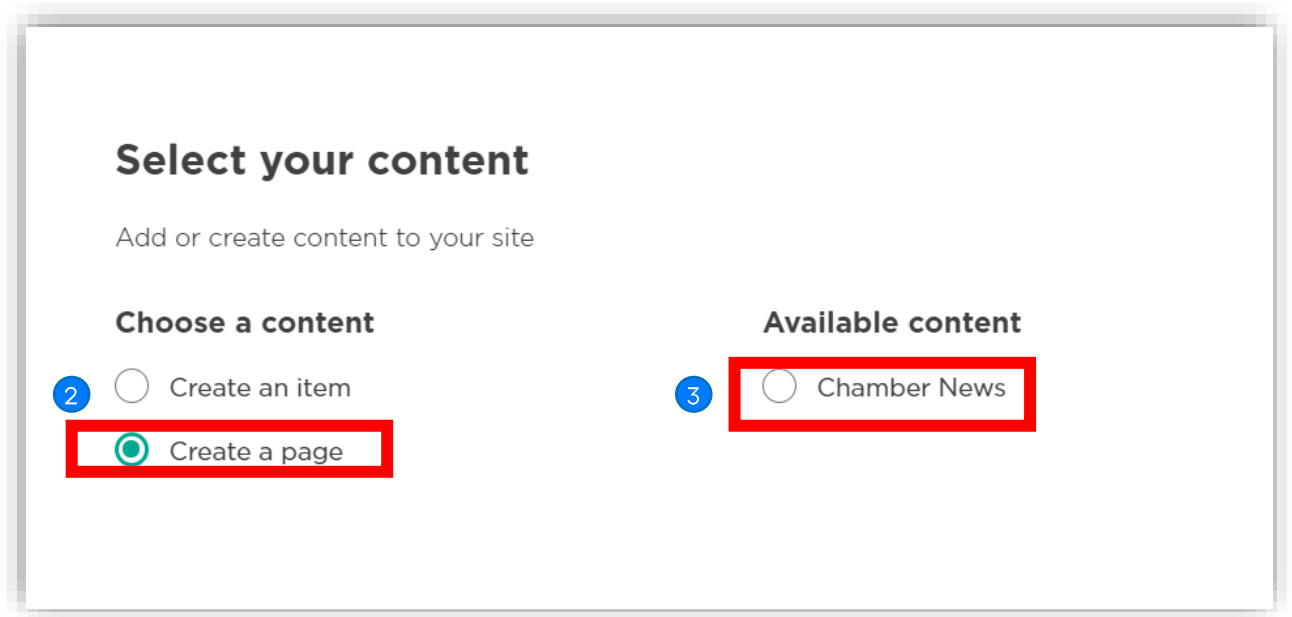
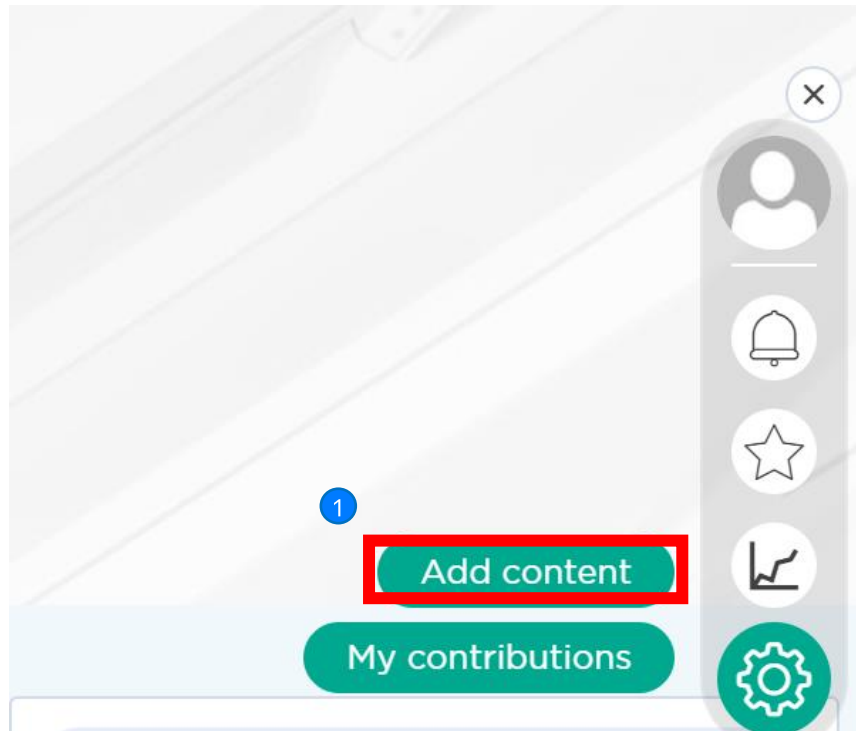
Let's take an example with the British Chamber of Commerce!

On the Chamber space, locate the Powell Wheel  located on the right-hand side right:



3. Create a Chamber News (2/4)

Click on Add content¹, then select Create a page² and choose Chamber News³ to create your news (or Special Project if you want to promote a specific project your chamber has been conducting).



3. Create a Chamber News (3/4)

Fill in the fields: add a “Title”,¹ a date,² a short “Description”³ (e. g.: 1st few lines of the article), add an image,⁴ the “Geographical Area”,⁵ relevant “Topics”⁶ tags, “Your Chamber Name”,⁷ a larger description,⁸ and click on Publish⁹:

Create a new page : Chamber News

1 Title*
BCC responds to announcement of new lockdown business support

2 Article date
01/05/2021

3 Description
Adam Marshall, BCC Director General, commented on the support measures for business announced by the chancellor

4 Banner image
From your device
We recommend images size is under 200kb for improved performance

BCC-closed-corona-el1587365589785.jpg

BCC-closed-...

← CANCEL SAVE AS DRAFT PUBLISH →

Create a new page : Chamber News

BCC-closed-... X

Alternative text

Europe

5 Geographical Area

COVID-19 Disaster Preparedness & Recovery

6 Topic(s)

7 Your Chambers Name
British Chambers of Commerce X

8 News content
Commenting on the support measures for business announced by the Chancellor, BCC Director General, Adam Marshall said:
*While this immediate cash flow support for business is welcome, it is not going to be enough to save many firms. We need to see a clear support package for the whole of 2021, not just another incremental intervention.

