



ACCESSING THE PAVES

F2F IMPLEMENTING PARTNERS

SHAREPOINT SITE

FOR F2F RESOURCES



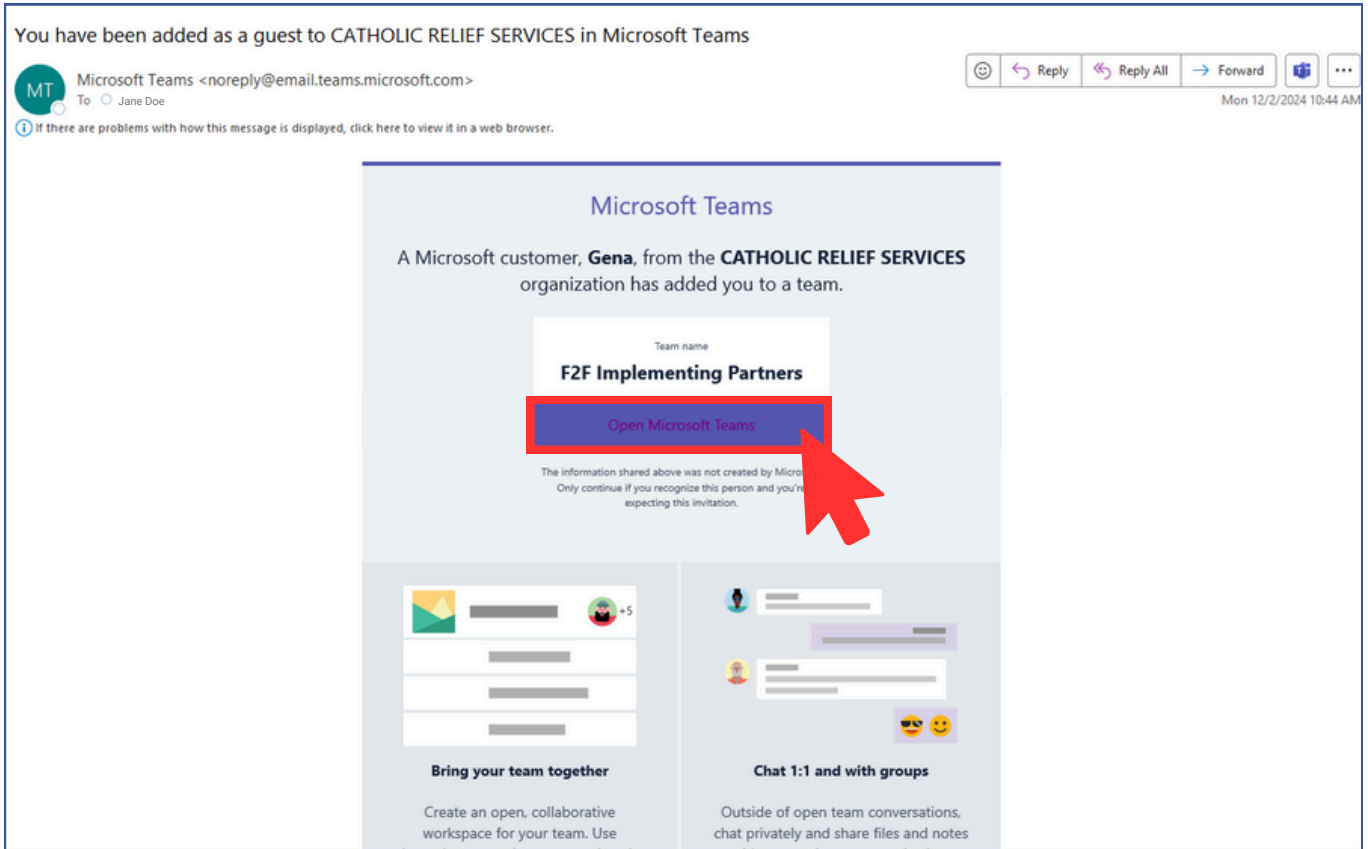
FARMER^TO FARMER

The USAID John Ogonowski and Doug Bereuter Farmer-to-Farmer Program



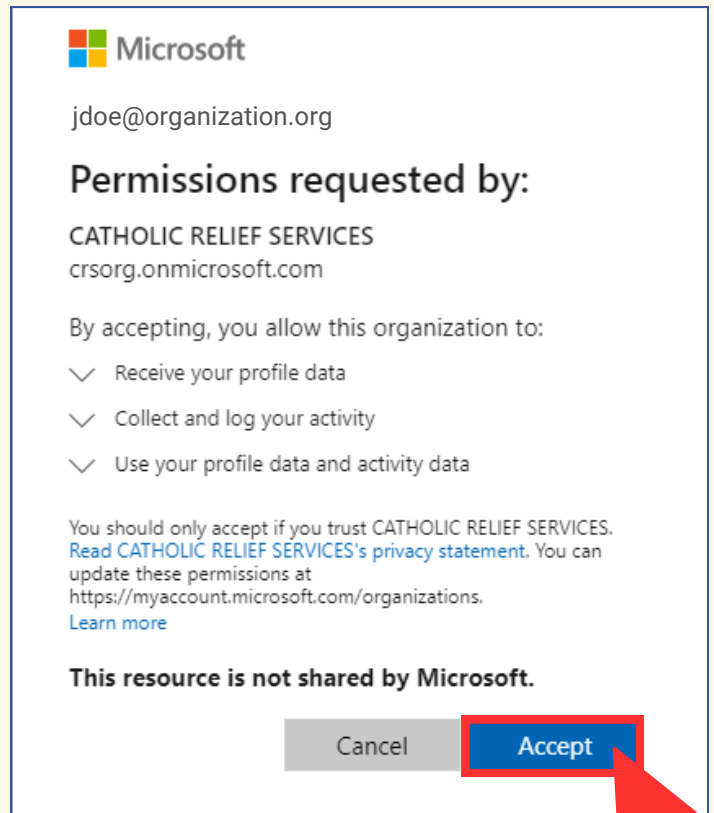
STEP 1

Accept the Microsoft Teams invite that you should receive in your inbox. Click on **OPEN MICROSOFT TEAMS**.



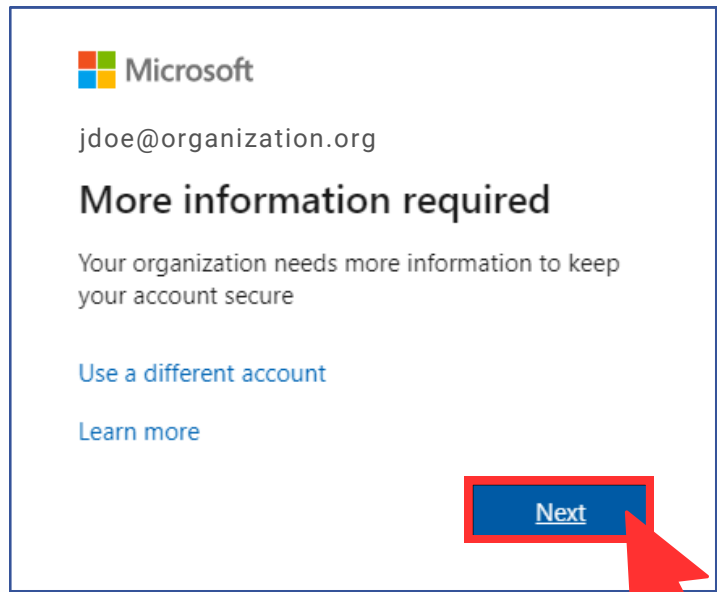
STEP 2

Microsoft will recognize that you are requesting to open a Teams Team that is outside of your current organization. Instead of opening Teams, it will open up a permissions request in your default browser. **Accept** the permissions to access the Team.



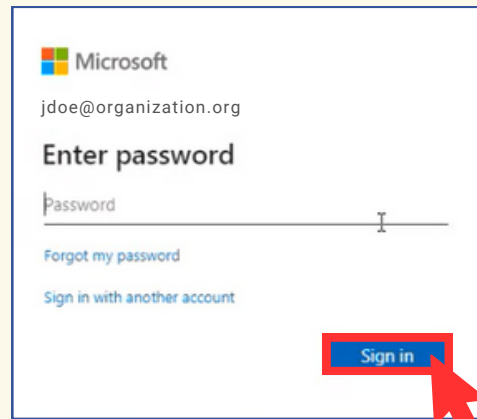
STEP 3

Microsoft will likely require more information from you, in order for your organization to keep your account secure. This will prompt the Microsoft Authenticator app. **Click NEXT** to allow it go through the authentication process.



