OpenTouch™
Personal **Cloud**

OpenTouch TeamShare

User Manual

AUGUST 2015

Disclaimer

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Document reference: 8AL91351USAA – August 2015

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1. What is OpenTouch® TeamShare?

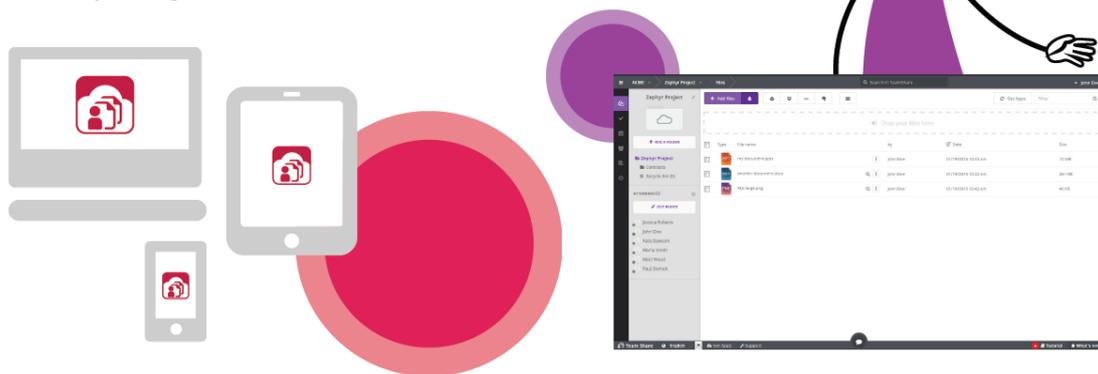**Welcome to Alcatel-Lucent OpenTouch® TeamShare**

OpenTouch® TeamShare (OTTS) allows companies to keep their business organized by centralizing documents, tasks, calendars, and discussions. Through the use of dedicated workspaces, project management is simplified to allow access to internal and external teams, as well as clients to stay in sync. Accessing OTTS through multiple applications, such as Outlook, iOS, Android and Web, provides up-to-date information synchronized for quick updates.

OTTS helps to boost team productivity for projects by working together efficiently and effectively through project management and document sharing tools. Communication is improved through project notifications, task lists, calendar sharing, and workspace synchronization. However, it does not prohibit real-time communication. Integrated chat tools help teams reply instantly to other online users. All services are centralized in one workspace for ease of collaboration.

Teams are able to work with clients by sharing documents easily. Team administrators can have full control over what clients can see and only access information that is allowed. Through these powerful features, OTTS helps to manage your projects, documents, tasks, calendars, and communication effectively and easily.

OPENTOUCH® TEAMSHARE

A set of essential teamwork services, to deliver project collaboration beyond company borders

2. Setting up

Companies: Subscribe

To start using OpenTouch® TeamShare, your company needs to subscribe to the service. Subscription works on a monthly pay-per-user basis and is completely flexible. To get set up, ask your Alcatel-Lucent Reseller.

Companies: Create user accounts

For all users that need OpenTouch® TeamShare accounts, new accounts should be created. Contact your Reseller account representative if you need assistance.

If you've been given Admin rights by your Reseller, you can set up user accounts by yourself. New users can be added, removed and modified with the admin tool Personal Cloud Space.

Companies: Tell new users about OpenTouch® TeamShare

Once your company has subscribed to OpenTouch® TeamShare, you can share the following pages to make all employees aware of the benefits: www.opentouch.com/teamshare.php

New users will also receive their account details by email.

Users: Request an account

You can get your own user account by asking your IT department, who has the Admin rights once your company has a subscription to OpenTouch® TeamShare.

Users: Log in

When your OpenTouch® TeamShare account is set up, you'll receive an email containing your login details: a username and a password.
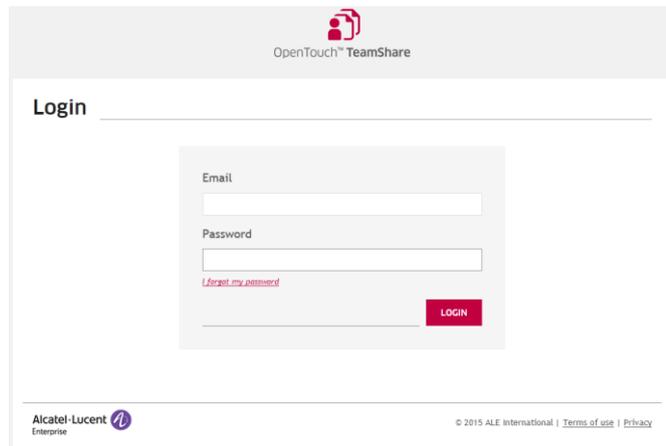
To log in, go to the URL link provided by your TeamShare administrator or from the activation email. For example: mycompany.teamshare.opentouch.com

If you do not know the name of your Teamshare, you can use my.teamshare.opentouch.com

We recommend you bookmark this page so it's easy to find in future. Enter your login details and press **Submit**. Then you're ready to start using OpenTouch® TeamShare.

System Requirements

Only the following devices and software applications will be supported for **OpenTouch TeamShare**. If you would like to request additional devices or applications to be supported in future releases, please provide feedback to the OpenTouch® Personal Cloud Team at the following address https://opentouch.com/contact.php.

Android Mobile Controller

Device Name	OS
Any device	4.0+

Apple iOS Mobile Controller

Device Name	OS
iPhone 4, 4S, 5, 5s, 6, 6+	7.x – 8.x

Web Interface

Browser	Version
Internet Explorer	9+
Firefox	30+
Safari	5.1+
Chrome	35+

TeamShare Drive

| Browser	Version
Windows	7, 8, 8.1
Mac OSX	10.8, 10.9, 10.10

3. OpenTouch® TeamShare Tools
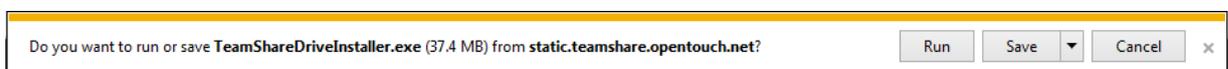
TeamShare Drive

TeamShare Drive helps to synchronize your online content to your computer seamlessly. All of your projects are displayed in your TeamShare Drive folder. It allows you to copy files from your local PC or Mac to your workspace without the need to log in to your account. Files are easily accessible at all times by accessing the TeamShare Drive icon found in your system tray.

- **TeamShare Drive for Windows**

   Download TeamShare Drive for Windows by logging into your TeamShare account. At the bottom of the page, when you select GetApps, you will have the option to download the TeamShare Drive application download for your PC (Windows).
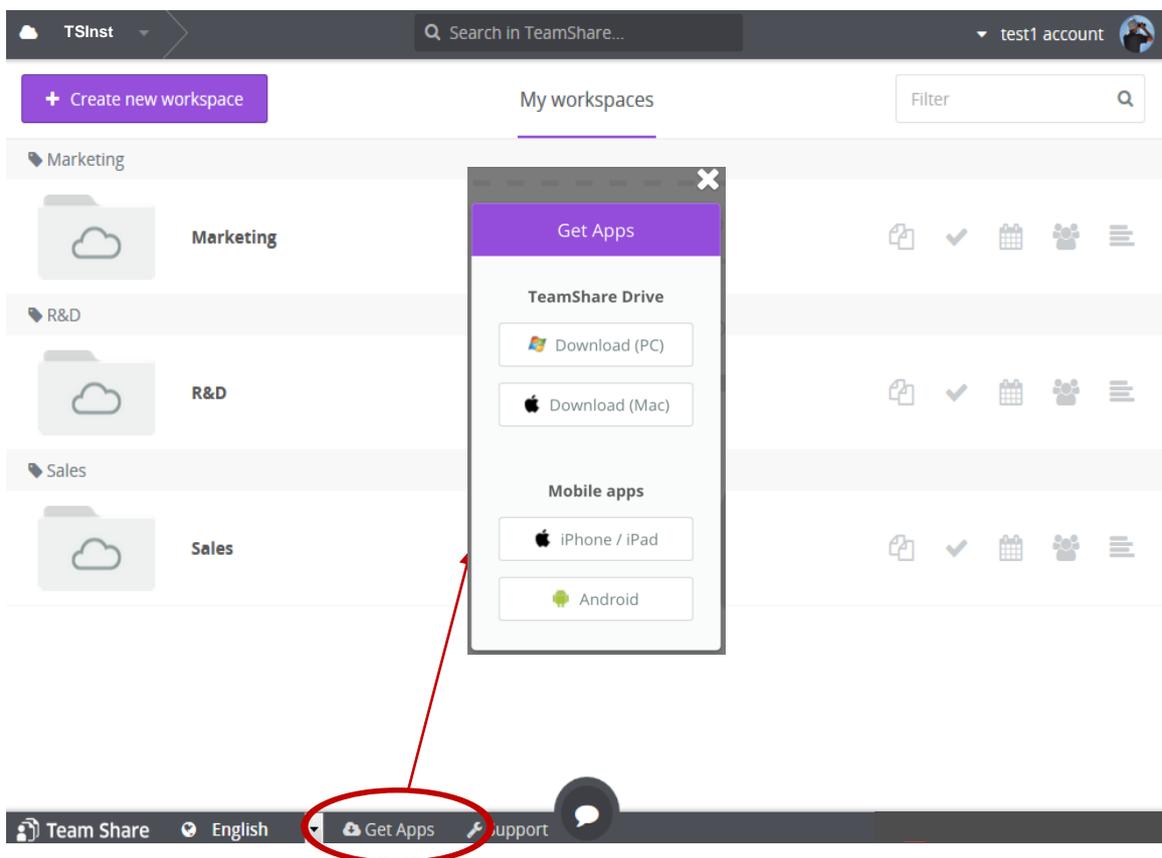

When prompted to Run or Save the file, select Run to execute the installer immediately or select Save to run at a later time.

Once the installer has begun, you will be prompted to allow the setup install the TeamShare Drive on your PC. Select Yes to continue.
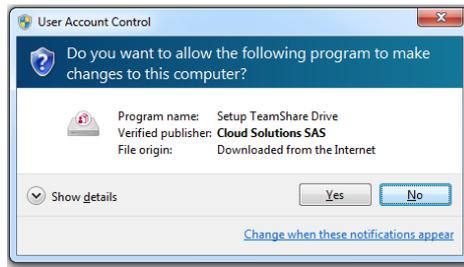

The installer requires installation of Microsoft .NET Framework 4 (x86 and x64). Select "Accept" for the Microsoft End User License Agreement (EULA), then the installer will install the necessary files for .NET.
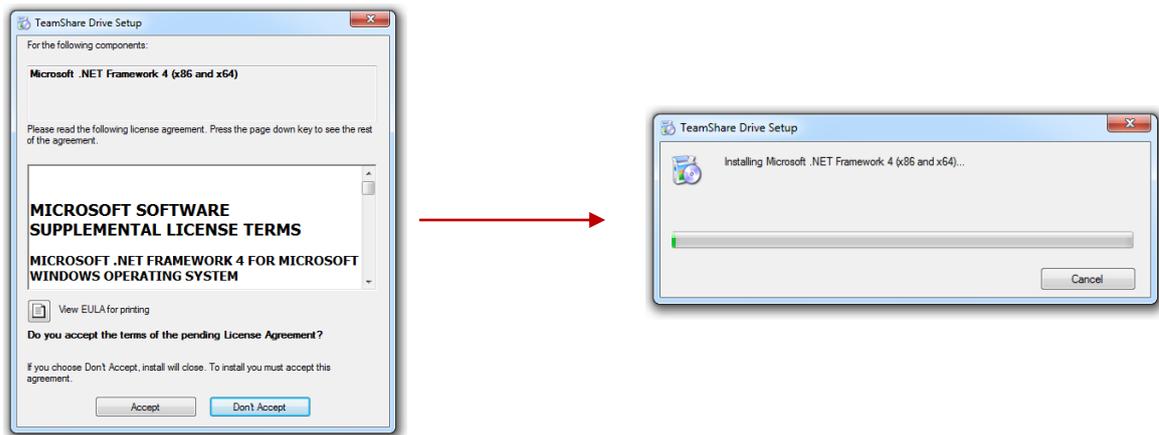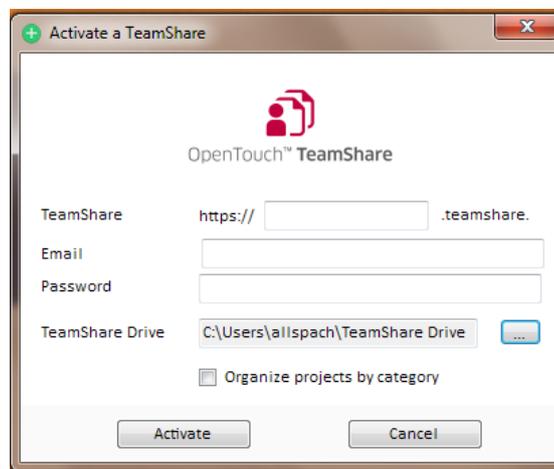