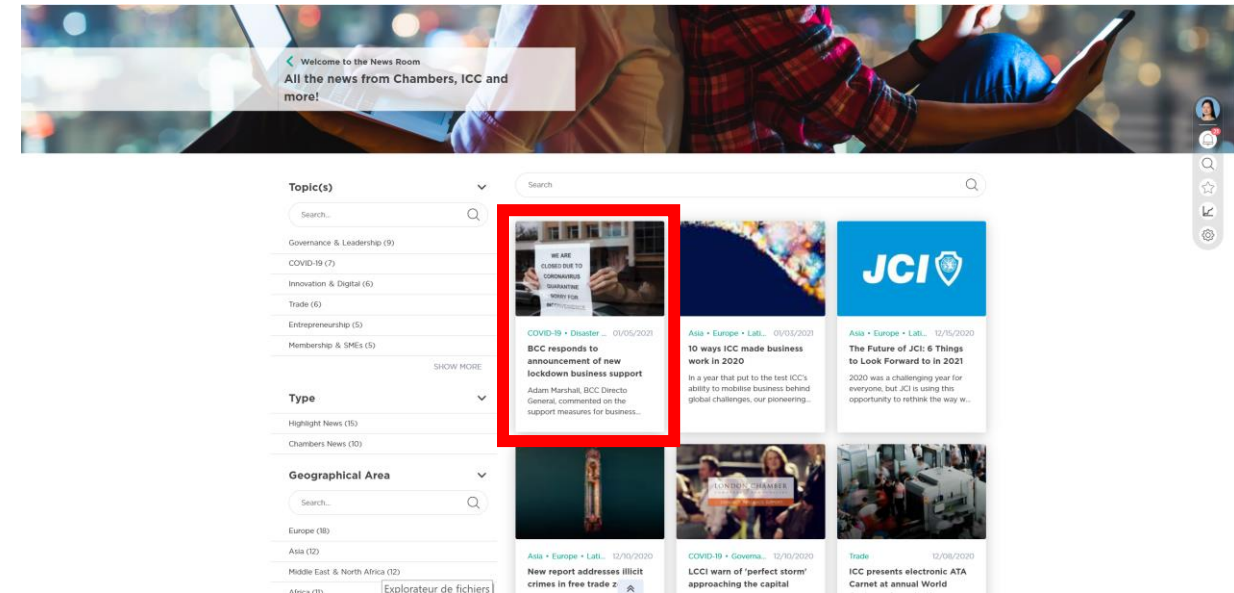
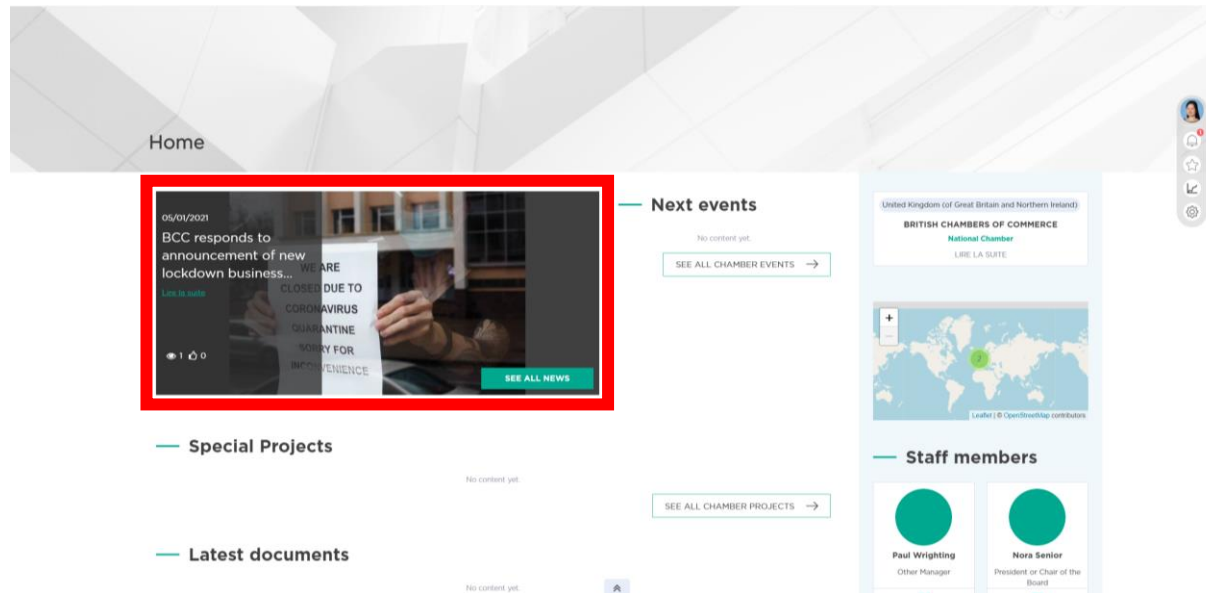
9 PUBLISH →

Note: the picture must be a .jpg format



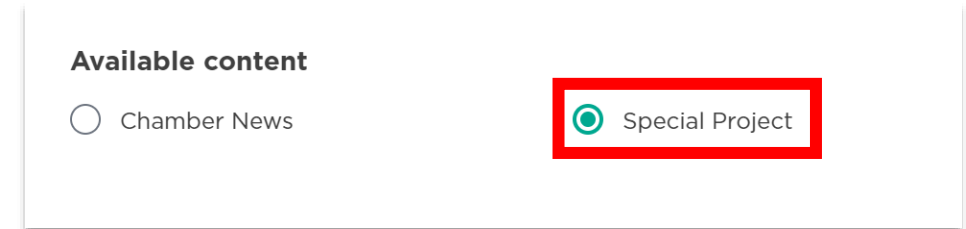
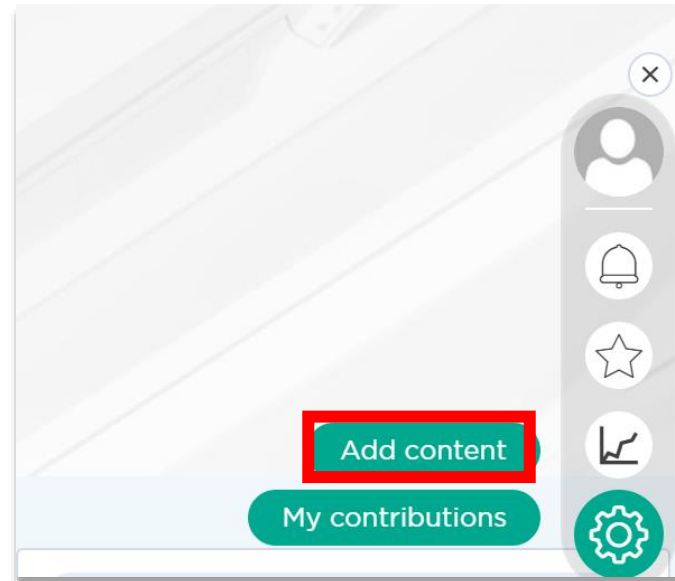
3. Create a Chamber News (4/4)

The news is now published on the British Chambers' space, as well as on the News Room section of the platform:



4. Create a Special Project (1/3)

On the Powell Wheel, click on **Add content**, then select **Create a page** and choose **Special Project** to promote a specific project your chamber has been conducting.



4. Create a Special Project (2/3)

Fill the relevant section:

- The title
- A description
- A picture
- The content
- The topics

And click on « **Publish** ».

Note: the picture must be a **.png** or **.jpg** format.