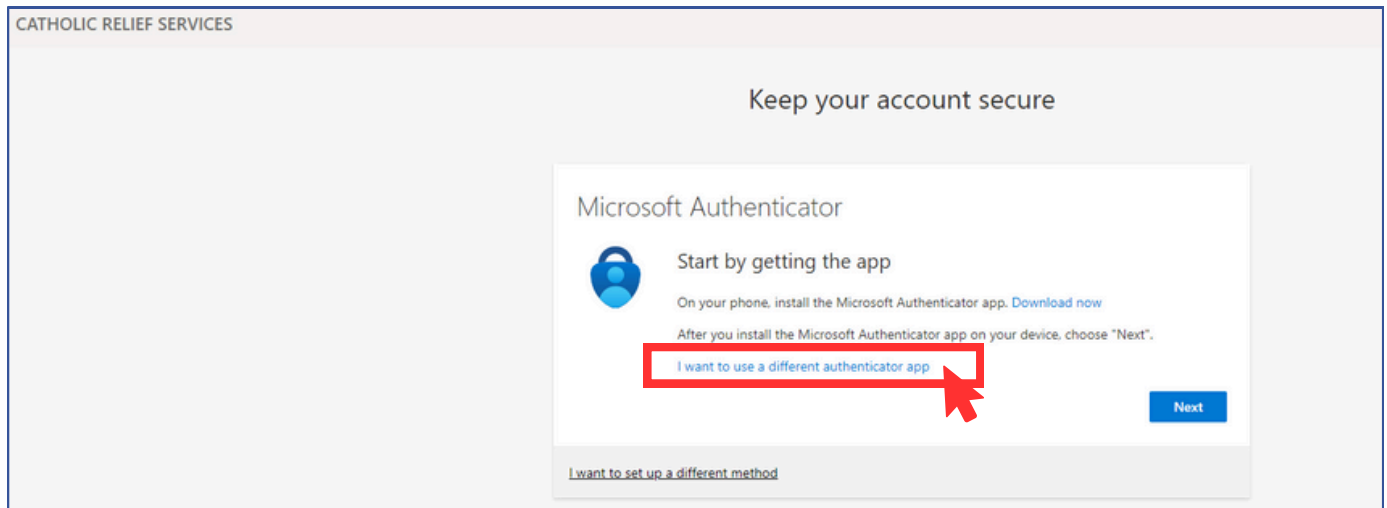
STEP 4

You may then need to reenter your work organization's password. **Enter** your password and then click SIGN IN.



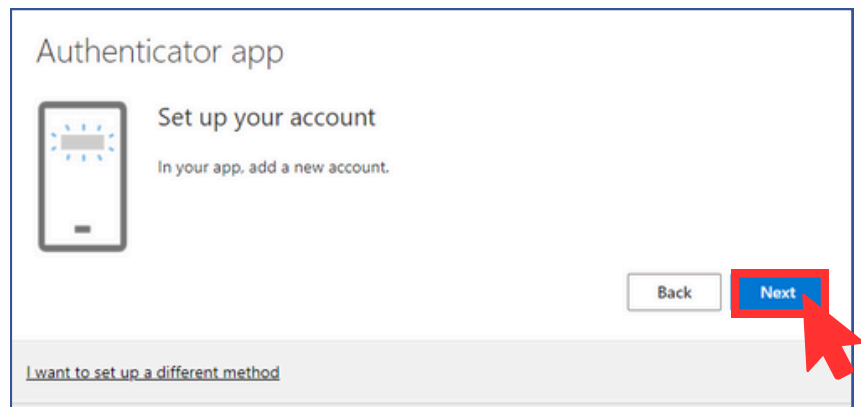
STEP 5

You will notice that in the top left corner it says CATHOLIC RELIEF SERVICES. Microsoft Authenticator will be prompted now. **Click I want to use a different authenticator app**