When the download is complete, launch the program to begin the installation.
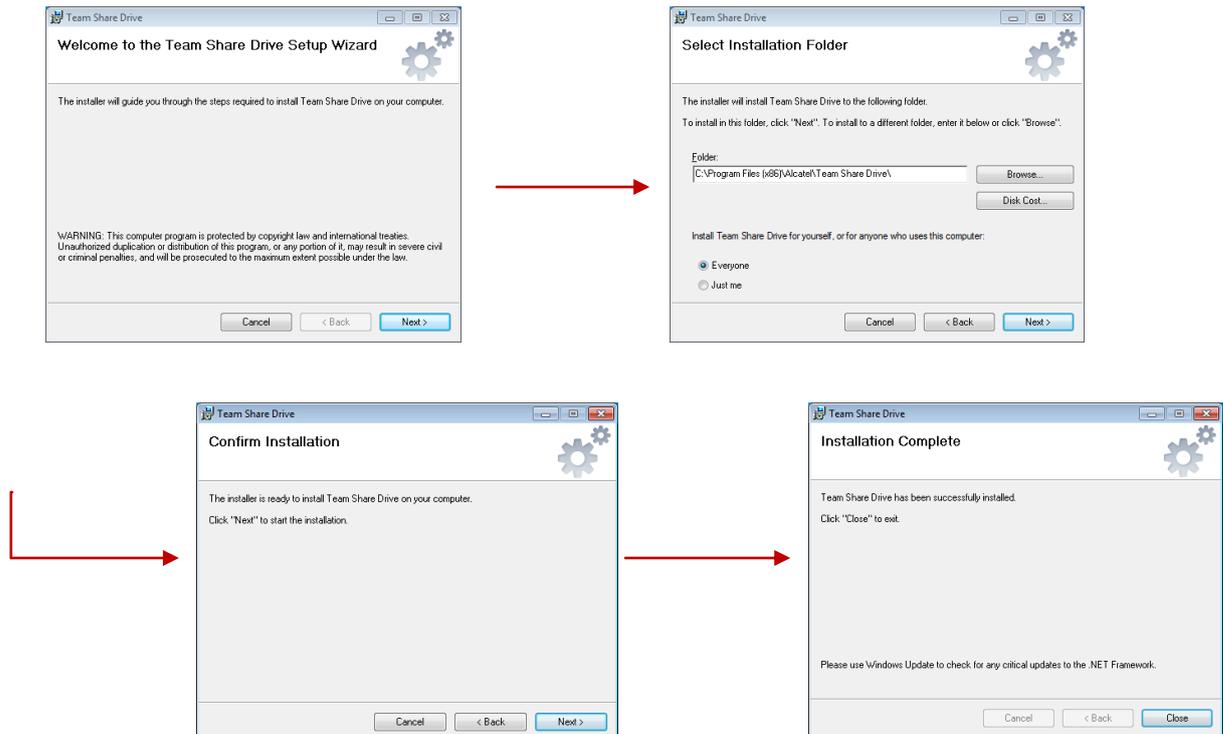
When installation is complete, the TeamShare Drive will launch automatically and provide a short tutorial:
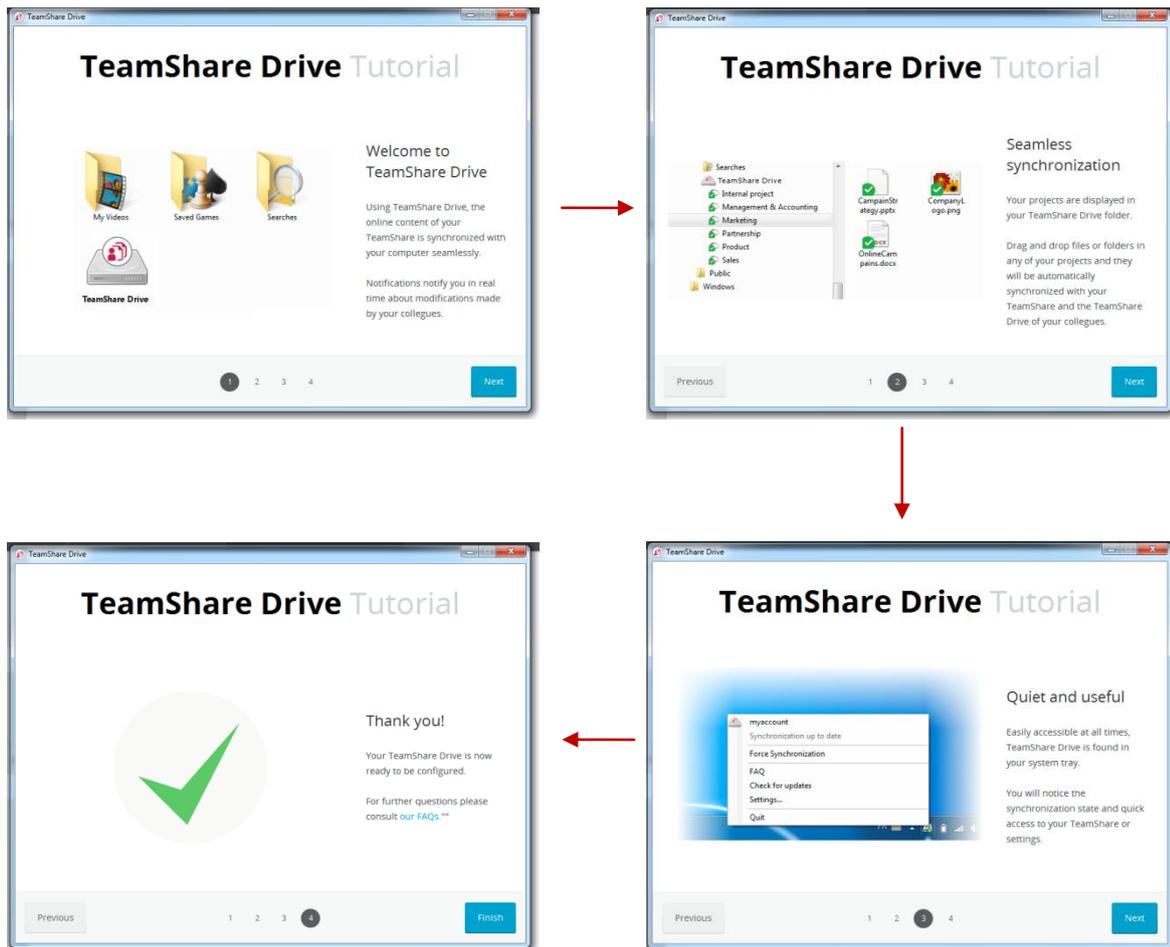

Next, you will be prompted to activate your TeamShare. In the first field, you will provide only the TeamShare name. The domain name of the TeamShare server is already completed.

Here, you must fill the exact Teamshare name, you cannot use the generic name
my.teamshare.opentouch.com

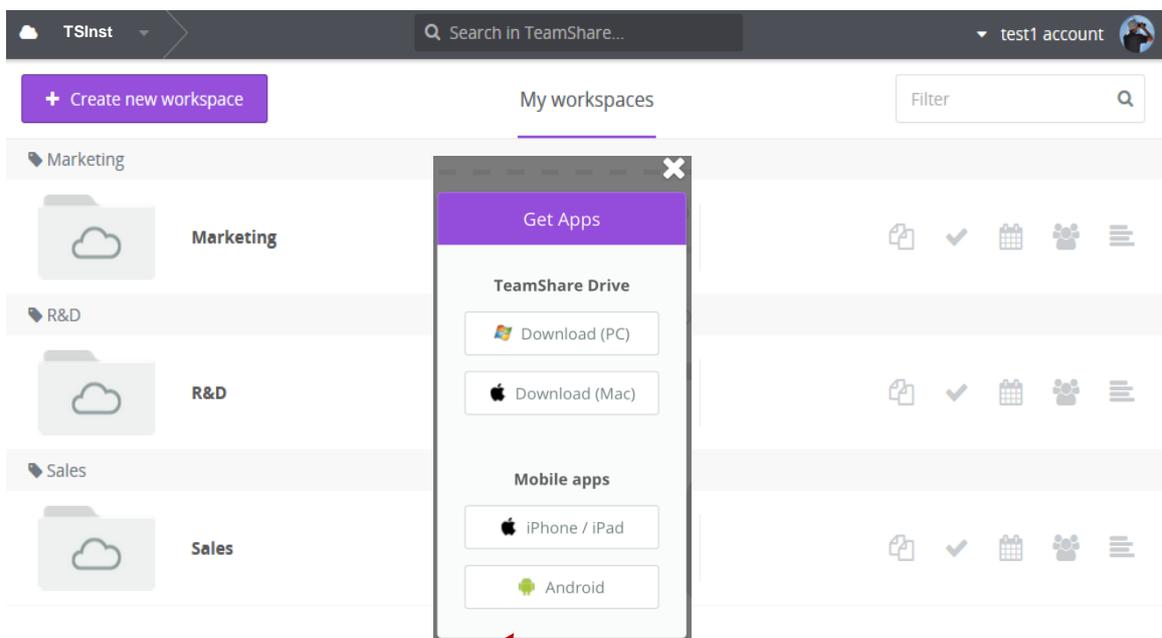Fill in the remaining required fields, and then choose the directory where you want to sync your files.

A "TeamShare Drive" folder will appear in the chosen directory and a shortcut will appear in the list of "favorites". The first synchronization will begin and sync all your TeamShare files on your computer.
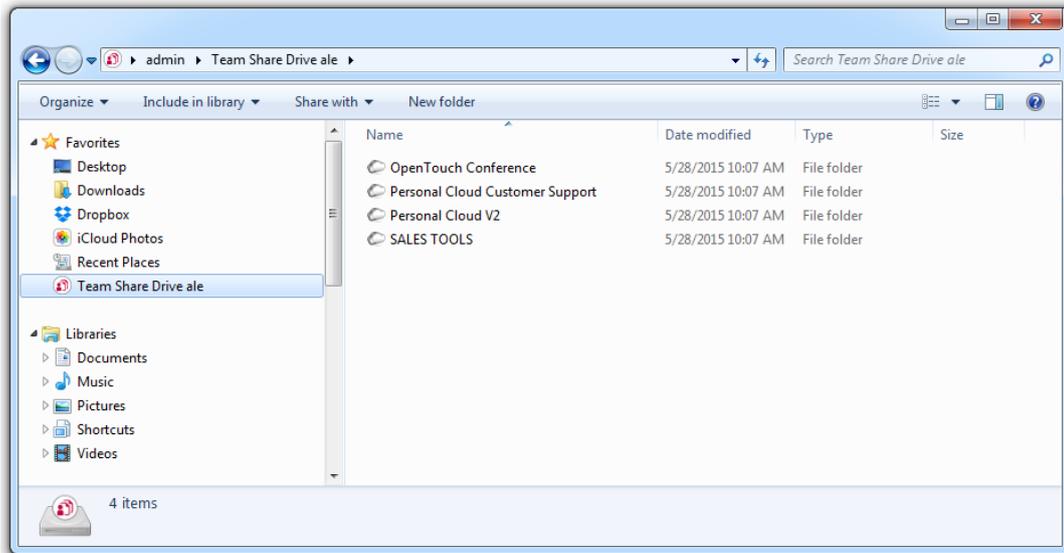

If you participate to multiple workspace, you can select which are synchronized and which are not synchronized. It can be done through the 'Preference & settings' option by selecting the tab corresponding to your Teamshare.

- **TeamShare Drive for Mac**

Download TeamShare Drive for Mac by logging into your TeamShare account. At the bottom of the page, when you select GetApps, you will have the option to download the TeamShare Drive application for your Mac.

When the download is complete, launch the program to begin the installation. ***To install TeamShare Drive to your Mac, drag the icon with your mouse over to the Applications folder.***
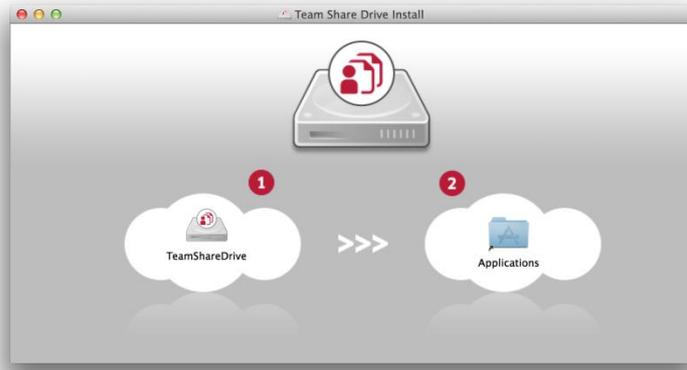
Once the application has been added, you can go to your LaunchPad and click on the TeamShare Drive icon.
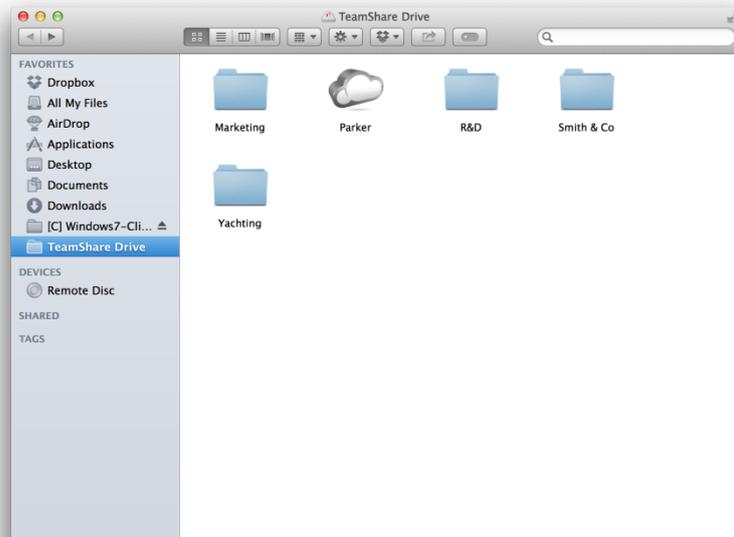

Activate a TeamShare

TeamShare Drive configuration is performed once to connect you to your TeamShare workspace project. In the first field, you will provide only the TeamShare name. The domain name of the TeamShare server is already completed.

Fill in the remaining required fields, and then choose the directory path where you want to sync your files.

A "TeamShare Drive" folder will appear in the chosen directory and a shortcut will appear in the list of "favorites" of the Mac Finder window. The first synchronization will begin and sync all your TeamShare files on your computer.


TeamShare Drive Automatic Versioning

TeamShare Drive includes an automated versioning system that simplifies the management of your file versions. When you edit a file from the TeamShare Drive and save it, file sync is activated and a new version instantly appears on your TeamShare. Thus, you can access older versions of a file at any time by going on your TeamShare project workspace. You can work with files offline while others are editing the same files without worry of losing your updates.

4. Project Workspace

A project workspace is a shared workspace where you can share files, manage tasks, share calendars, schedule meetings and track time with your team. Project spaces can be internal projects as well as external projects. For example, you can create a project for an internal project such as marketing, or you can create a project dedicated to a client's mission.