Add content

Create a new page : Special Project

Title*

Article date
05/27/2021

Description

Banner image

From your device

We recommend images size is under 200ko for improved performance

Drag and drop or select a file

News content
Click here to edit

news content

Topic(s)

Add a left navigation link (you need to publish immediately the content without saving as a draft to apply this option)

← CANCEL

SAVE AS DRAFT

PUBLISH →

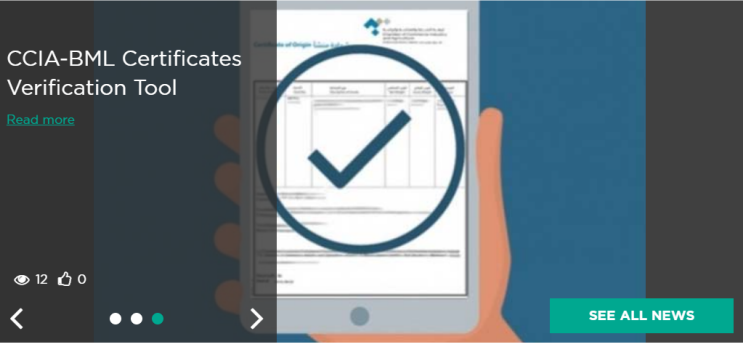
The Special Project is now published onto your chamber space.

4. Create a Special Project (3/3)

Chamber Of Commerce, Industry And Agriculture Of Beirut And Mount Lebanon

CCIA-BML Certificates Verification Tool

Read more




SEE ALL NEWS

Next events

No content yet.


SEE ALL CHAMBER EVENTS →

Special Projects




INTERNISA PROJECT

Developing the INTERNISA network of synergies to increase the number of digitally skilled women employed in th...




Partnership CCIA-BML & European Training Foundation (ETF)

Since 2012, the Chamber collaborates closely through opinion surveys, conferences and think tanks with ETF...



CONNECTE PROJECT



The consortium partners of the EU Erasmus project CONECTE, discussed in a virtual online meeting on 23 April...




YEP MED PROJECT

The YEP MED project was approved under the ENI CBC MED Programme's , It is 90% co-financed by the European...

Staff members

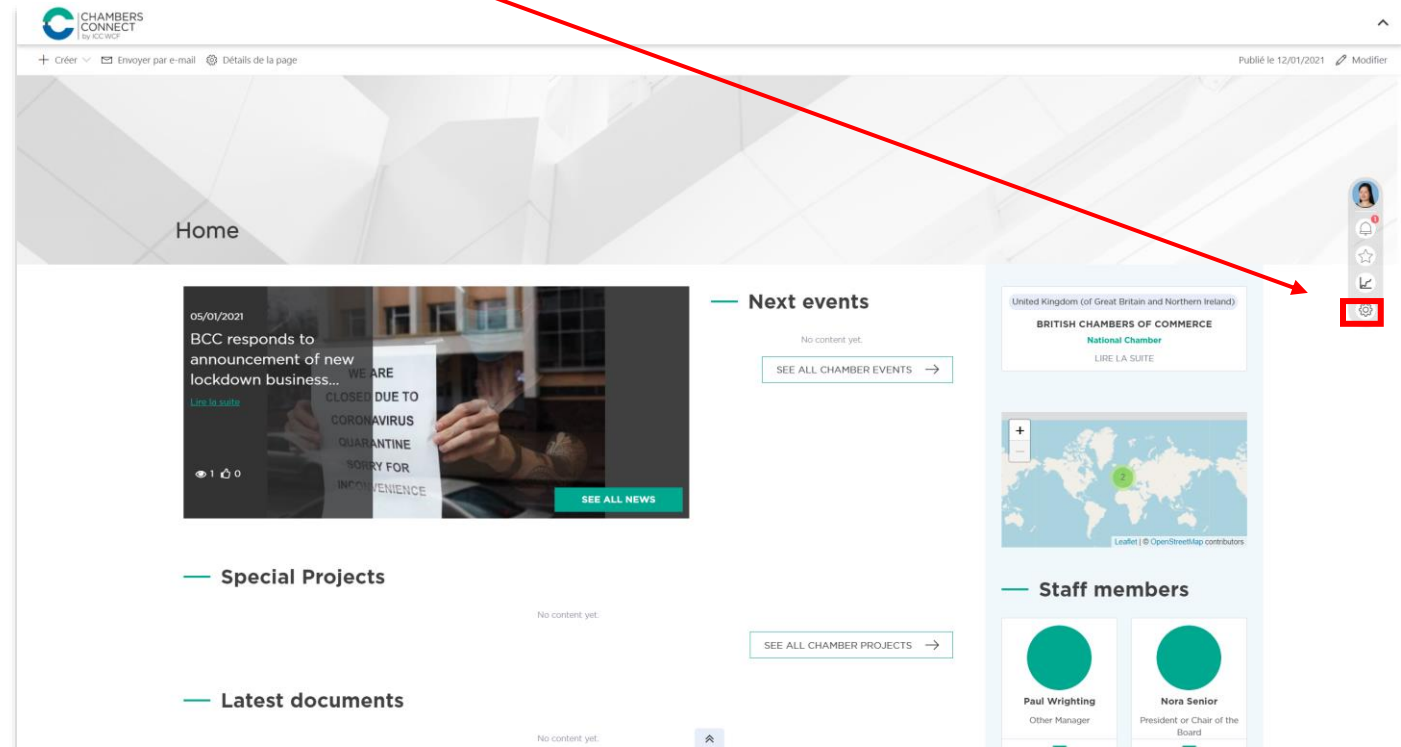
Wissam Hossari Other Director/Head of Dept. 	Rabih SABRA 
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Quick Links

 LINKEDIN

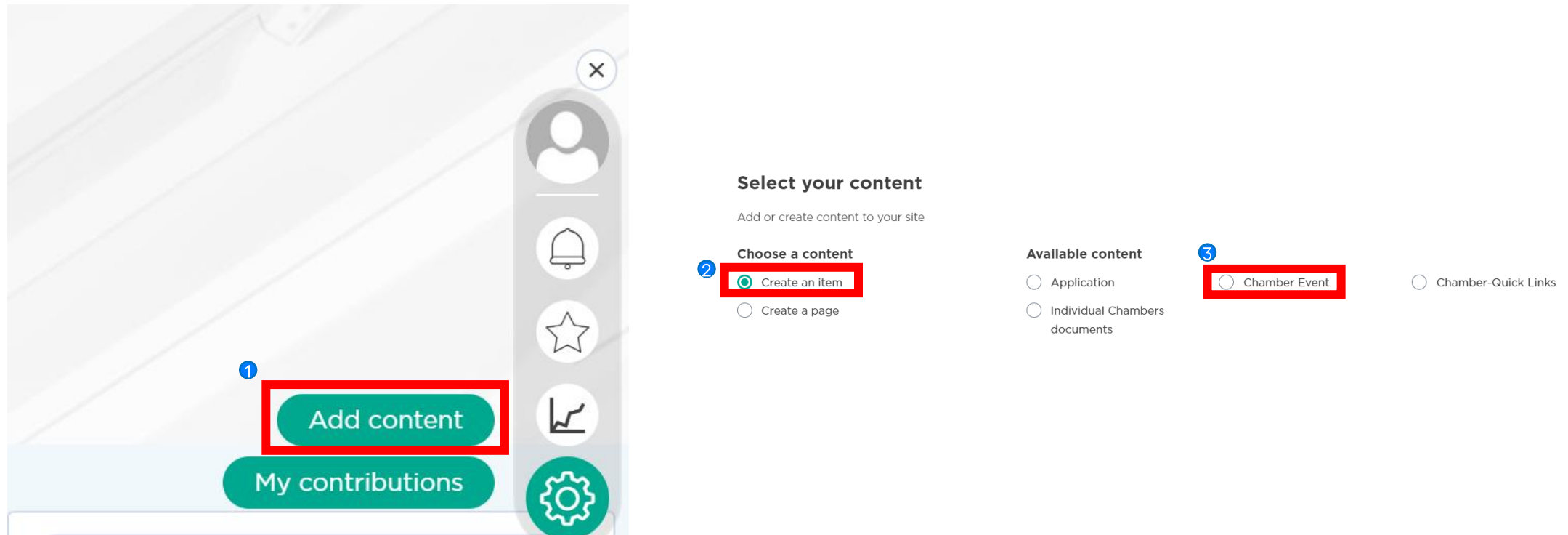
5. Create a Chamber Event (1/4)