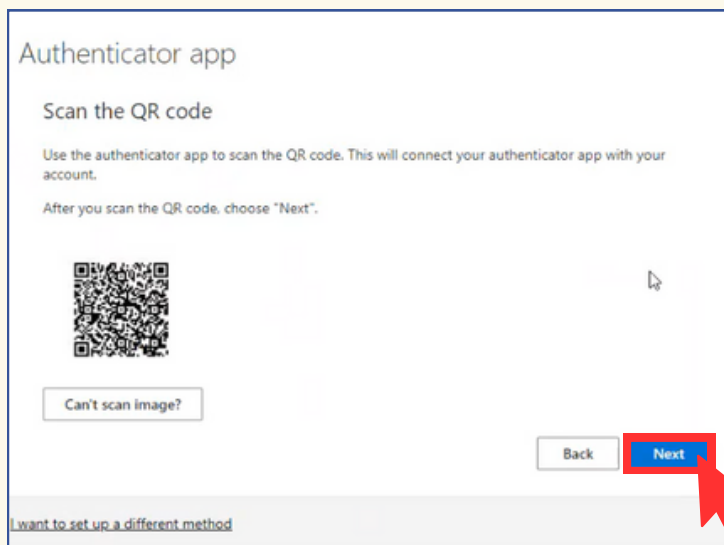


STEP 6

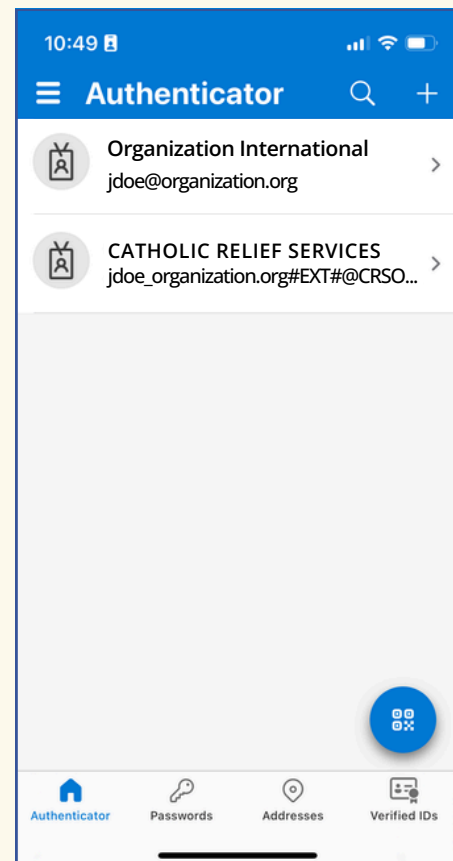
Open up the Authenticator app on your mobile phone. It says “add a new account.” However, you don’t need to do anything besides opening the app. Then **click** NEXT.



STEP 7

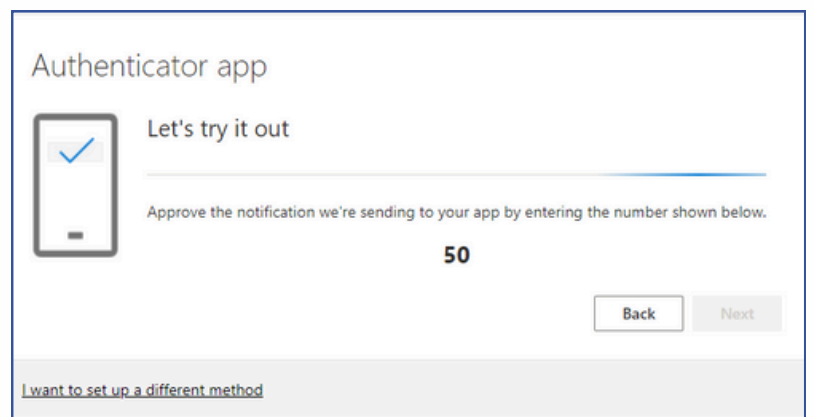


The prompt then asks you to **scan** the QR code. Once you do this, you should see another account appear in your Authenticator app, like the screenshot on the right.