Every project space is provided with 7 modules that constitute the project workspace:
- **Files** (file sharing)
- **Tasks** (task management)
- **Calendar** (shared calendar of the project space events)
- **Meetings** (simple scheduling by polling participants)
- **Wall** (stream of the recent activities)
- **Time Tracking** (track the activities of all attendees)
- **Chat** (start a discussion with other attendees)
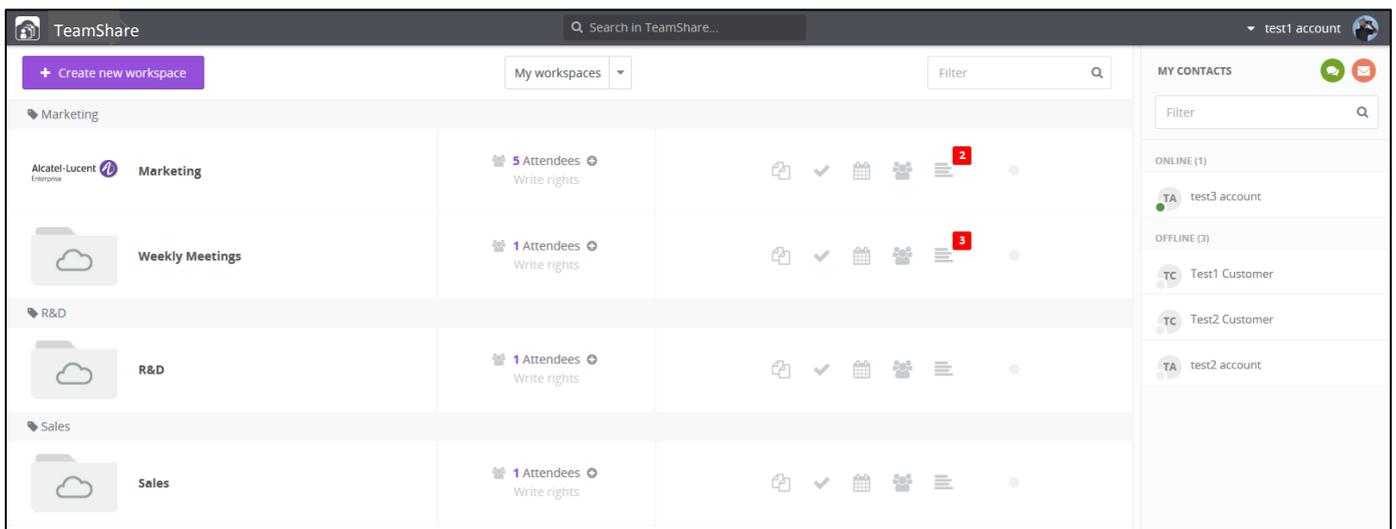
Categories

Categories allow you to organize better your projects. They are simple information that enables you to quickly understand what a project is about. When a new workspace is created, you can categorize your workspace into existing categories or create a new category.

Categories are also found in the TeamShare Drive.

Access

Users at the levels of participant or leader can only see and access project spaces that they participate to.

Users at the levels of admin can see and access all the project spaces of TeamShare.

Therefore, it is strongly advised that you not grant a client the level of admin.
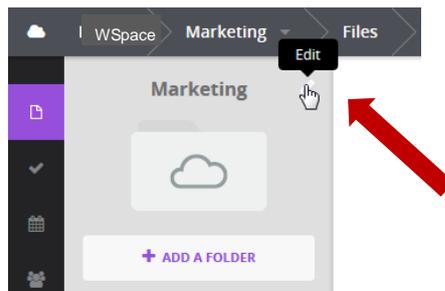
Create a workspace

Creating a workspace is simple and easy in TeamShare. Select "Create new workspace" from the workspace page, then enter the required information for the new workspace name and category.
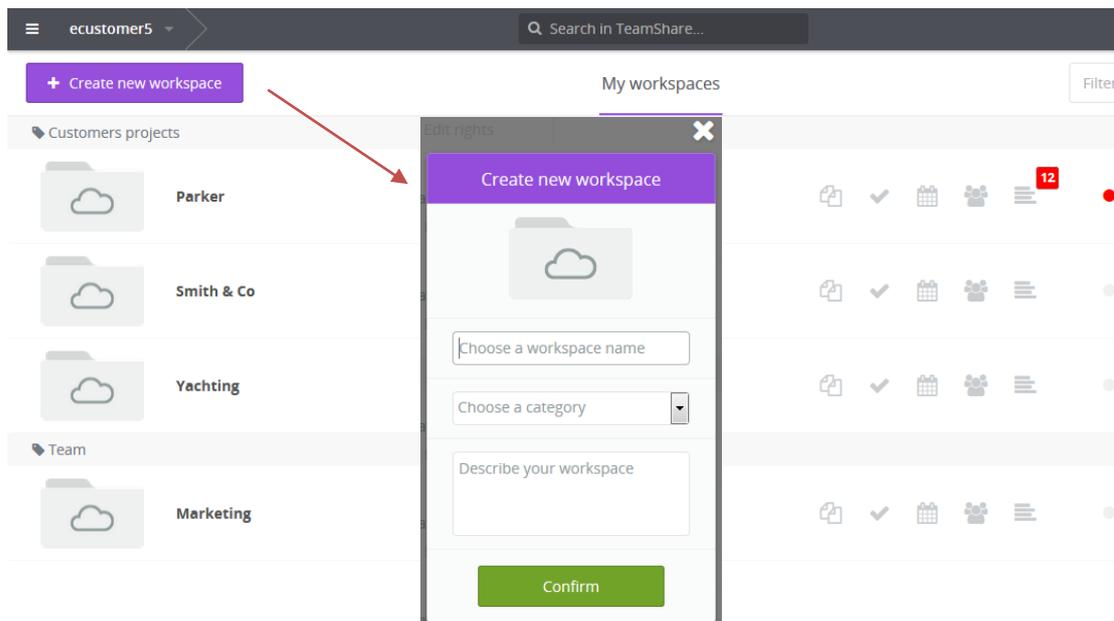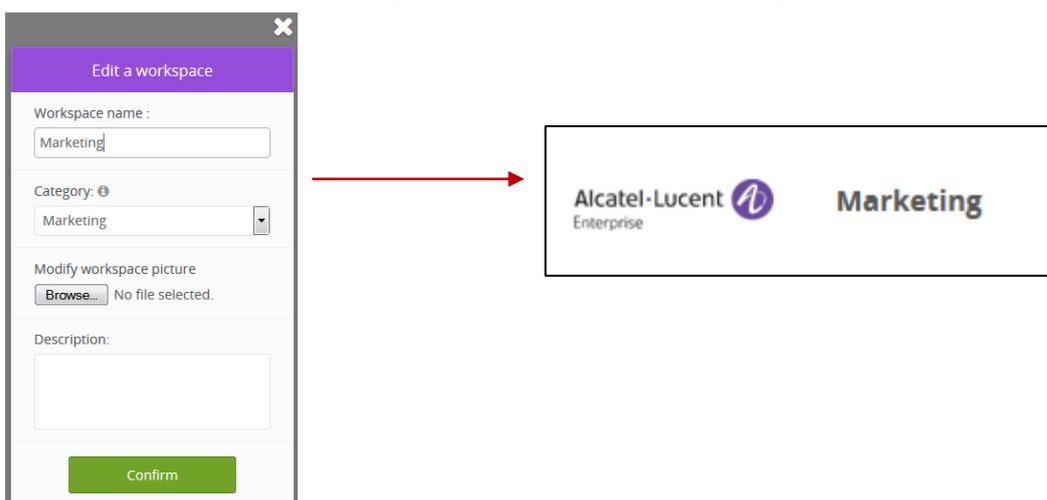

Modify a workspace

You can modify the information about a workspace by entering the workspace, then selecting Edit.

When you select **Edit**, you can modify the workspace Name, category, or description used when you created the workspace. You can also upload an image to replace the default folder image shown.

5. Access Rights Management

The Access Rights for OpenTouch® TeamShare are necessary to help providing a hierarchy for your organization and to help a project manager with limiting access to certain content. There are three (3) different levels of administration: Participant, Leader and Admin

Privileges on TeamShare	Participant	Leader	Admin
Participate in a workspace	√	√	√
Add a workspace		√	√
Modify a workspace		√	√
Modify access rights to a workspace		√	√
See all workspaces			√
Access TeamShare settings			√
Access the user listing of TeamShare			√
Create / Add a Participant		√	√
Modify / Delete a Participant			√

Participant

- ❖ Access project workspaces for which the user has been added

Leader

- ❖ Add/Edit a participant
- ❖ Add/Edit a project workspaces and categories
- ❖ See all Project workspaces and categories

Admin

- ❖ Add/Edit a participant
- ❖ Add/Edit a project workspaces and categories
- ❖ See all Project workspaces and categories
- ❖ Access TeamShare account information
- ❖ Modify and View Participants Timesheets
- ❖ Access users directory

> Admin right are granted through the Personal Cloud Space, so to create an Admin or upgrade Leader just click the 'Manage Users' button of the Users settings or jump to **space.opentouch.com/users**

In TeamShare, participants to a project workspace are able to access their project workspaces based upon 3 levels of profiles.

- ❖ Read-edit: A participant will be able to see all the items in the workspace and make changes to the tasks.

❖ Read-only: A participant will only be able to see his/her own items. Any item with this access will only be readable, without the ability to make changes.

❖ No access: A participant will not have access to any modules in this item.

To edit these access rights within a workspace element, select Edit Rights above the list of names (attendees).
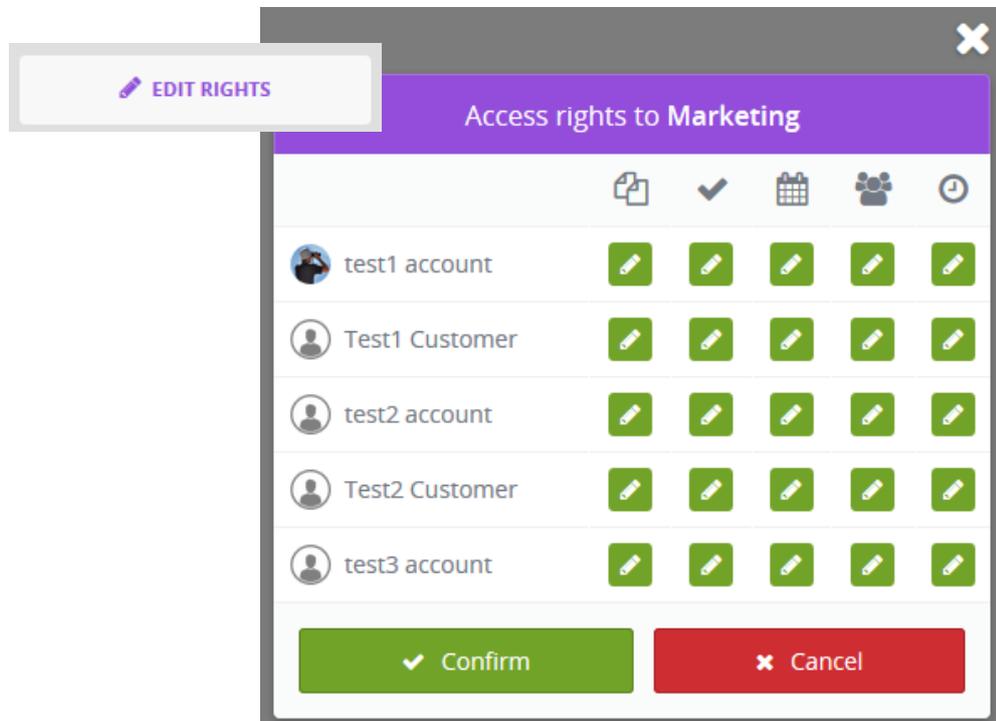
6. Document Sharing

The collaborative work begins with a simple and effective sharing of documents. By putting your documents online, you allow yourself and your collaborators to reach it easily no matter where you go. It helps to centralize and organize the key information for a project or activity. You also avoid scattering documents or placing documents on the workspace of your collaborators. Finally, once your documents are centralized on your TeamShare, you benefit from the access policies and archiving protection.

Add a document

OpenTouch® TeamShare provides several methods to add documents to your workspace.

- Drag and drop directly from the computer
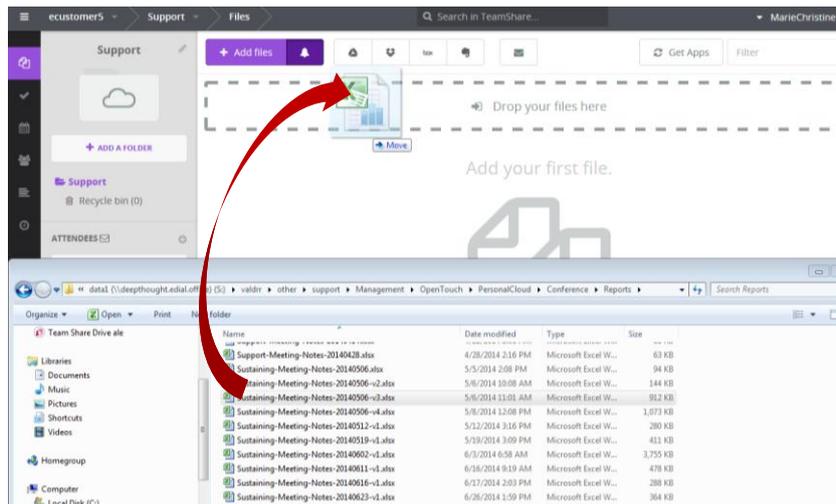
- Click the Add files button in your workspace.
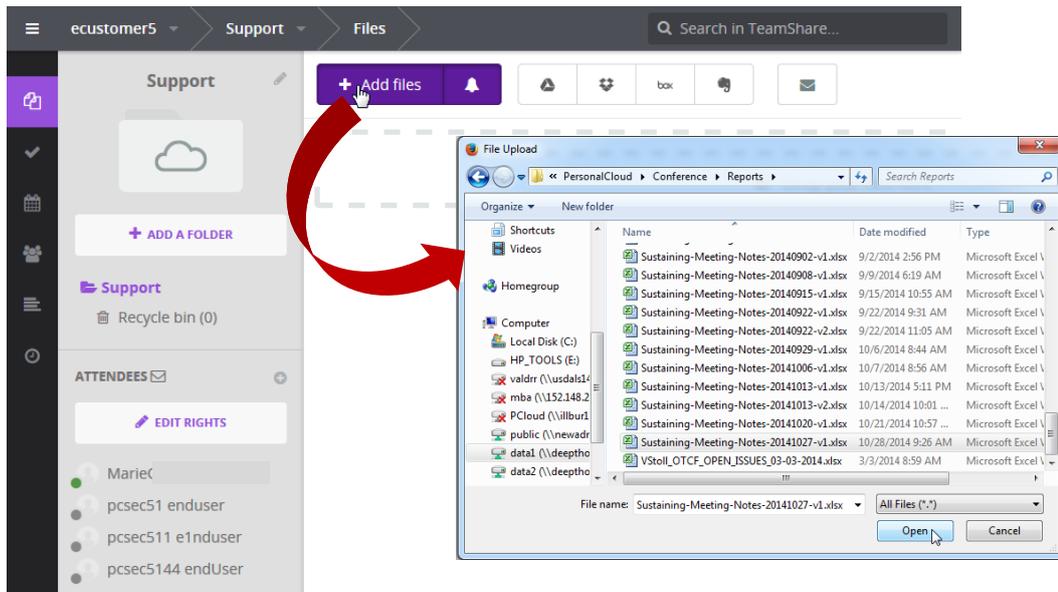
- Add documents in the workspace project via:
  - Google,

In order to add files, you must allow TeamShare access from your Google account.