On the Chamber Space, click on the Powell Wheel :



5. Create a Chamber Event (2/4)

Click on Add content,¹ select Create an item,² then click on Chamber Event.³



5. Create a Chamber Event (3/4)

Fill in the fields, put the event in your own time zone, and click on Publish:

Create a new item : Chamber Event

All Day Event
No

Title*
Global Annual Conference 2021

Location
The British Chambers of Commerce

Category
(2) Category2

Comments

Start Date* 06/16/2021

hours* 9 AM

minutes* 00

End Time* 06/17/2021

hours* 7 PM


minutes* Select

Top Event
No

Image
 From your device

We recommend images size is under 200kb for improved performance

Create a new item : Chamber Event



Alternative text

Address

Use an existing one Create a new one

City

United Kingdom (of Great Britain and Northern Ireland)

Country

Europe

Geographical Area

Hybrid

Event type



5. Create a Chamber Event (4/4)

The event is now published on the British Chambers' space, as well as on the Event section of the platform:

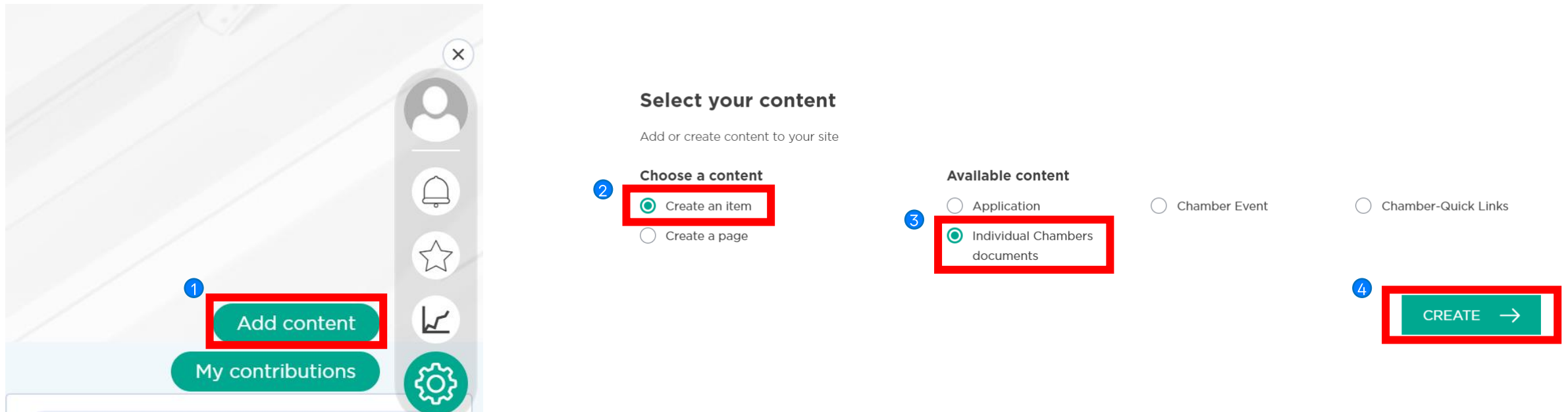
The screenshot displays the British Chambers of Commerce (BCC) website interface. At the top, the header reads "British Chambers of Commerce (BCC)". A red rectangular box highlights a news article titled "BCC responds to announcement of new lockdown business..." dated 05/01/2021. The article features a video thumbnail with text overlays: "WE ARE CLOSED DUE TO CORONAVIRUS QUARANTINE SORRY FOR INCONVENIENCE". Below the article are sections for "Special Projects" (with "No content yet.") and "Latest documents". To the right, the "Next events" section lists the "Global Annual Conference 2021" from 16/06/2021 09:00 to 17/06/2021 19:00, with a "SEE ALL CHAMBER EVENTS" button. Further right, a sidebar shows the "National Chamber" for the "United Kingdom (of Great Britain and Northern Ireland)" with a "LIRE LA SUITE" link, a world map, and "Staff members" including Paul Wrighting (Other Manager) and Nora Senior (President or Chair of the...).

6. Add a document (1/3)

You can upload any document you want to share from your Chamber's page, which will then automatically appear in the Knowledge Base.

Click on the **Powell Wheel**  :


Select **Add content**¹, then click on **Create an item**² and choose **Individual Chambers documents**³, and **Create**⁴:



6. Add a document (2/3)

To **add a document**: fill in the fields, add the relevant tags, and click on **Publish**:

Create a new item : Individual Chambers documents



BCC & BFS.pdf

Alternative text

BCC & BFS.pdf

Overwrite existing file
Yes

Title
BCC Research: Brexit, Tariffs and Exchange rates

Europe ✓

Geographical Area

Trade ✓

← CANCEL

PUBLISH →

6. Add a document (3/3)

The document is now published on the British Chambers' space, as well as on the Knowledge Base section of the platform:

Special Projects

No content yet.

SEE ALL CHAMBER PROJECTS →

Latest documents

47% ↑ 33% ↓
31% ↑ 29% ↓
Trade
BCC Research: Brexit, Tariffs and Exchanges Rates - October 2019

SEE ALL CHAMBER DOCUMENTS →

Staff members

Paul Wrighting
Other Manager

Nora Senior
President or Chair of the Board

Adam MARSHALL
Chief Executive Officer or Equivalent

Quick Links

Welcome to the Knowledge Base!
All the documents you need!

Discover a broad selection of resources including publications, reports, campaigns, trade documents, World Chambers Competition case studies, organized by theme, language, region, key words, etc.

Starting January 2021, you will be able to share any reports, campaigns, documents, etc. that could be interesting for other chambers around the world. In the meantime, please send your documents to wcf@iccwbo.org

Search

Topic

- Trade (144)
- Membership & SMEs (114)
- Business Management & CSR (100)
- Innovation & Digital (96)
- Education & Training (57)
- Entrepreneurship (47)
- Governance & Leadership (47)
- Diversity & Inclusion (46)
- Mobility & Tourism (45)
- Advocacy & Public/Private Partnerships (38)
- Environment (36)
- COVID-19 (35)

47% ↑ 33% ↓
31% ↑ 29% ↓
Trade
09/10/2019
BCC Research: Brexit, Tariffs and Exchanges Rates - October 2019

Innovation & Digital... 25/06/2015
2015_Kocaeli Chamber_Best Job Creation & Business Development...

Innovation & Digital... 29/12/2014
2015_Kocaeli Chamber_Best Job Creation & Business Development...

