Chambers Connect by ICC WCF
CHAMBER’S GUIDE

External use
Table of Contents

1. Platform connection process .................................................................3
2. How to edit your Chamber space ..........................................................7
3. Create a Chamber News ........................................................................8
4. Create a Special Project .......................................................................12
5. Create an Event ....................................................................................15
6. Add a Chamber Document ..................................................................19
7. Add links in your Chamber space .......................................................22
8. Add a video .........................................................................................25
9. Modify a contribution ..........................................................................29
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”:

Dear Julie SONLADUANGCHANH,

You are invited to join the ICC Chambers Connect platform!

Please note that ICC is using Microsoft Azure, a cloud computing service provided by Microsoft, for the management of the platform.

This will enable a secure space for your chamber to post information and interact with your peers.

To access the platform, you are invited to create your account with the email you provided when you confirmed your participation in the launch of Chambers Connect.

Please click on the link below to start your registration and follow the steps explained in the webpage.

Should you have any issues or questions, please contact ChambersConnect@iccwbo.org
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.

Microsoft

Create account

Looks like you don’t have an account with us. We’ll create one for you using testsharingicc@gmail.com.
1. Connection to the platform (3/4)

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

Create password
Show password

Next

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. Sign in
   testsharingicc@gmail.com
   Can't access your account?
   Sign-in options
   Next

2. Enter password
   ..........
   Keep me signed in
   Forgot password?

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

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 content, then select Create a page and choose Chamber News 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”, a date, a short “Description” (e.g.: 1st few lines of the article), add an image, the “Geographical Area”, relevant “Topics” tags, “Your Chamber Name”, a larger description, and click on 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.
The Special Project is now published onto your chamber space.

4. Create a Special Project (3/3)
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, select Create an item, then click on Chamber Event.
5. Create a Chamber Event (3/4)

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

1. Select **Add content**, then click on **Create an item** and choose **Individual Chambers documents**, and **Create**:
To **add a document:** fill in the fields, add the relevant tags, and click on **Publish:**

**Create a new item: Individual Chambers documents**

- **Title:** BCC Research: Brexit, Tariffs and Exchange rates
- **Geographical Area:** Trade
- **File:** BCC & BFS.pdf
- **Alternative text:**
- **Overwrite existing file:** Yes

**Publish button**
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:
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**, then click on **Create an item** and choose **Chamber-Quick Links**.
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**.
7. Add links on your Chamber space (3/3)

The link is now published on the British Chambers’ space:
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:
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.
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
For any additional question on Chambers Connect

chambersconnect@iccwbo.org