  - Dropbox,

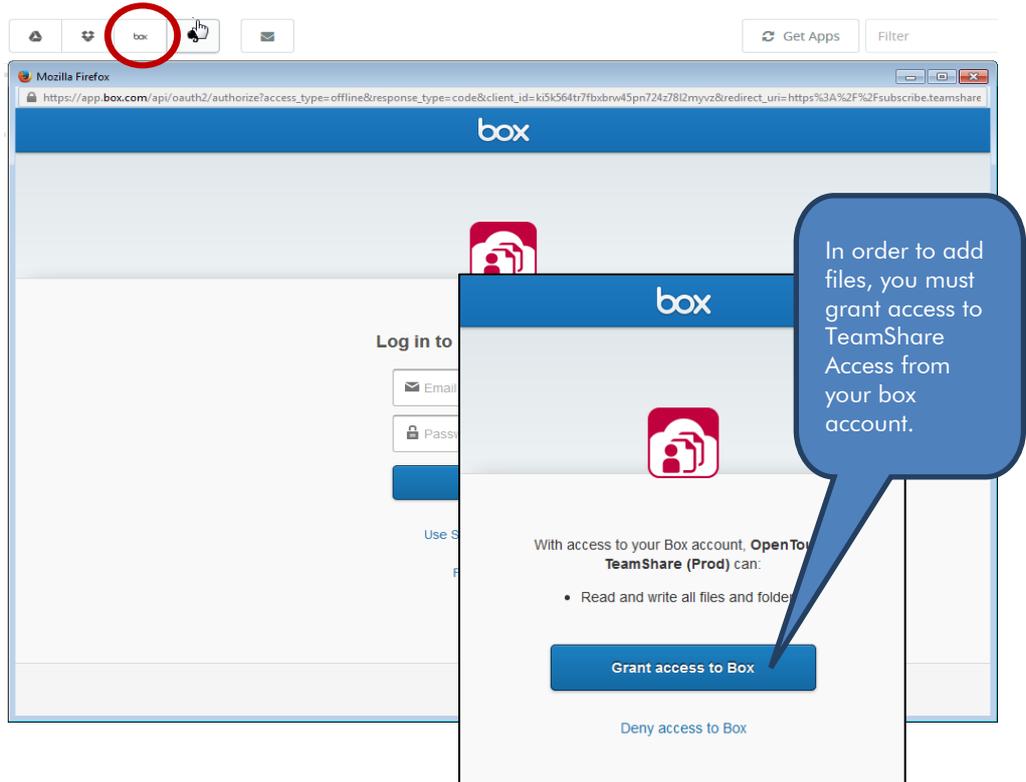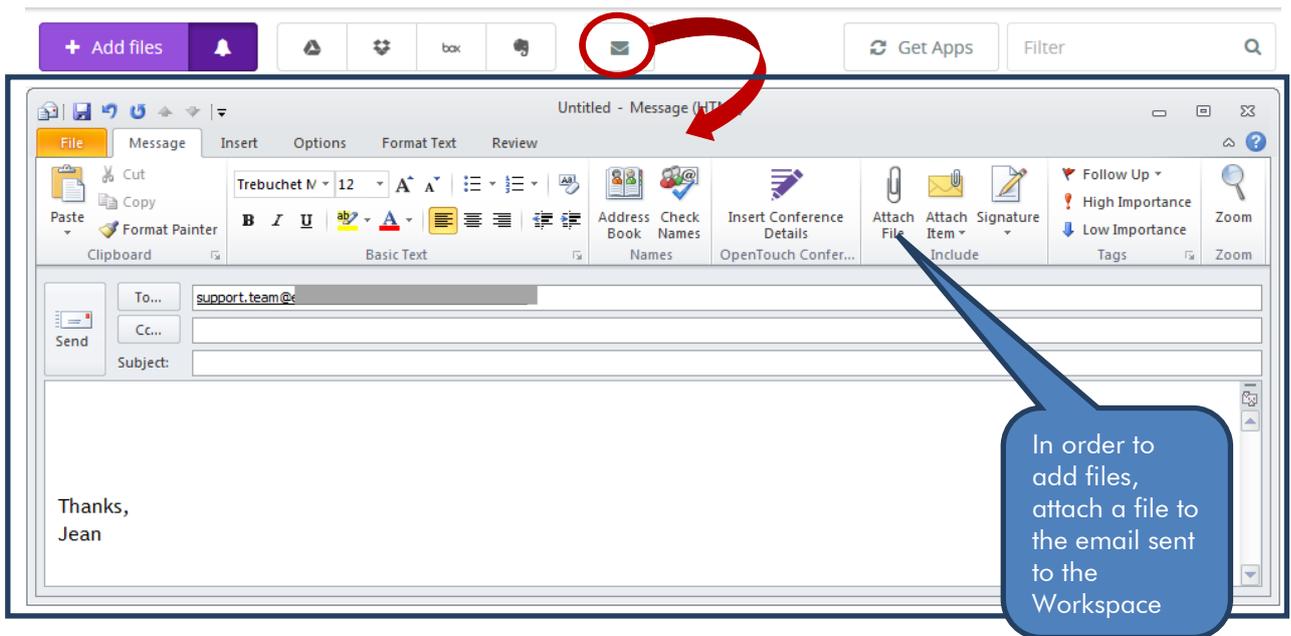In order to add files, you must allow TeamShare access from your Dropbox account.
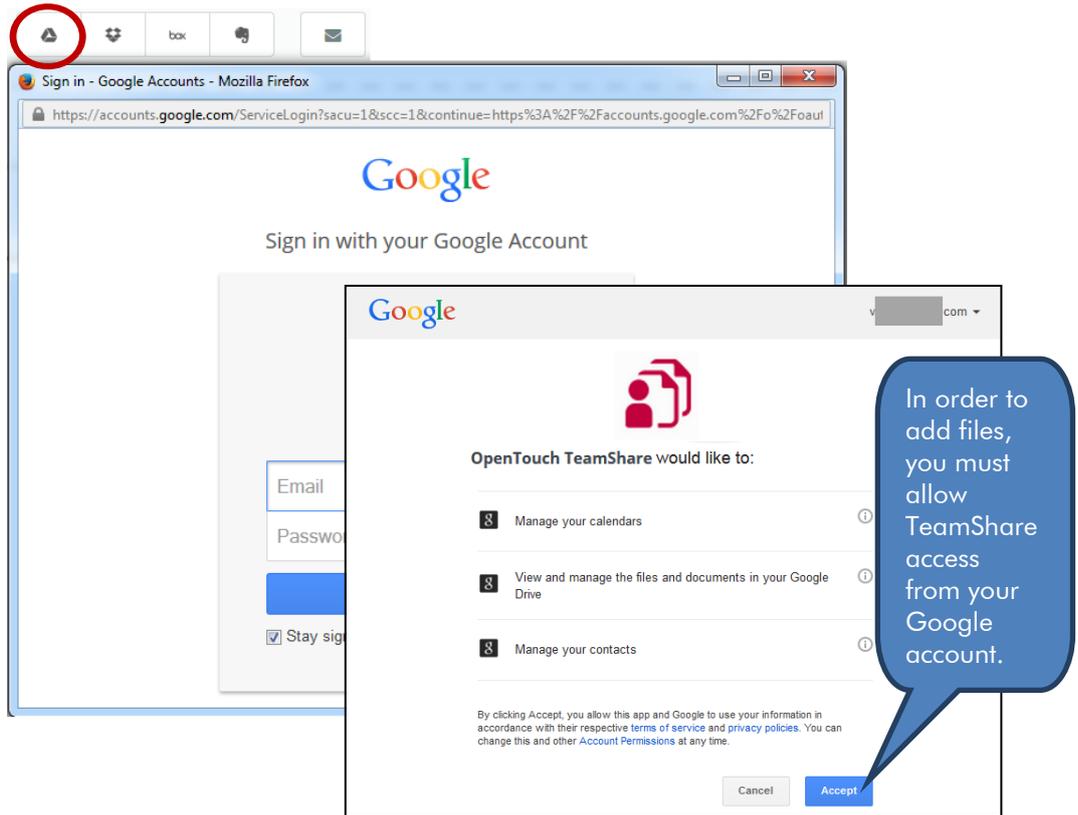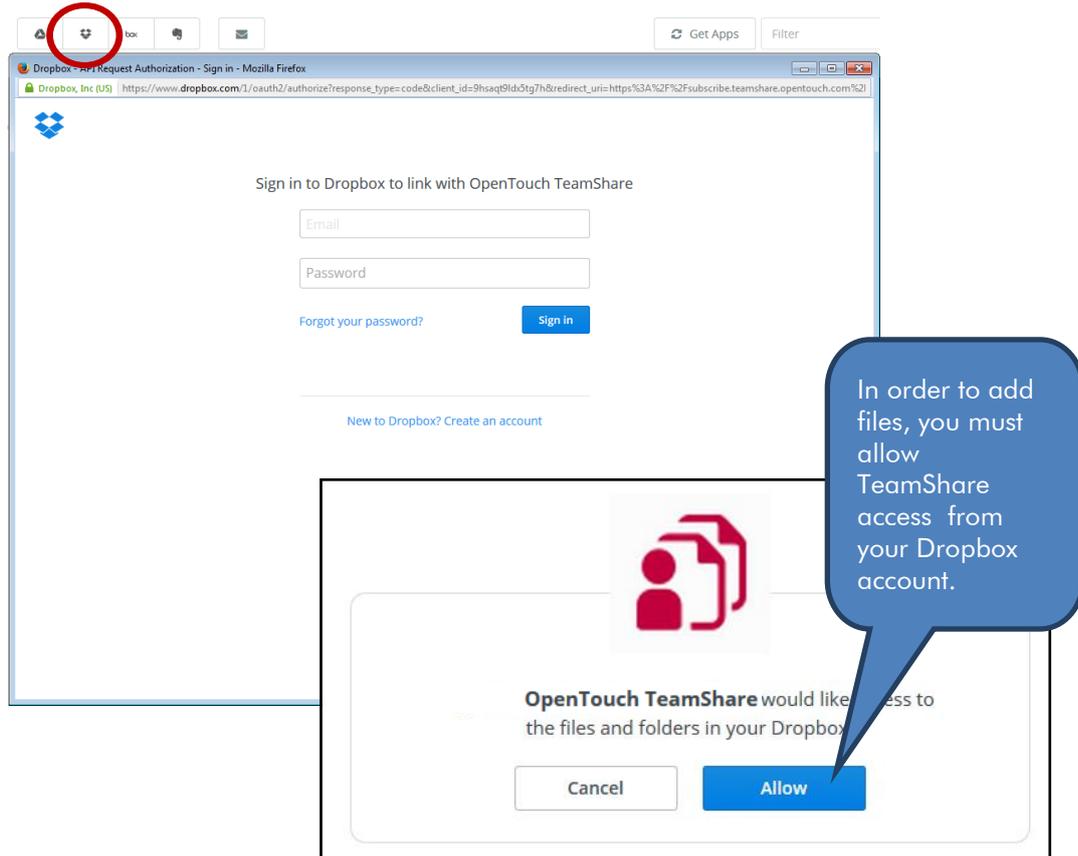
o Evernote,
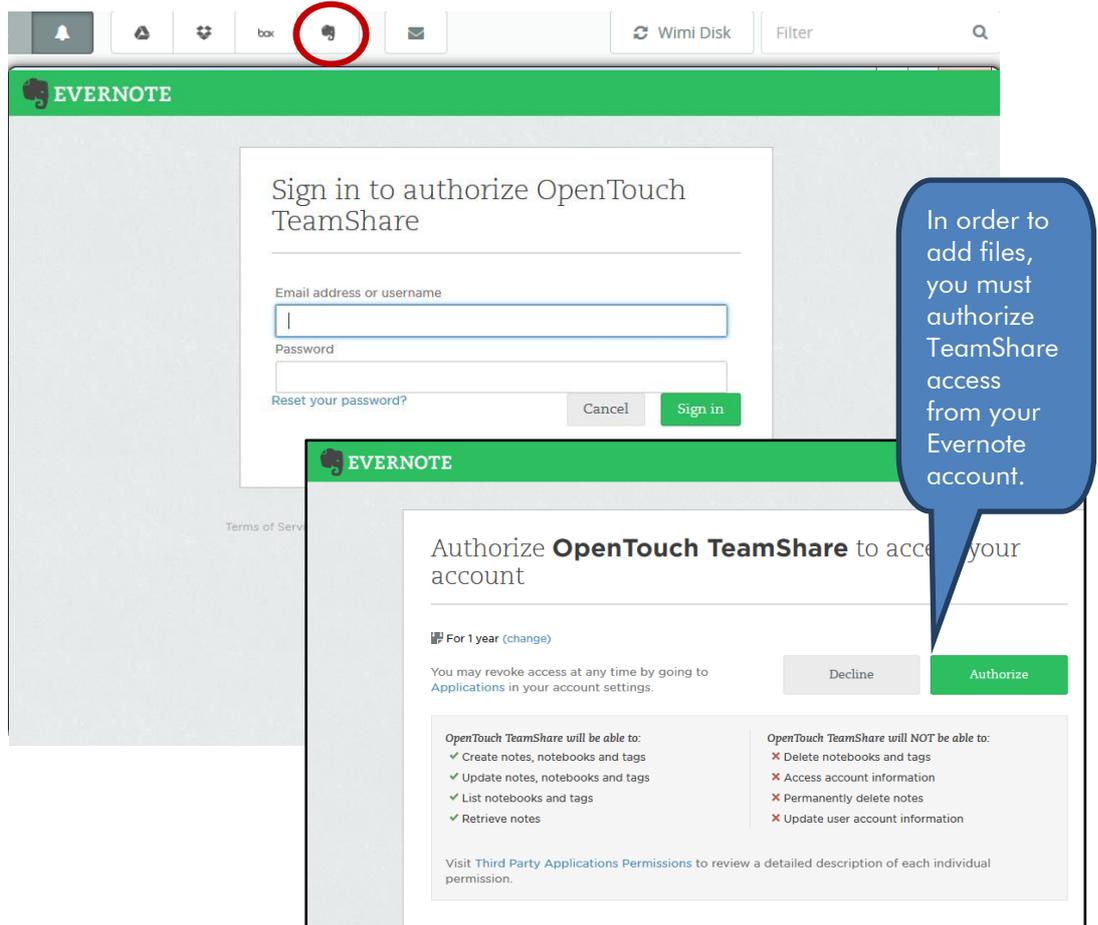
o box, or

o   E-mail

The file is added to the root folder of your workspace. In this example, the file would be added to the Customer Care workspace. Once the file is there, it can be moved to another folder.