The Youth... Formula

TEAMNT

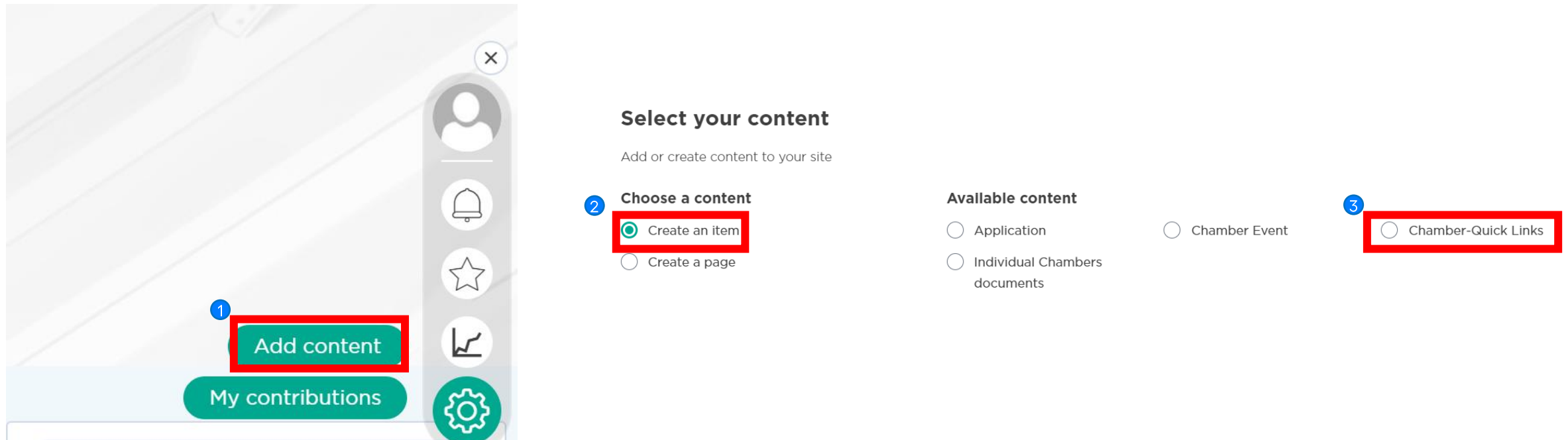


7. Add links on your Chamber space (1/3)

You can add any links (your Chamber's website for example) you want to share from your Chamber's space.

Click on the Powell Wheel  :

Select **Add content**¹, then click on **Create an item**² and choose **Chamber-Quick Links**³:



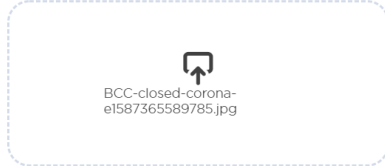
7. Add links on your Chamber space (2/3)

To add a **document**: fill in the fields, add the relevant tags, and click on **Publish**:

Create a new item : Chamber-Quick Links

Title*
BCC Website

Pictogramme
 From your device
We recommend images size is under 200kb for improved performance



BCC-closed-corona-e1587365589785.jpg

URL*
<https://www.britishchambers.org.uk/>

Description
Official website

Pin
Yes

Open in a new tab
Yes

7. Add links on your Chamber space (3/3)

The link is now published on the British Chambers' space:

Special Projects

No content yet.

[SEE ALL CHAMBER PROJECTS →](#)

Latest documents

Trade
BCC Research: Brexit, Tariffs and Exchanges Rates - October 2019

The document preview shows a white background with a red and blue header. It features several statistics: '41 70' in red, '> 33%' in red, '31%' in red, and '29%' in red. There are small icons of a document and a person. The text below the statistics is partially obscured but includes the title 'BCC Research: Brexit, Tariffs and Exchanges Rates - October 2019' and the word 'Trade'.

[SEE ALL CHAMBER DOCUMENTS →](#)

Staff members



Paul Wrighting
Other Manager



Nora Senior
President or Chair of the Board



Adam MARSHALL
Chief Executive Officer or Equivalent

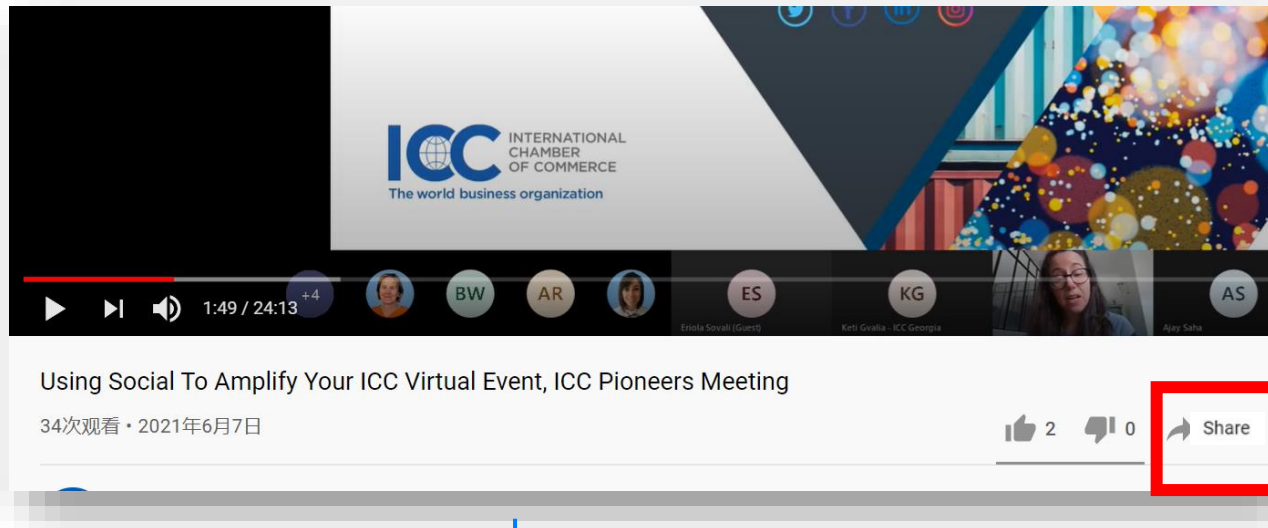


Quick Links

 [BCC website](#)