STEP 8

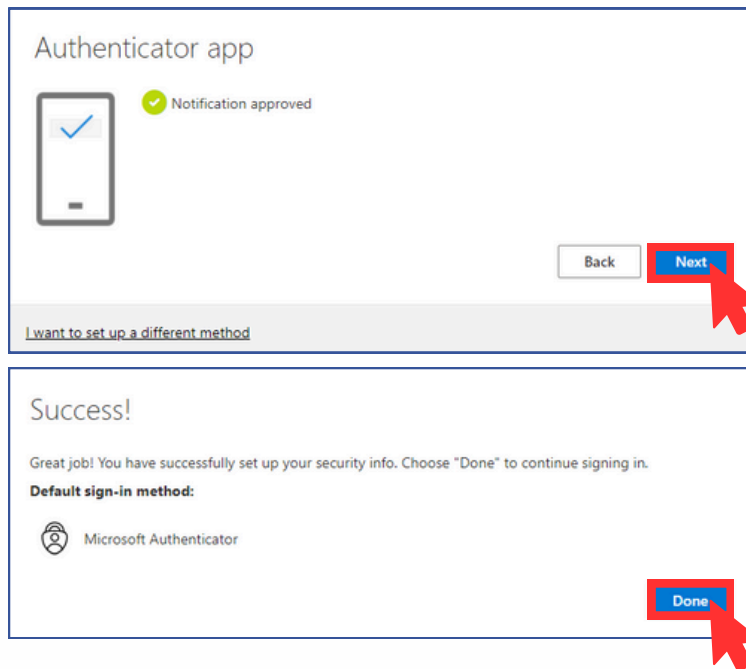
The Authenticator app will now verify it is working. Your browser will show you a number. **Enter** that number into your Authenticator app on your mobile phone.



STEP 9

The notification should be approved, and you can **click** NEXT.

A success page may appear. If it does, **click** DONE.

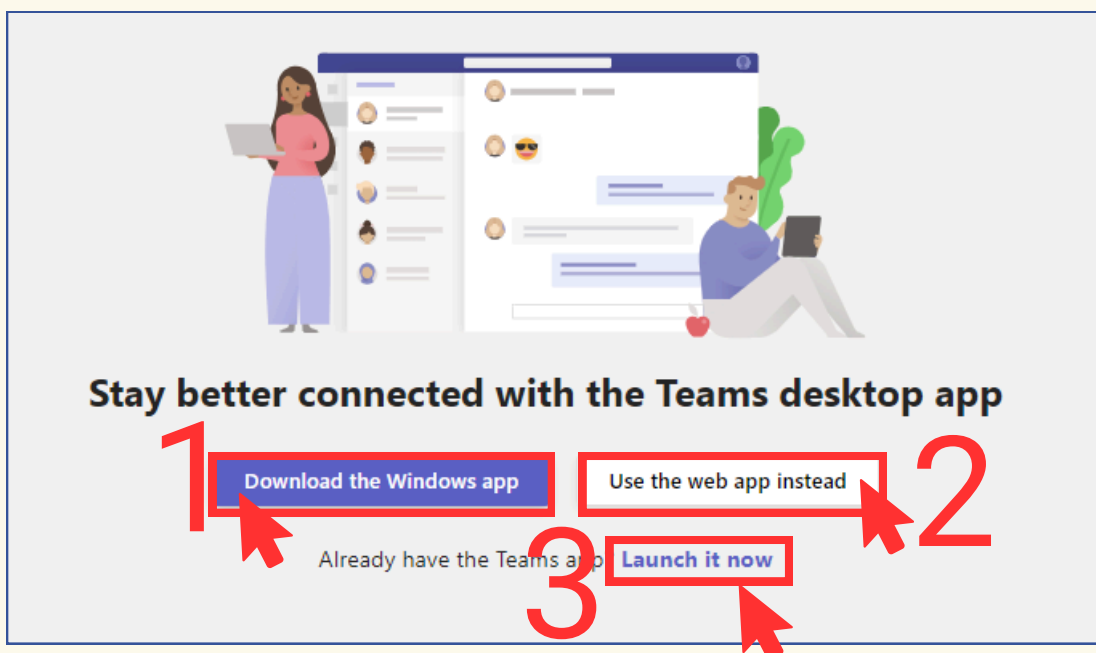


STEP 10

Microsoft will now take you to TEAMS, which was your original request although it may be easy to forget because so much time has passed 😊.