- Add the file directly using TeamShare Drive (see instructions on how to install OpenTouch® TeamShare Drive). The link for TeamShare Drive in workspaces is only for downloading the client.

  o   In Windows, to open TeamShare Drive, click on the tray icon for TeamShare Drive, then select the project name to see your files. Files can be added or removed through regular Windows copy/cut and paste of files.
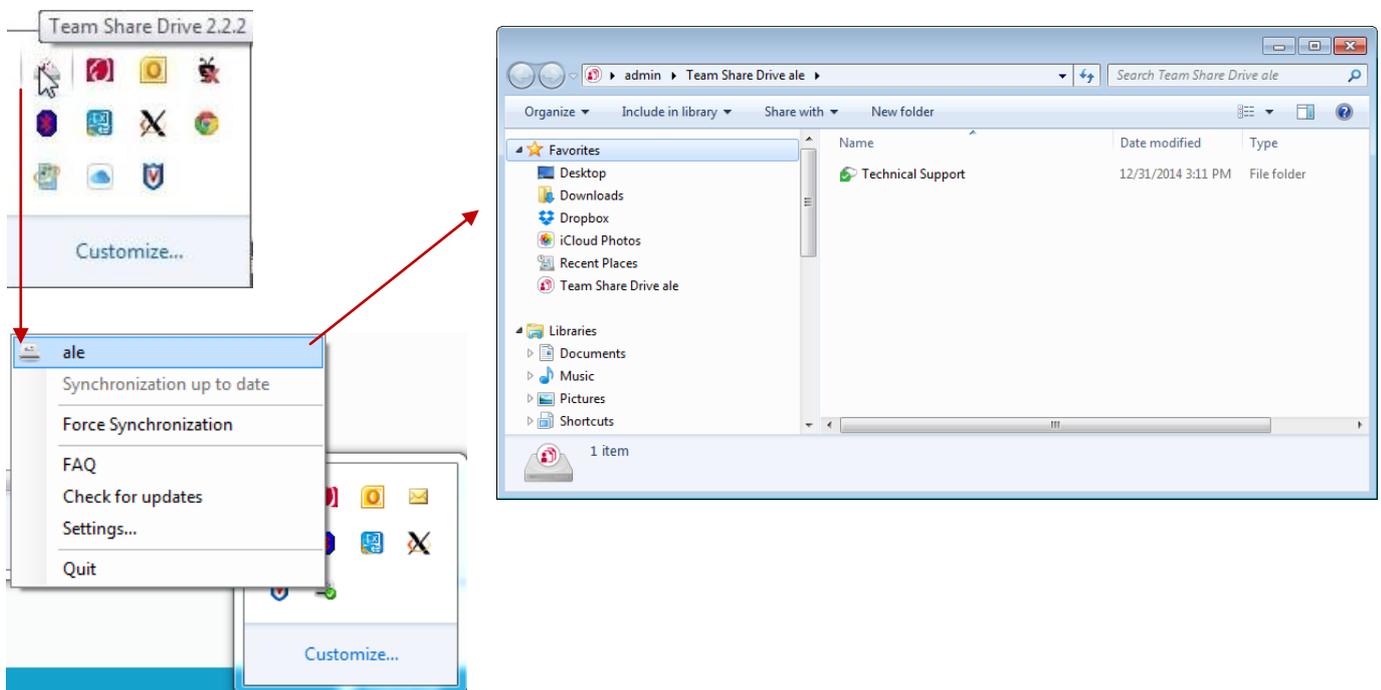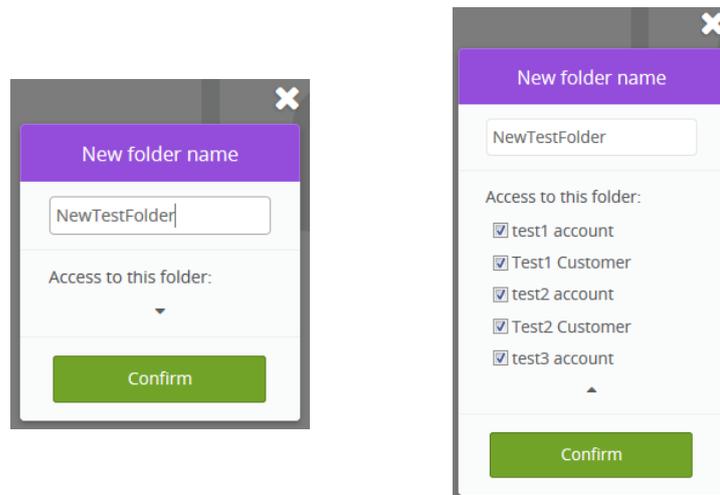
o   On a Mac,
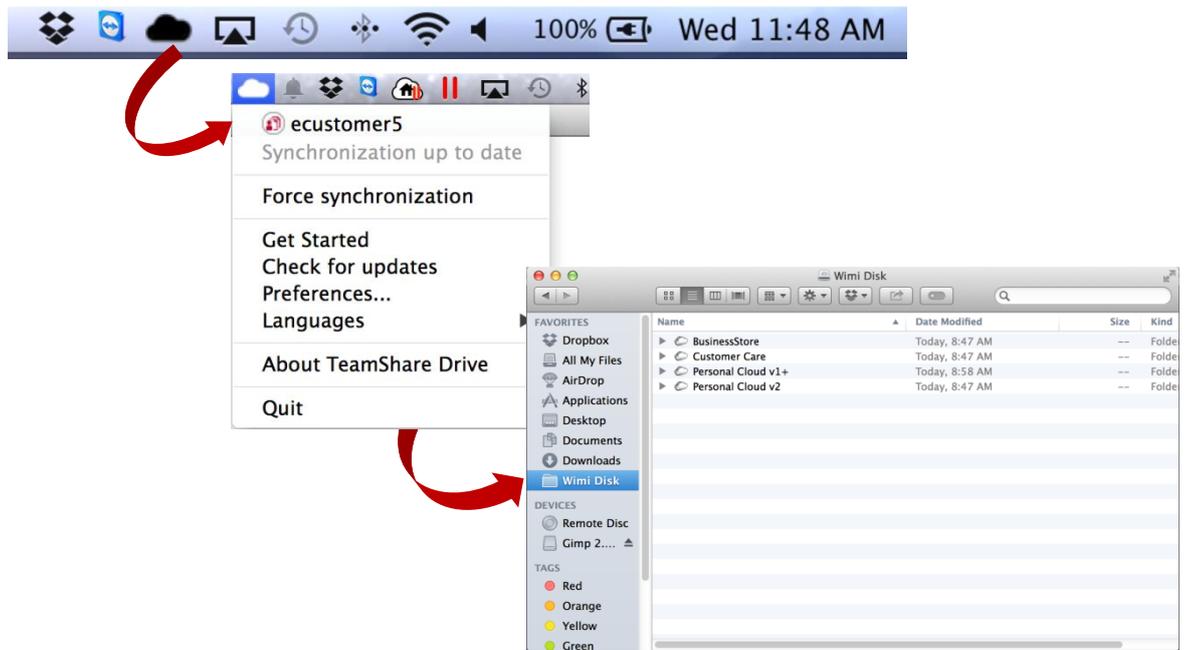
Add a folder

Folders are necessary to help categorize and organize your files. From the web interface, simply click on "Add A Folder" to create a new folder in your workspace.
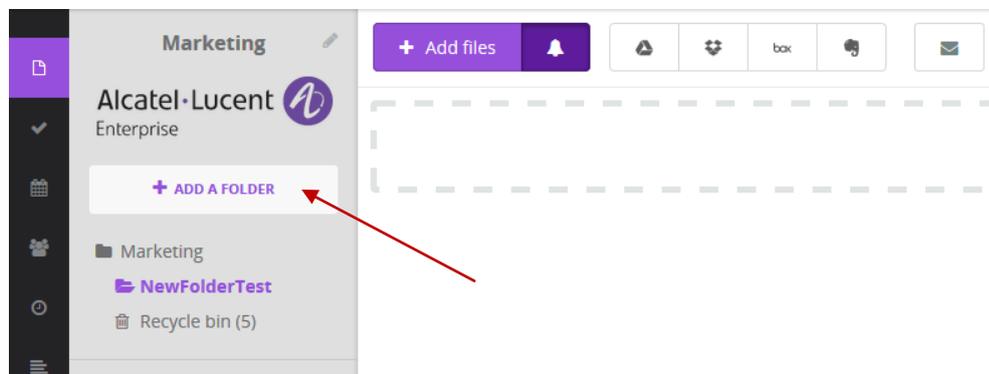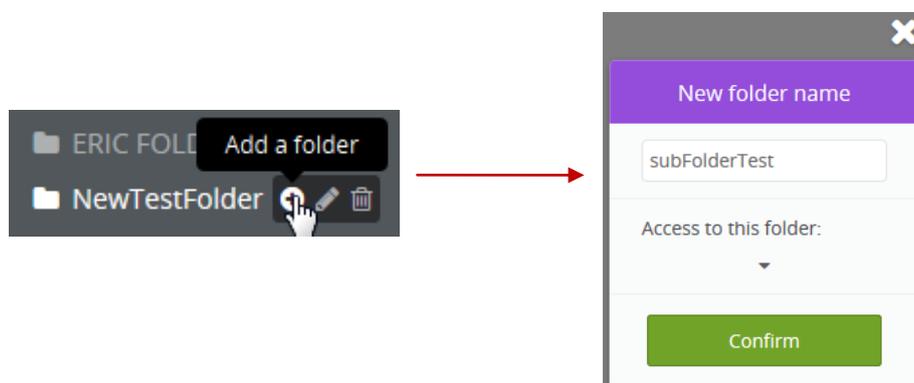
Then, enter the name of your new folder. You can also control who has access to the folder by selecting only the participants that will retain access.
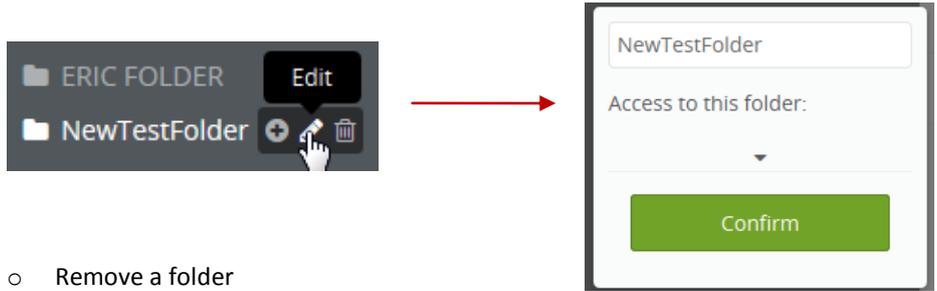

Other Folder options include adding a subfolder, editing the folder properties, and removing a folder.
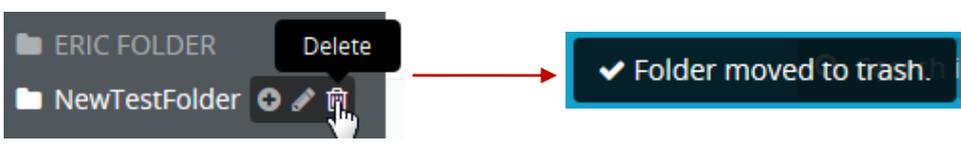

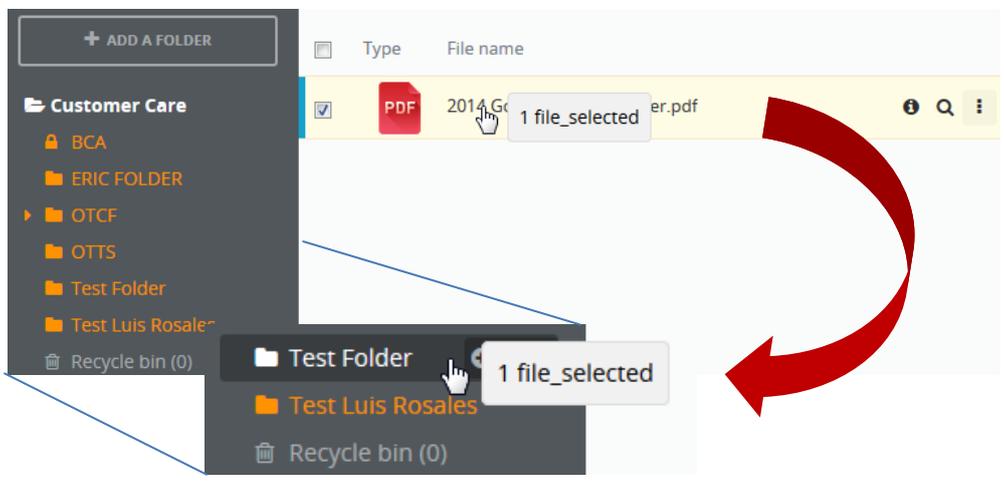o   Adding a subfolder

o   Edit folder properties

o   Remove a folder

Move a document

Documents can be moved from one folder to another folder easily by dragging the file to the list of folders. Upon releasing the document, the file is removed from the current folder and placed in the destination folder.

Actions for a document

There are various actions that can be taken on a file on TeamShare. A file can be previewed, commented, downloaded. You can add a description, edit it in Google, share it via link, add a version, or delete it.
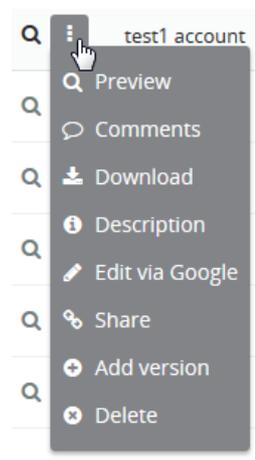
❖ Displayed (preview) – provide a preview of certain files.

  o Known supported extensions for preview: **.pdf .txt .jpg .gif .png .xlsx .ppt .docx**

	Type	File name			by		Date	Size
☐	DOCX	Flipbook_page4.docx	Q	⋮	Marie		27/07/2015 18:54	25 KB
☐	PDF	OTTS_Infrastructure-and-Technolo gy-Overview_EN_2015-06.pdf	Q	⋮	Marie		27/07/2015 18:53	706 KB
☐	PNG	Screenshot_1.png	Q	⋮	Laurent		17/06/2015 17:22	101 KB
☐	PNG	Screenshot_2.png	Q	⋮	Laurent		17/06/2015 17:22	6 KB
☐	PNG	Congrat.png	Q	⋮	Laurent		17/06/2015 17:22	35 KB

❖ Comment – provide comments on a file.