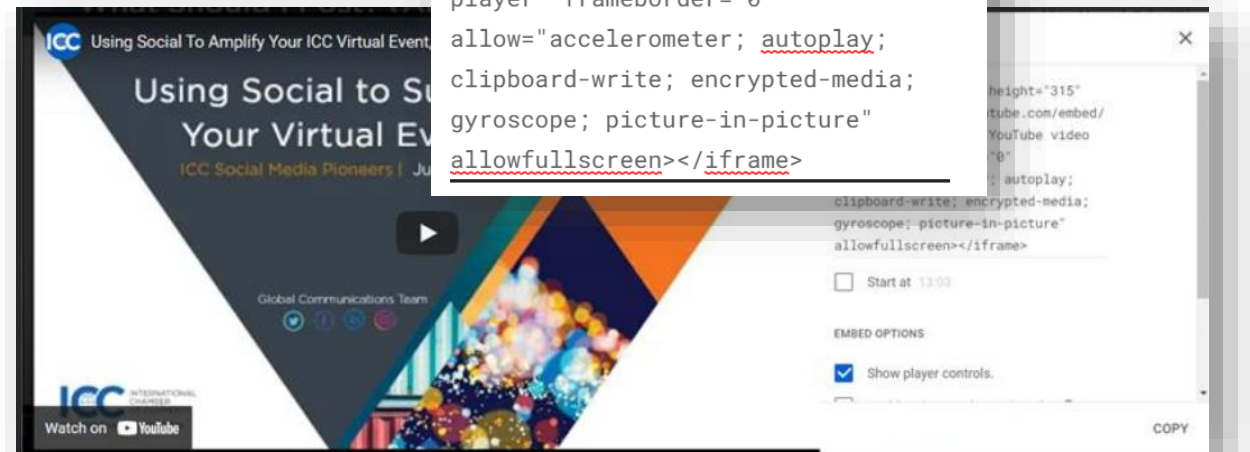
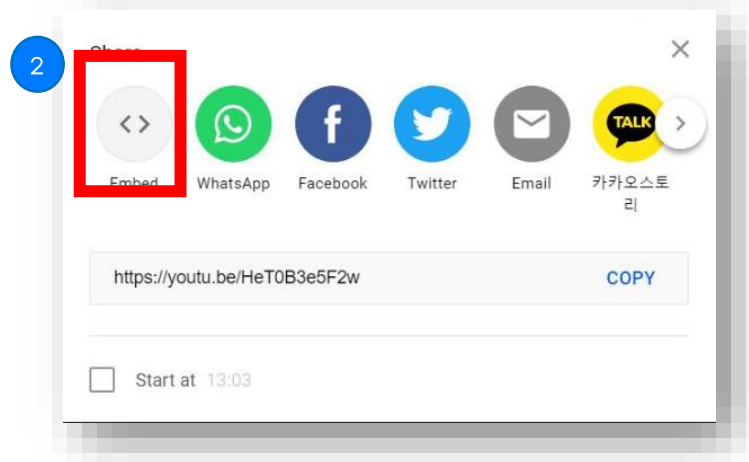
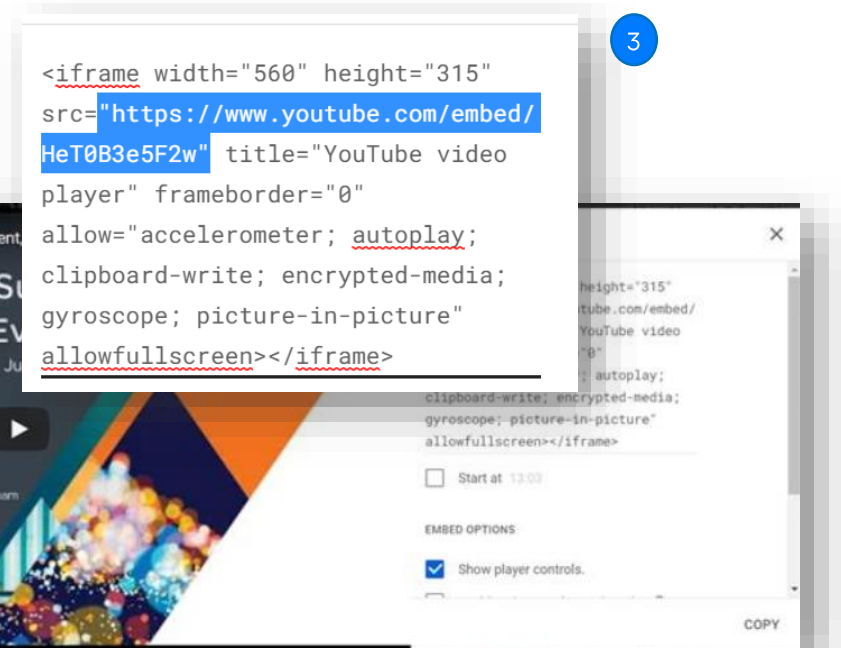


8. Add a video on your chamber space (1/4)



Go on the Youtube video page:

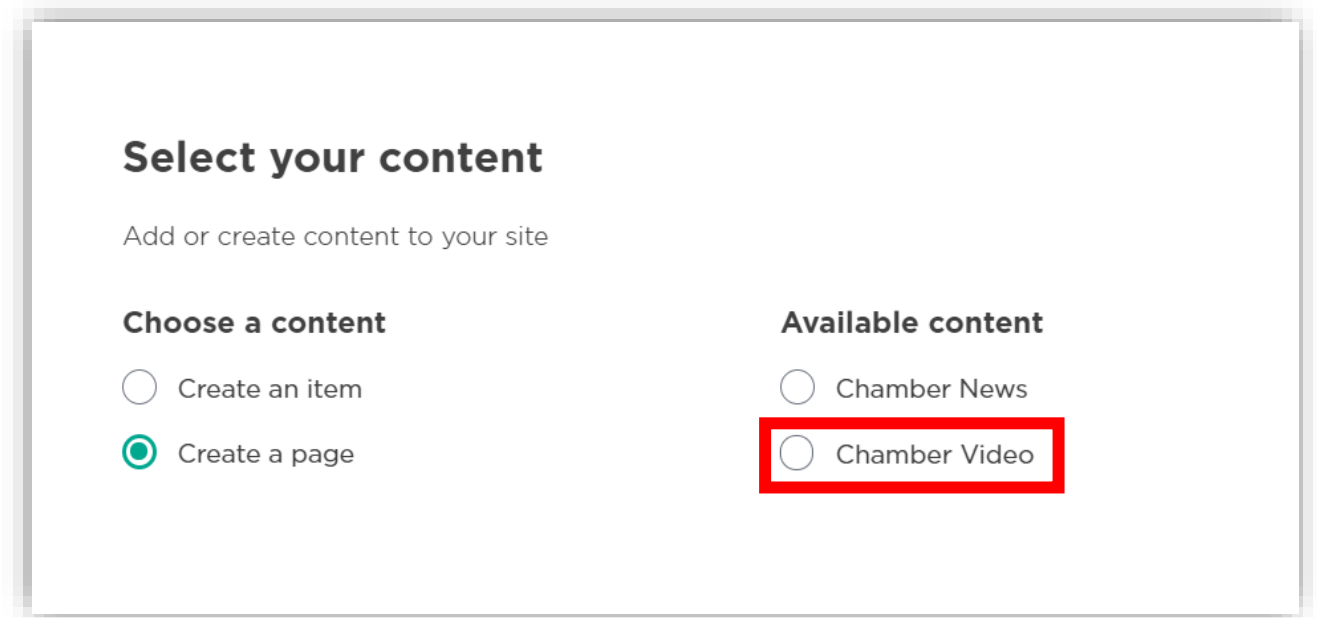
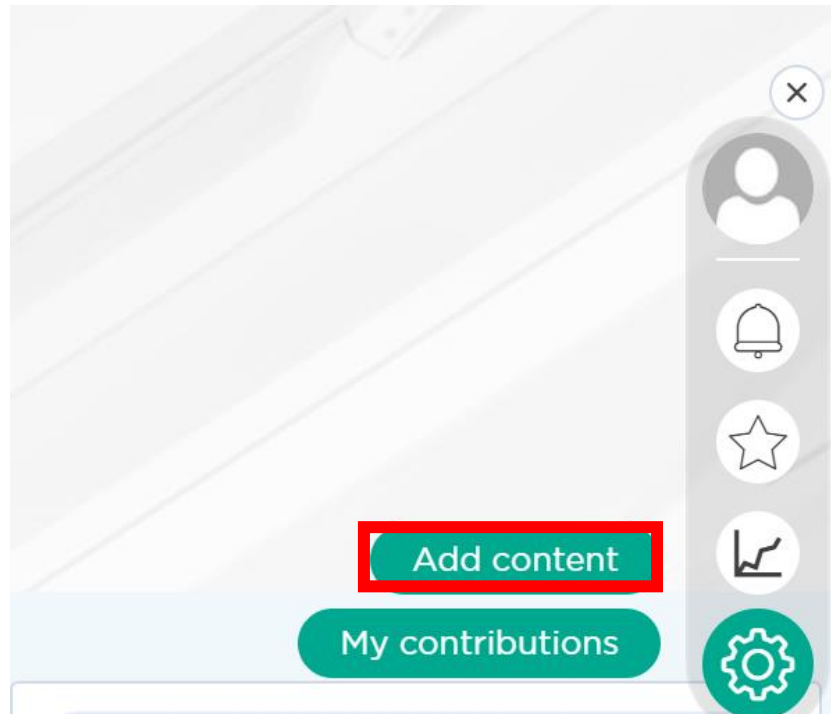
1. Click on « Share » button
2. Click on « Embed » button
3. Copy the URL in « src » (highlighted in blue)