Here you have a few options, you can choose:

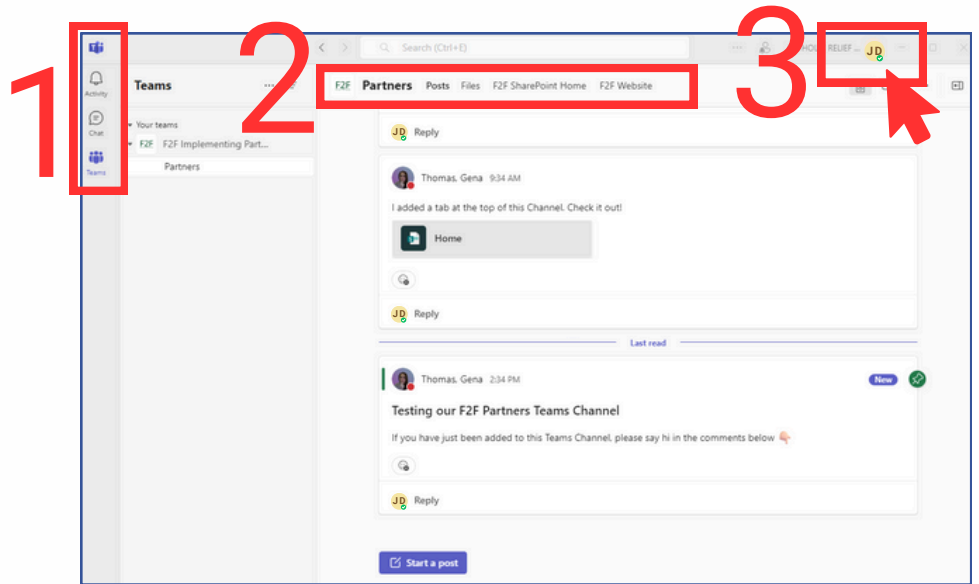
1. **Download** the Windows Teams app if you don't already have the desktop app, which allows you to toggle easily between Teams accounts,
2. **Use** the web browser to connect to F2F Implementing Partners in Teams, or
3. **Choose** to launch your already existing Teams desktop app.



GETTING AROUND IN TEAMS

When you open the CRS Guest Teams account, it should look something like the screenshot on the right.

Numbers 1 & 2 show the two navigation areas:



1. Is the overall Teams navigation, which if you've used Teams before will be easy to follow. Here you can see the activity, chat directly with one or more people, and see the F2F team.

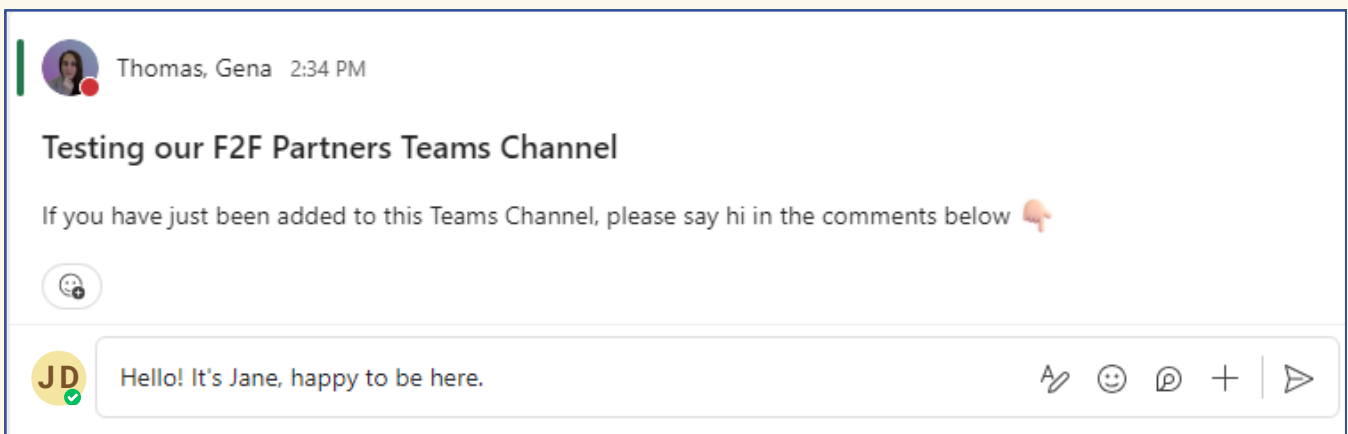
2. Is the F2F navigation that will take you to:

- *Posts*
- *Files* which are the same on the SharePoint site
- *F2F SharePoint Home (will likely open site inside Teams)*
- *F2F Website*

Number 3 shows your guest profile. If you are accessing this Teams team on the Teams desktop app, you can toggle between this guest account and your organizational account by clicking your initials here.