❖
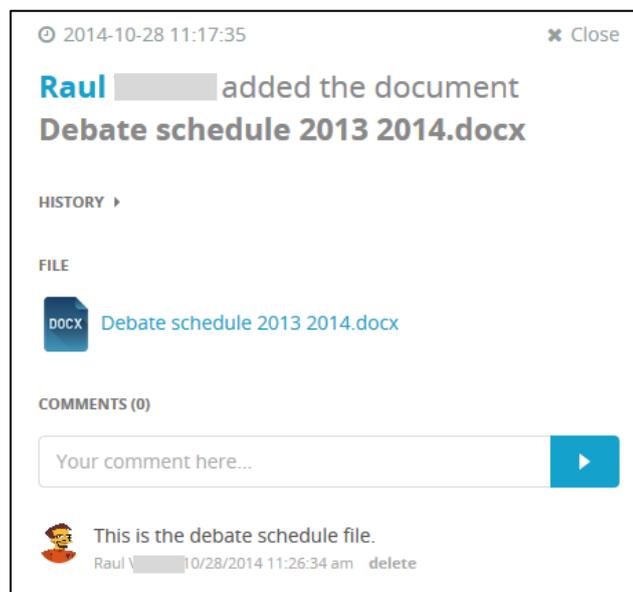
🕐 2014-10-28 11:17:35   ✖ Close

Raul ▭ added the document
Debate schedule 2013 2014.docx
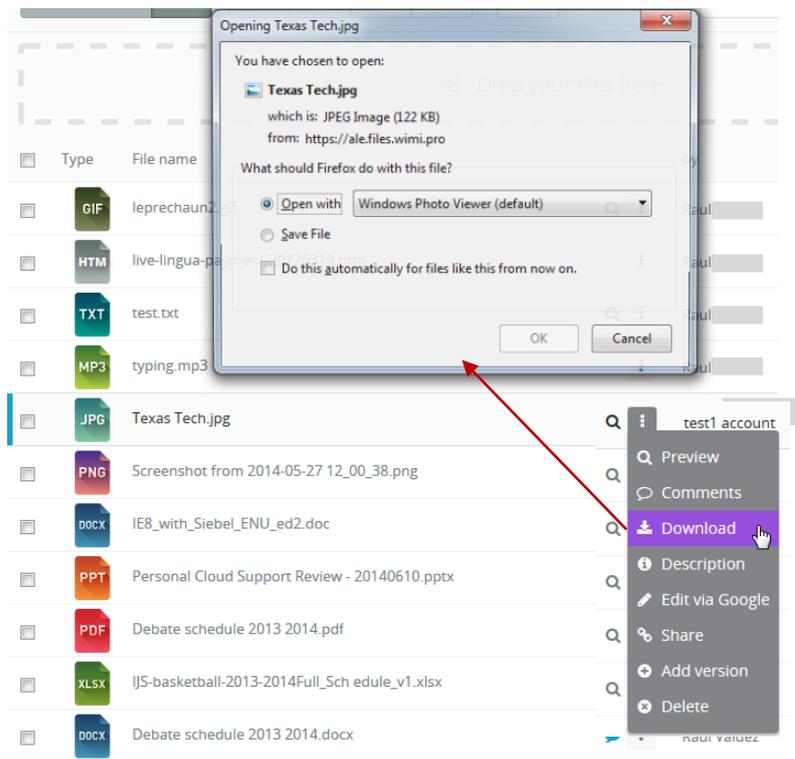
HISTORY ▸

FILE

DOCX Debate schedule 2013 2014.docx

COMMENTS (0)
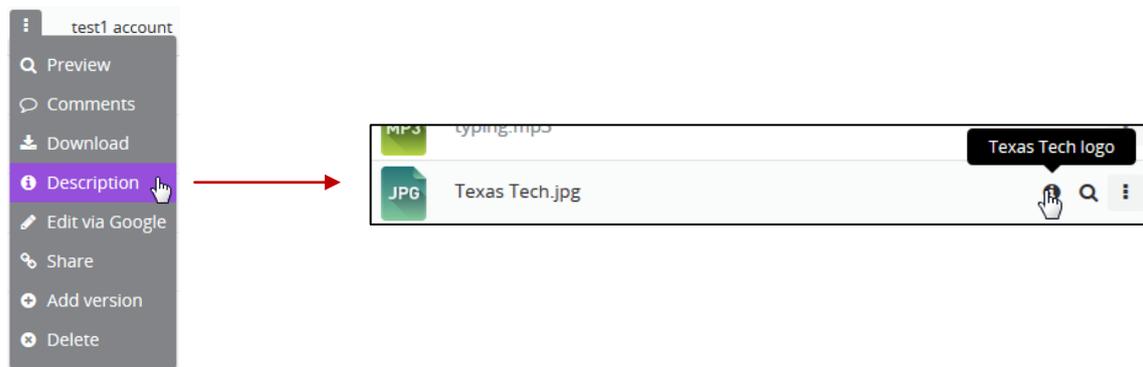
Your comment here…   ▶

This is the debate schedule file.
Raul V ▭ 10/28/2014 11:26:34 am   delete

❖ Download – Download files where you have access.

❖ Add a description – adds a description of the file that can be viewed hovering over the "i" icon for the file.

❖ Edit in Google – Edit files in Google Services (Docs, Slides, Sheets, etc.) Note: Some files are not editable in Google. Those files will be shown as a preview in Google, if possible.
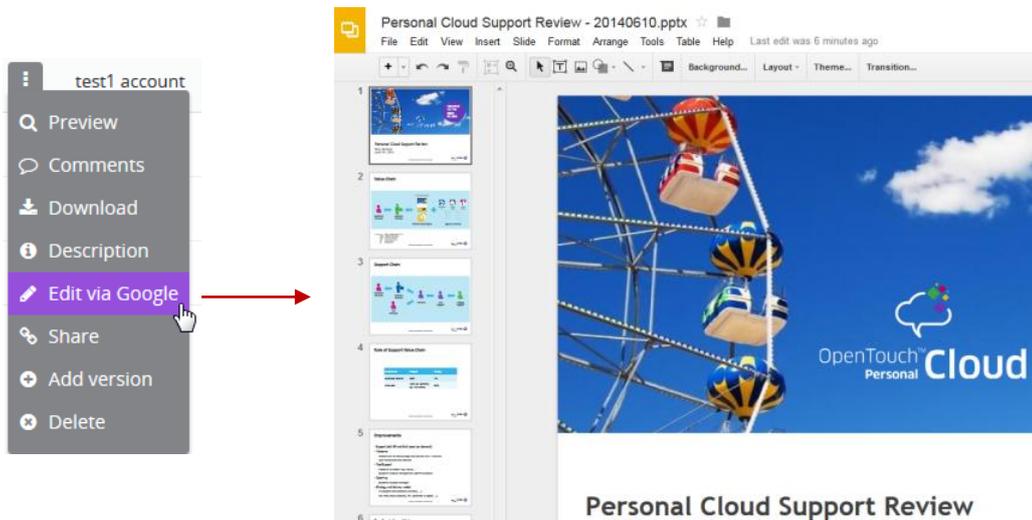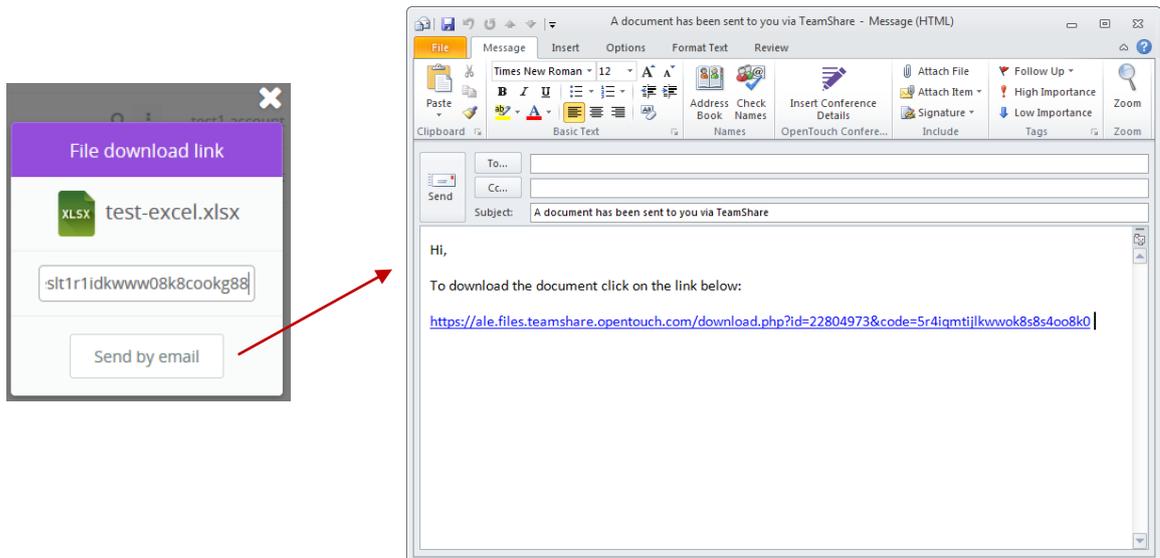

Once you are done editing the file in Google, you can save your updates in TeamShare by selecting "Return to TeamShare".

You also have the option to "Download from Google" the file which was uploaded for editing.
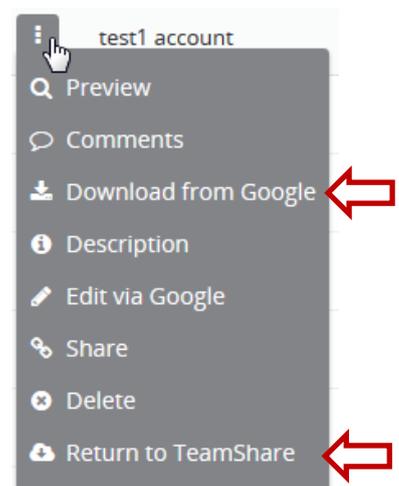
❖ Share – Files can be shared by copying the File download link or sending the link via email through your local mail client.


❖ Version control – If you are working on files offline and there are new updates to the same file, you can add the new version of the file by selecting "Add Version" from the file menu options. Multiple versions of the same file are shown with a twisting triangle and tree structure.
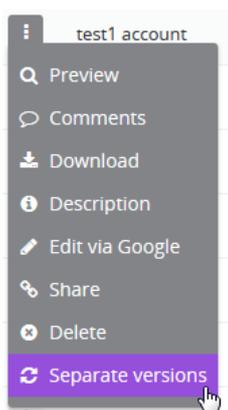
You can also separate a version from the rest of the versions by select "Separate Version".

❖ Delete or erase the file – File is deleted and placed in the Recycle bin of the folder. The deletion status is shown at the top of the workspace.
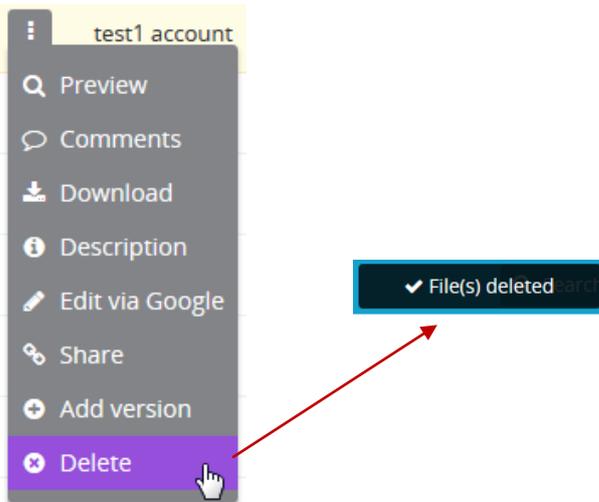

Deleting and Restoring a document, file, or folder

As shown already, it is simple to delete a file. However, deleting some documents, files, or folders may require a higher level of access. All of the users belonging to a workspace project can delete files from the workspace project. The users (participants) and the leader (project director) can delete AND restore files from the basket/bin. Only the adminor the main administrator can delete definitely files or folders from the basket/bin. For more information on access rights, see Access Rights Management.

Notifications

Notifications are useful to manage your project by letting participants and leaders know when new documents have been added or if any modifications have been made to the documents (updates or removed from the workspace).

You are able to enable or disable notifications by selecting the bell icon found next to "Add files", at the top of your workspace
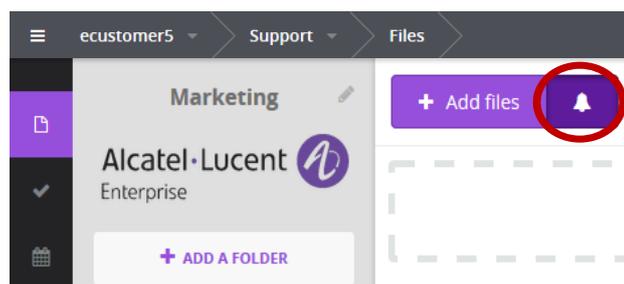
7. Task Management

Task management helps to improve project management and allows participants to get things done faster and more efficiently. All members of a project know what to do, when to do it, and who is responsible for each task. Task progress is easy to follow and new tasks can be added quickly.