8. Add a video on your chamber space (2/4)

Go to your chamber space and Click on the **Powell Wheel**  :

Select **Add content**, then click on **Create a page** and choose **Chamber Video**:



8. Add a video on your chamber space (3/4)

Fill in the fields: add a “Title”, a short “Description” (e. g.: 1st few lines of the article), paste the “embed” url you previously copied, the “Geographical Area”, relevant “Topics” tags, “Your Chamber Name”, a larger description, and click on Publish:


Ajouter du contenu ✕

Création d'une page : Chamber Video

Titre*

Description

Image de bannière
La taille de l'image ne doit pas dépasser 200ko.


glisser-poser
ou sélectionnez un fichier

Video URL

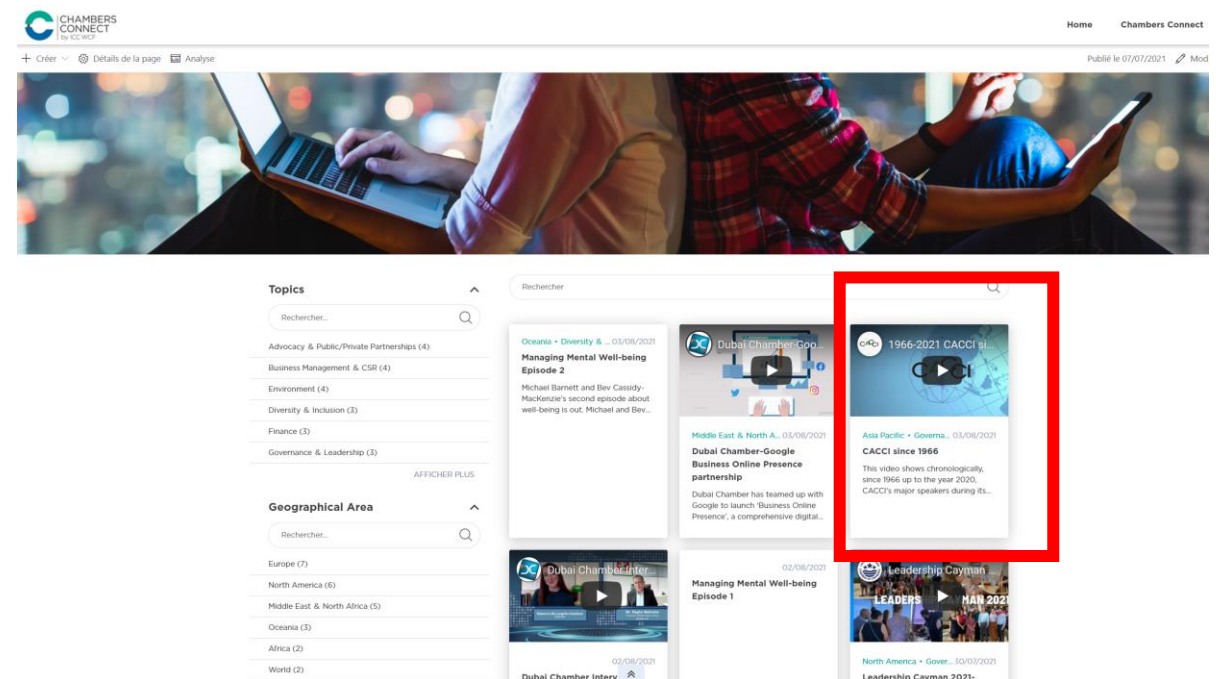
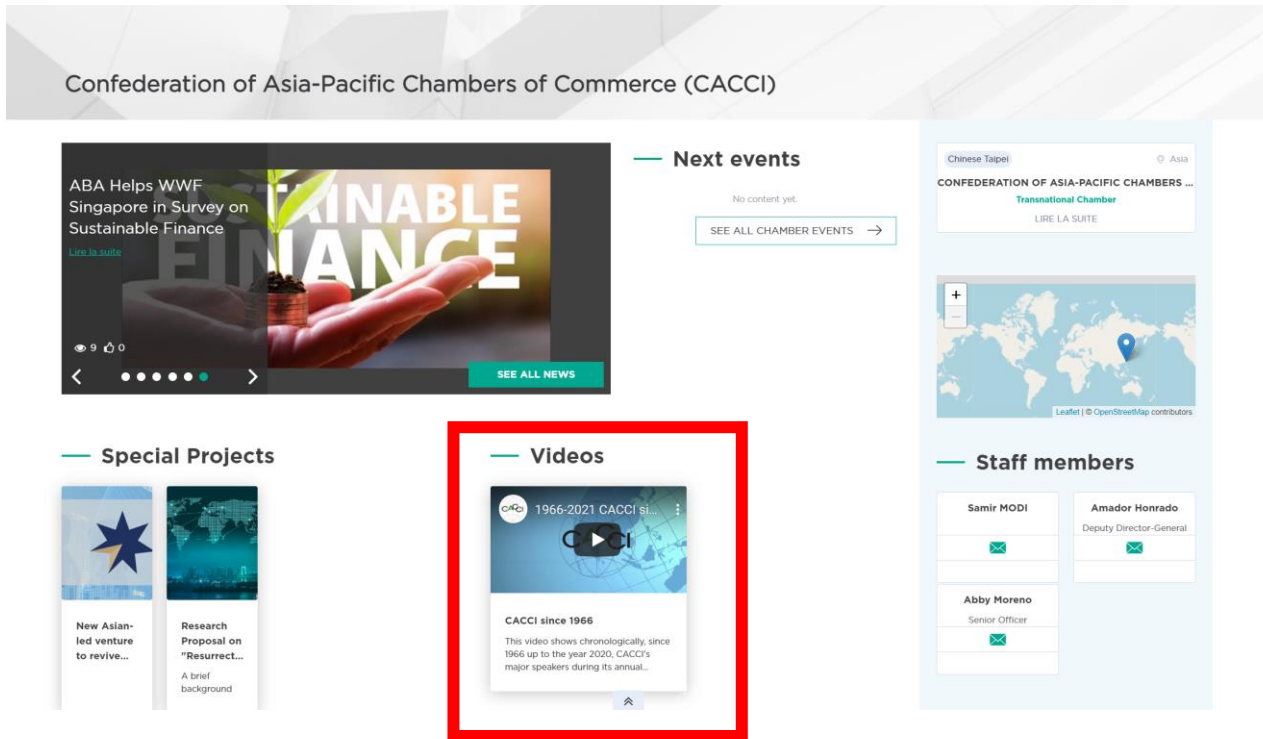
Geographical Area ▼