ACTION STEP

When you are able to access the Teams channel, **please post a hello** so those of us who are already in can welcome you to the new space!



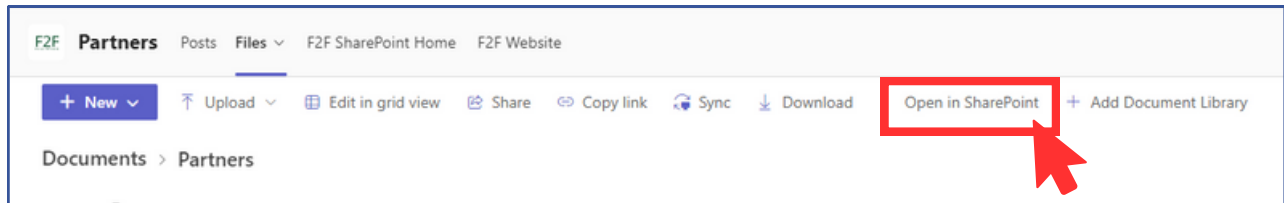
GETTING AROUND IN SHAREPOINT

There are several ways to access the SharePoint site.

1. In Teams, **navigate** to the top navigation and **click** on F2F SharePoint Home. **Click** the Share button in the upper righthand corner, and then **click** copy link to page. Then paste the link in your preferred browser.



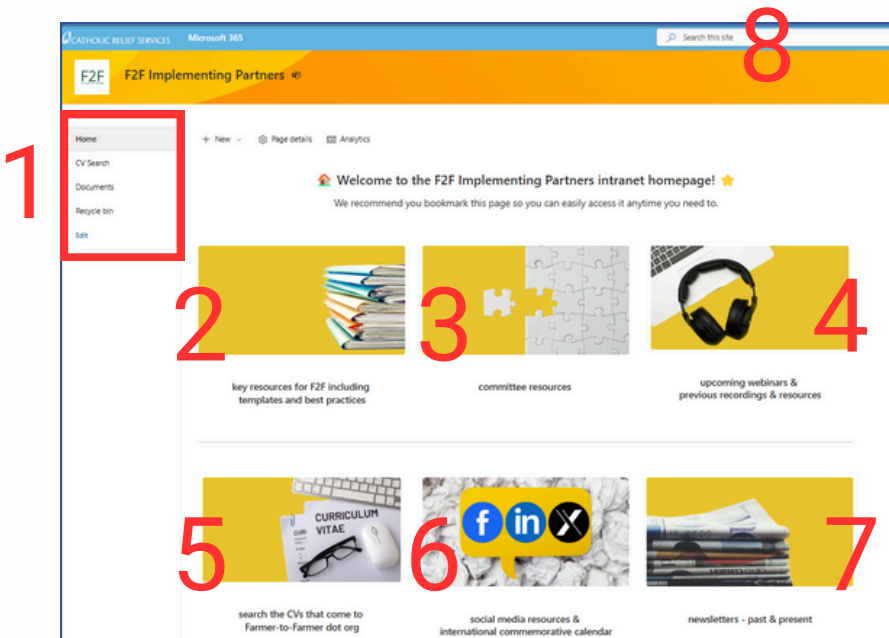
2. In Teams, navigate to the top navigation and click on Files. Then choose Open in SharePoint



3. Copy and paste or click the link to open the page:

<https://crsorg.sharepoint.com/sites/TM-PAVES-Partners>

Note that if you open the link inside a Teams window, you will not see the left navigation pane (1) that you'll see in a browser.



1. SharePoint navigation.

2. Resources in folders for various aspects of implementation. These are separated into two main folders: **2013-2023** and **2024-2028**, then by category.

3. If you are part of the Outreach or MEAL committees, or you are a Recruiter, you will find specific resources here.

4. Dates of upcoming & past webinars as well as corresponding resources can be found here.

5. For recruiters, outreach team members, program directors, and USAID, there is a CV search that will allow you to more easily access the right volunteer for your openings.