Adding a list

To begin task management, you must first create a list to assign tasks.   This begins from the main Tasks page by selecting "Add a list", enter the list name and click on "Create the list".   Once a list is created, you can begin to add tasks.
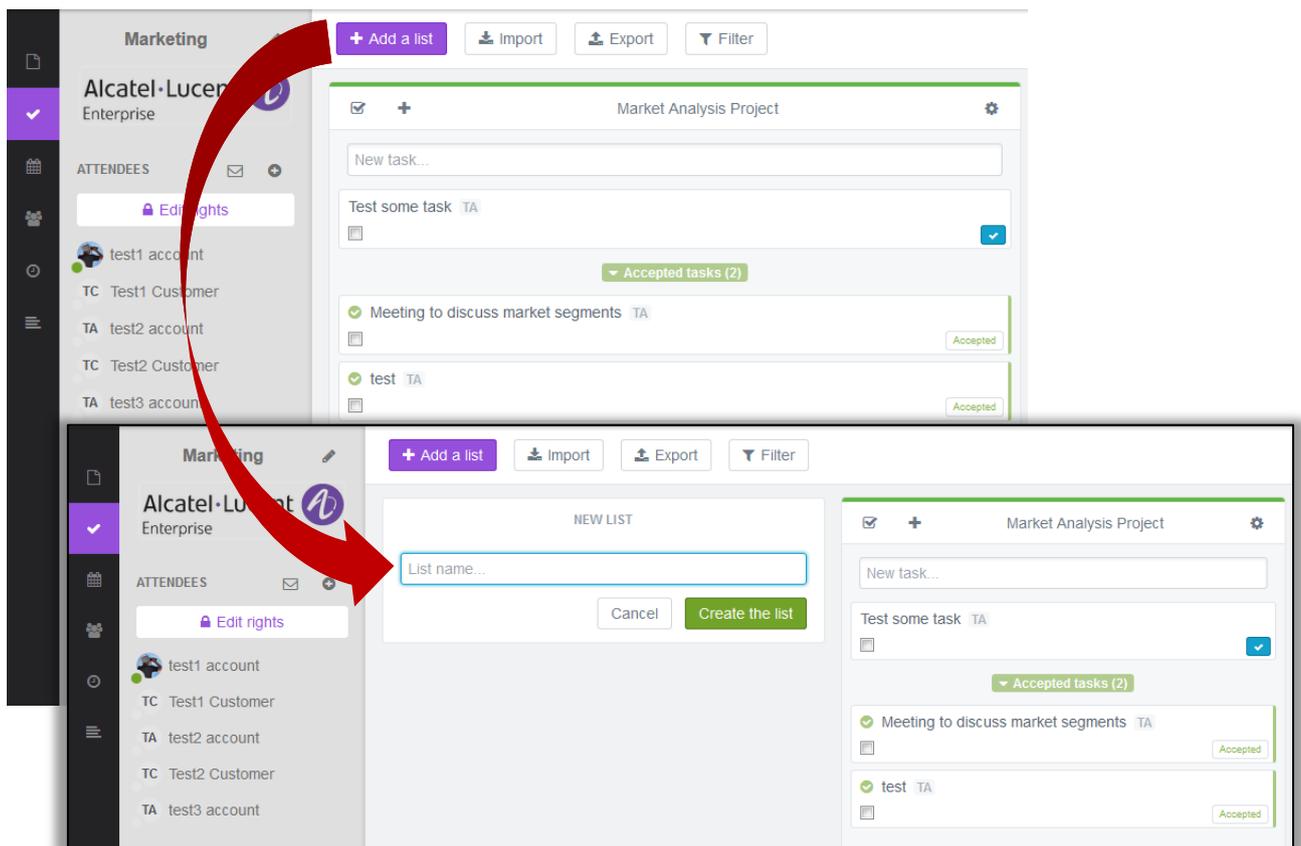
Add a Task

TeamShare allows you to add a task by selecting "New task" for the appropriate List. This method will only add a single task at one time.   Enter the new Task, then click on Add.
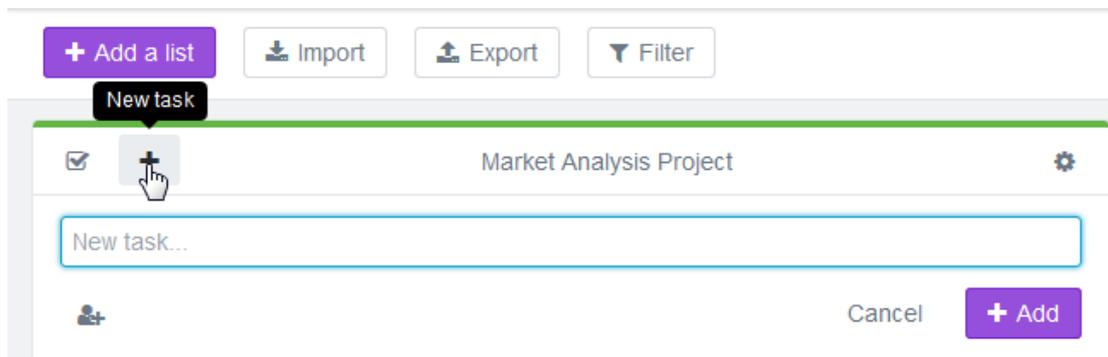

Once the task has been created, you can select the task for more options. Selecting the task shows a new form where more details can be provided. There are several tabs for each task. In the first tab, informational details can be edited such as the Title, ownership, Status, Scheduling, detailed descriptions, tags, and deleting the task.
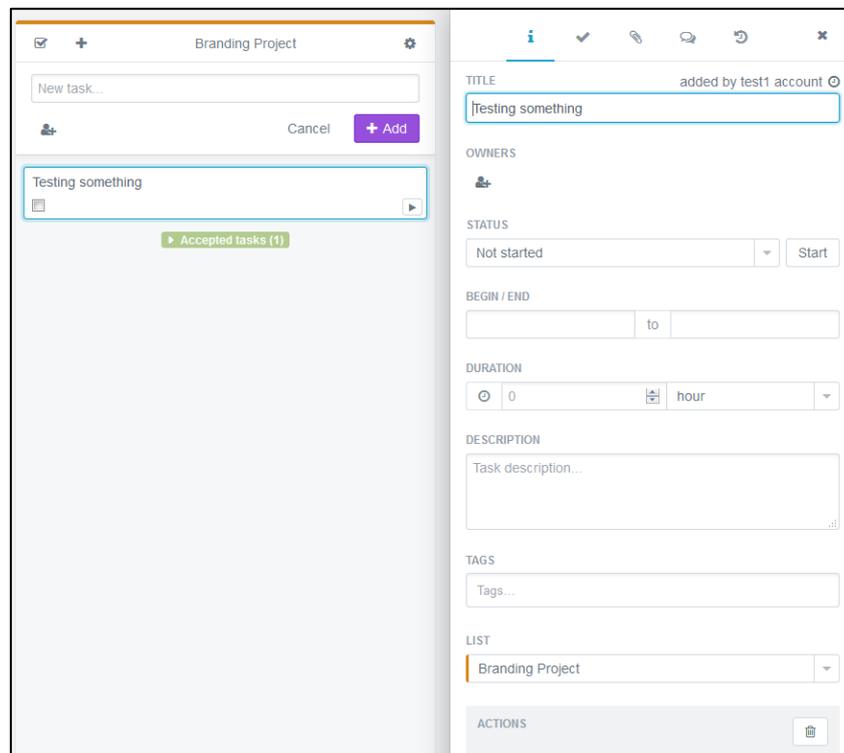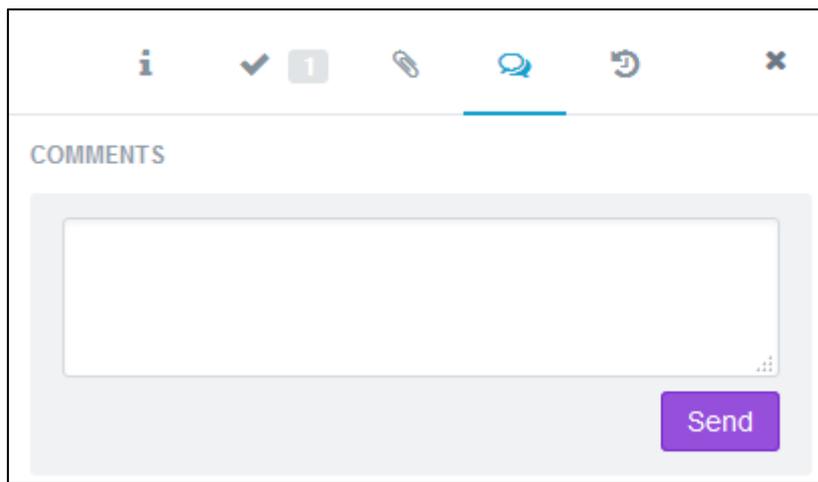

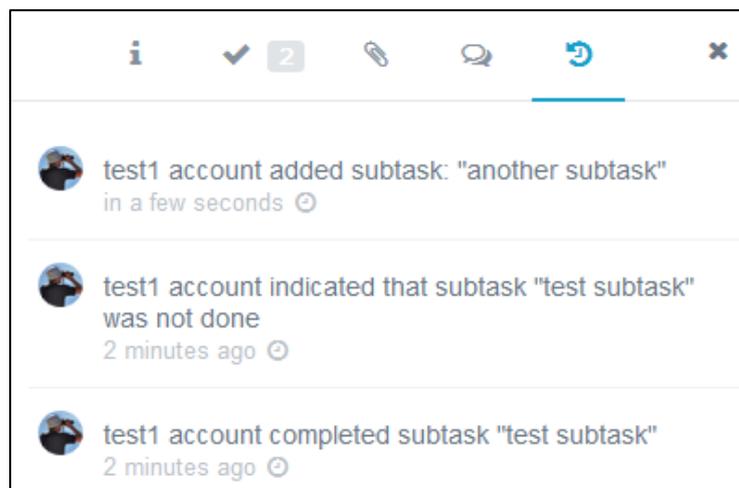The second tab provides the ability to create sub-tasks.
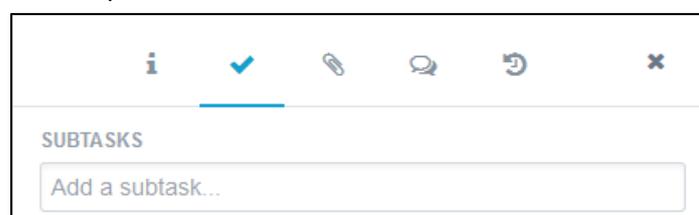
The third tab allows the ability to include attachments to each task.
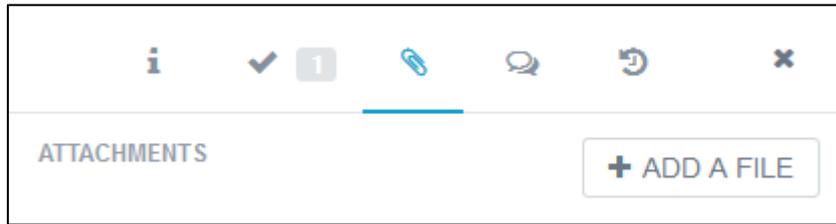
The fourth tab allows for comments from other attendees or members of the project.

The fifth tab provides a history of activity taken for this specific task.

Modifying and Updating a Task

You can modify tasks by selecting the field value in the task information tab. Task fields which are modifiable include:

- o Title
- o Owners
- o Status (Not Started, In progress, Finished, Rejected, Accepted)
- o Begin/End
- o Duration (in minutes, hours, days, weeks, months)
- o Description
- o Tags
- o List membership

There are additional options available for each task, including information about sub-tasks, attachments, comments, activity history, and deleting the task.


Importing and Exporting Tasks

The Import and Export features are a quick way to add or modify many tasks easily.

The import feature provides a template to create your own tasks. The template is delimited by semicolons (;). The column headings for the template include: priority, progress, owner, category, start date, due date, description.

	A	B	C	D	E	F	G
1	priority	progress	owner	category	start date	due date	description
2	high	40%	Marc Dupont	Meetings	11/10/2014	11/14/2014	Meeting schedule for next Friday
3	medium	0%	Louis Dupuis	Docs	11/10/2014	11/22/2014	Documentation due
4	low	100%	Marc Dupont	Planning			Construct a business model

For example, to import the following data from Excel, click on Save As and select to save the file as type "CSV (Comma delimited) (*.csv)".
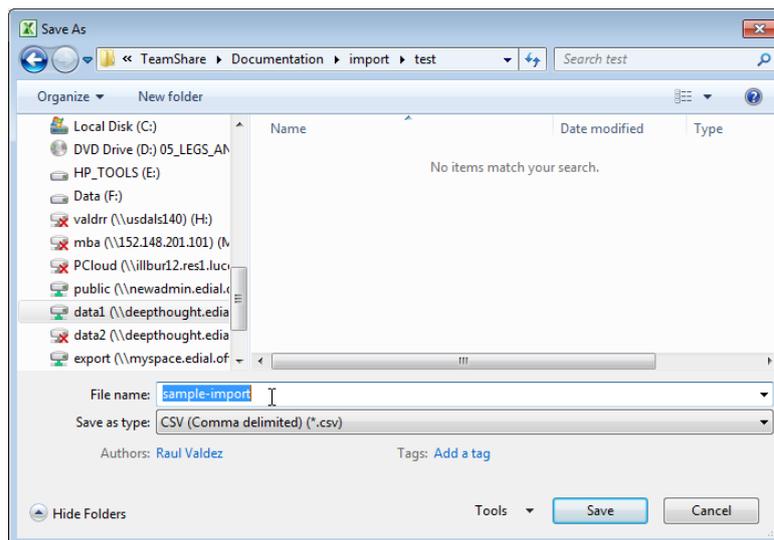

Here is the content of the file:
priority,progress,owner,category,start date,due date,description
high,40%,pcsec51 enduser,Meetings,2015-11-10,2015-11-14,Meeting schedule for next Friday
medium,0%,pcsec511 e1nduser,Docs,2015-11-10,2015-11-22,Documentation due
**low,100%,pcsec51 enduser,Planning,,,Construct a business model**