Topic(s) ▼


Author

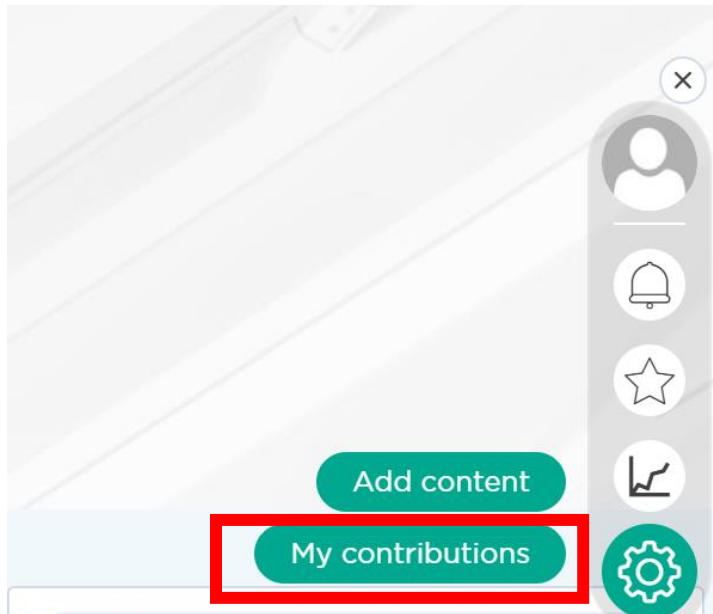
8. Add a video on your chamber space (4/4)

Your video is now published on your chamber space, as well as in the Media Centre section of the platform:



9. Modify a contribution (1/3)


If you want to modify a content that you created, click on the Powell Wheel  :
Click on My contributions, then select the content you want to modify.

















9. Modify a contribution (2/3)


Once you selected the content you want to modify, choose the item you want to modify and click on Edit.

My documents

Search 

After  Before  Languages All  Status All 

Title 	Site 	Date 	Languages 	Views 	Likes 	Version 	Status 	
New-CCLAP-29.04.2018	KUYISENGA Sylvie	January 12, 2021 8:00 PM	en	0	0	1		

Results/page 10 

9. Modify a contribution (3/3)

The form of the content will appear, you can modify it and click on Publish.

You can also delete it by clicking on Delete in the middle.

BCC Research: Brexit, Tariffs and Exchanges Rates - October 2019.pdf

Titre
BCC Research: Brexit, Tariffs and Exchanges Rates - October 2019

Europe ✓

Geographical Area ▼

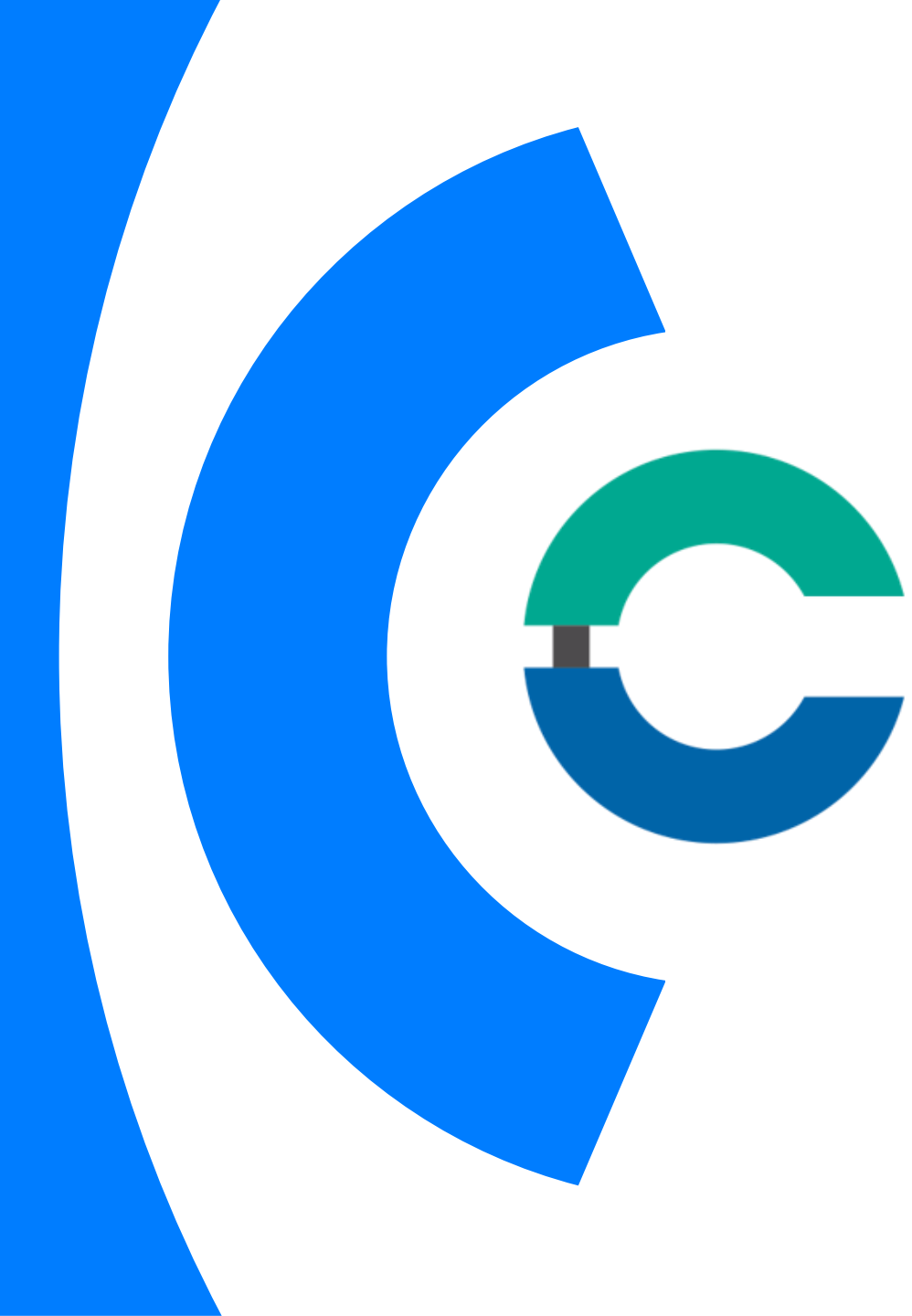
Trade ✓

Topic(s) ▼

← ANNULER

SUPPRIMER

PUBLIER



For any additional question on
Chambers Connect

chambersconnect@iccwbo.org