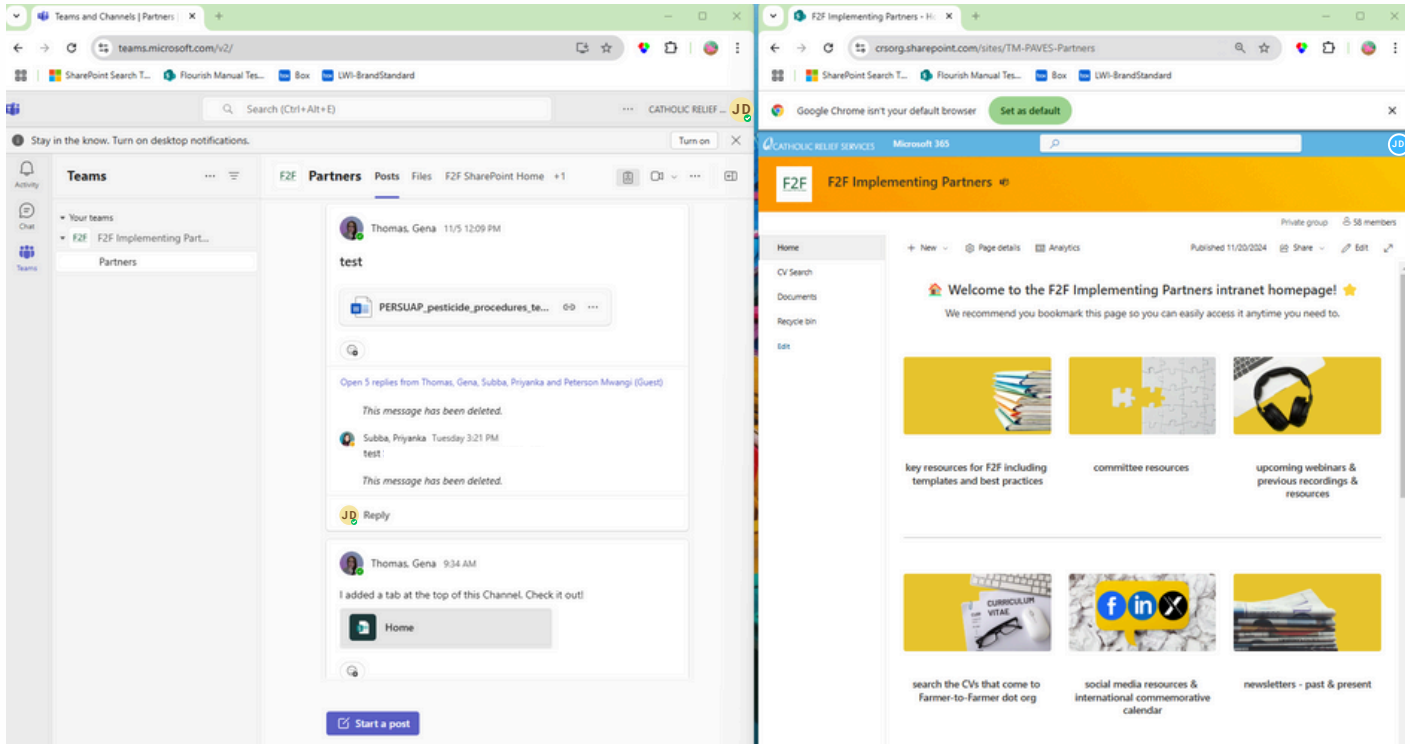
6. Social media resources including data-driven hashtags for the project and a running calendar on international commemorative days.

7. As we begin to create regular newsletters for F2F, they will be emailed out and also found here.

8. As with all SharePoint pages on the site, you are able to search what you are looking for. The search will look for your search words both as file names and within (words included inside) Word docs and PDFs.

TIP FOR WORKING WITH TWO MICROSOFT ACCOUNTS

If you are already working in a Microsoft environment (your organization's) here is a tip for reducing the amount of times you have to authenticate your guest account for this F2F Implementing Partners Teams & SharePoint.



Set up your CRS guest Teams work in another browser. For example, if you typically work in Edge, set up your guest account in Chrome. This will reduce the number of times you have to sign in or be authenticated, as you are authenticated correctly in each account

1. Your org/main account in your default browser and your desktop apps, and
2. Your guest account in your non-default browser

In your non-default browser, sign into the guest account and then open up a tab for Teams in that browser, and another tab for the SharePoint home. Simply access those things as you need to throughout your day, knowing that you'll always be in that particular browser (Chrome in this example) when you need to access F2F Implementing Partners resources.

Note: this doesn't work when you receive an email and click a link, as that will open in your default browser, so you'd have to right click the link and copy and paste it into your non-default browser.