Once the data is defined in the template, then select the Import button from the project tasks page. Browse to the file you created and click on "Send".
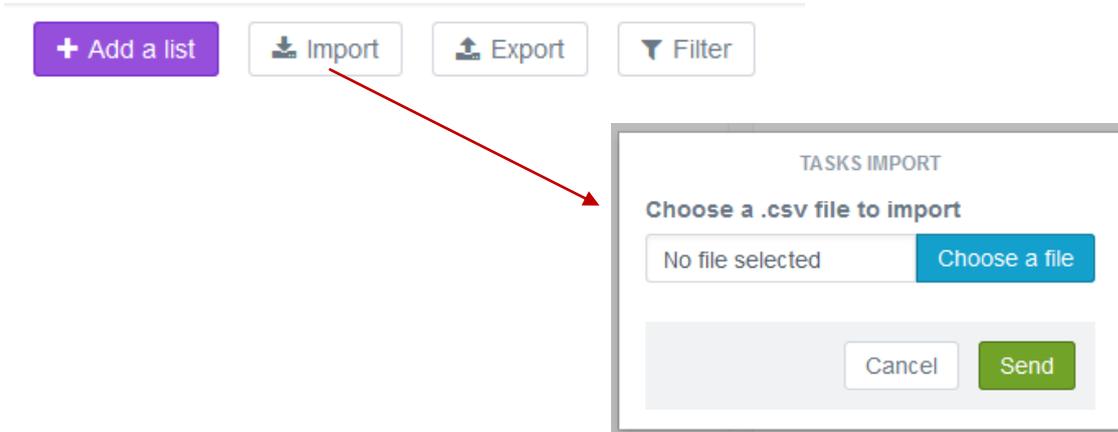
The CSV file is read and the fields are listed so that they can be imported. Click on Next once the values have been verified.
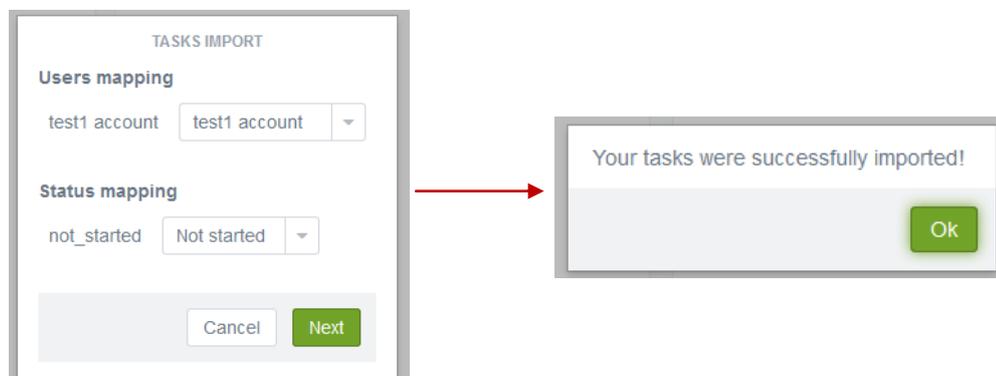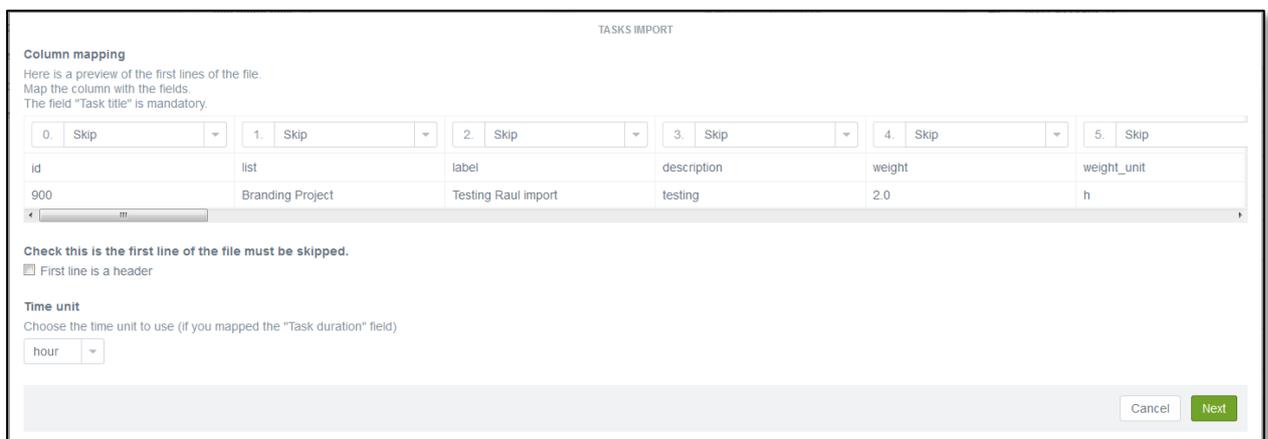
The export feature allows you to export your current set of tasks to a file in CSV format.
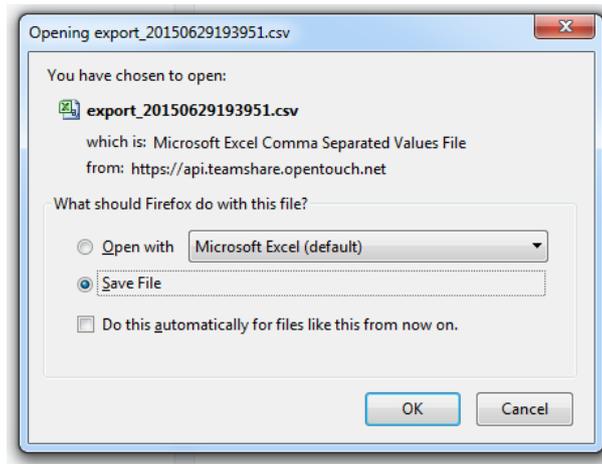
8. Calendar Management

Calendars are useful to help manage schedules, meetings, events, and tasks. OpenTouch® TeamShare allows you to share calendars online for each of your projects. The shared calendar is easy to use and offers a wide view of each project event at a glance with robust, feature-rich and flexible features.

Scheduling items in different elements of your project workspace will automatically update your calendar with the relevant information. For Tasks, you can update deadlines in your calendar. You can create scheduled and unscheduled meeting slots for important dates. And, Events can be created directly in the shared calendar.

The calendar view can show different views for the current Day, Week, or Month.

Events

Events can be created directly in the shared calendar in TeamShare. They can be used to provide information about an event for the project that must be coordinated with several attendees. In the Event details, you can specify the following information:

➢ Name of the event

➢ Location of the event

➢ Description

➢ A list of attendees

➢ Reminders

➢ Schedule (all day event or specific start/end date)

Task Deadlines

Tasks deadlines are shown in TeamShare with the start and deadline dates. They are marked with a color based on the legend provided in the left side of the page. These items are created in the Tasks element when the start date and deadline date are specified.
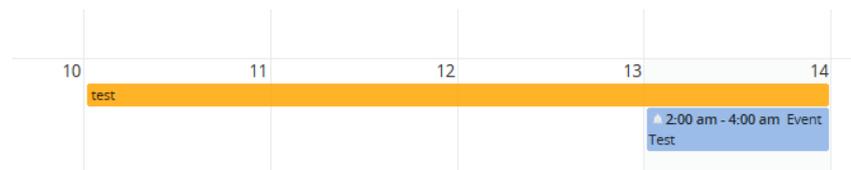
Subscription to shared calendar

You can subscribe to your shared calendar by using the Subscribe button or the webcal link. For the webcal link, you can copy/paste the link into a client which uses webcal, or you can Send an email with the link to someone. When they receive the link, their email client will use their calendar to subscribe to the shared calendar.

CalDAV

CalDAV defines a protocol of edition (publishing) of on-line calendar (timetable). It allows you to synchronize your Outlook schedule (diary) or TeamShare calendar with the diary of your Android phone.

Some platforms under Android offer free versions of caldav. For example, you can download for free, the caldav client Solcalendar from the Playstore through your mobile phone.

Do not forget to check the box **synchronize with CalDav** from the list of your workspace project under Calendars. Fill in your caldav account information on your mobile phone by using the information found under My synchronizations of your TeamShare account.

9. Meetings

OpenTouch® Teamshare provides a meeting scheduling tool which allows you to set up a meeting in a few minutes without having to face never-ceasing email exchanges. Create a meeting is very easy. You simply propose a time slot, and then participants will be notified and asked to fill up their availability. By polling participants, you can quickly set up a meeting and see their availability at a glance.

Add a Meeting

You can add a new meeting invitation by selecting "Add meeting" from the top of the Meetings page. The Meeting form appears.

You must first enter the name and place of your meeting. A field is available for a description of the meeting. Here you can enter additional information about the meeting, such as conference details.

Then, you can select from the list of Attendees within your project workspace. Attendees will receive a notification email by default, but you can deselect the option at the bottom of this form.

Next, you can select time slots for the meeting. You can add more than one date with the times that you would like to meet.

Finally, you can select notifications at the bottom. You can be notified of each response to the invitation, and each attendee can be notified via email of the new meeting invitation.
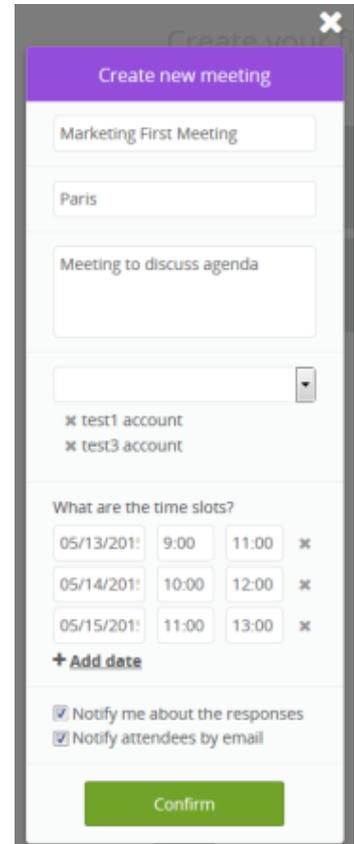
Update Meeting Details

You can update Meeting details by selecting the field. A popup will appear so that you can edit the content of the field. Dates or additional participants can be added by selecting the edit icon.

Note: You cannot change the Time slots that have already been added, but you can add new dates.
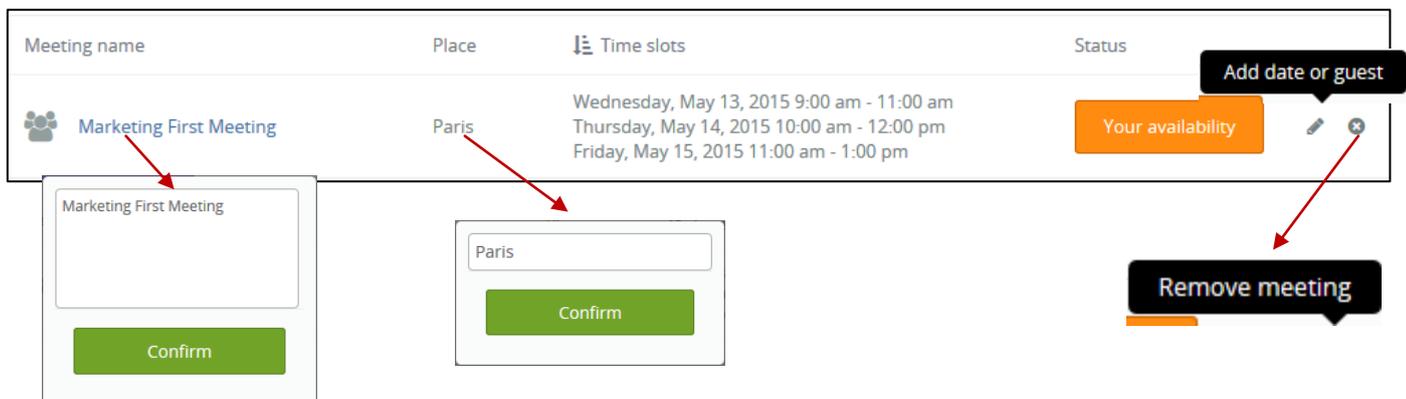
- **Your Availability**

When you select "Your Availability", it will signify to other attendees which meeting time slots you are available. This is done by clicking on any of the dates that fall under the row of your name. In this example, I have indicated that I am available on Wednesday and Thursday, but not available on Tuesday. My colleague is not available on Tuesday, available on Wednesday, and unsure about Thursday.

As the owner of this meeting, you can also confirm the date by selecting "Set this date" for the date that you select. Only 1 date can be selected. Also, you can notify attendees by email or send out the invitation again.

- **Add dates or participants**

You can add new dates to your meeting invitation. This allows to offer your users more options to select a date that is more relevant and agreeable to most of the attendees within your project workspace.
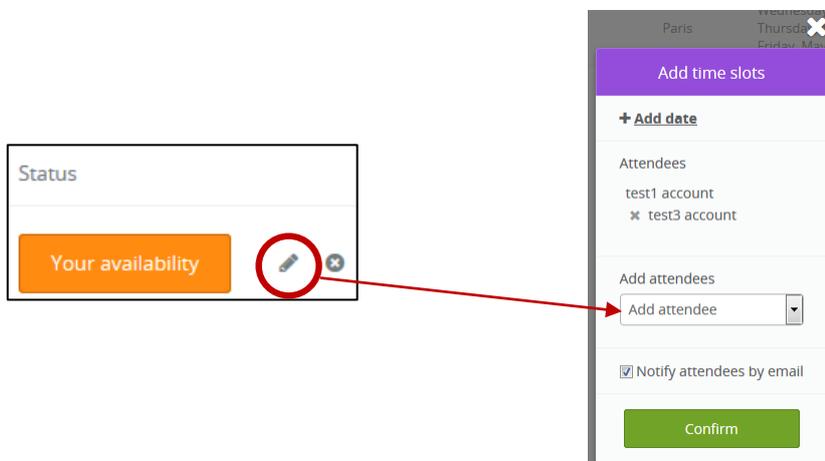
- **Delete**

A meeting can be deleted by selecting the 'x' icon for the meeting you want to delete. You will be prompted to confirm the removal of the meeting and asked if you want to Notify attendees of the cancelled meeting.
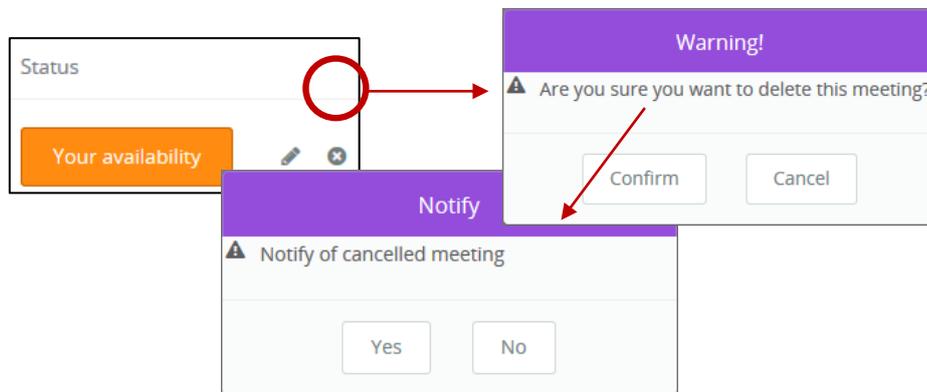
10.   Time Tracking

OpenTouch TeamShare allows you to realize effective and time tracking on each project. Stay up-to-date on your activities progress. Track time spent by each participant on their different projects and missions. Configure time tracking in seconds for selected participants where applicable and they will be automatically notified.

Users at the level of participant can only see their own time tracking. **Leaders** can visualize time tracking of participants that work on projects they created. **Admins** and the **TeamShare manager** can visualize time tracking for all projects and all participants.

Entering Time Spent

TeamShare shows the current workspace as well as any other workspace for which your account belongs.   You can enter the time spent for each project workspace by selecting the clock icon under each week of activity. Time can be entered in 0.25 day increments up to 5 days.
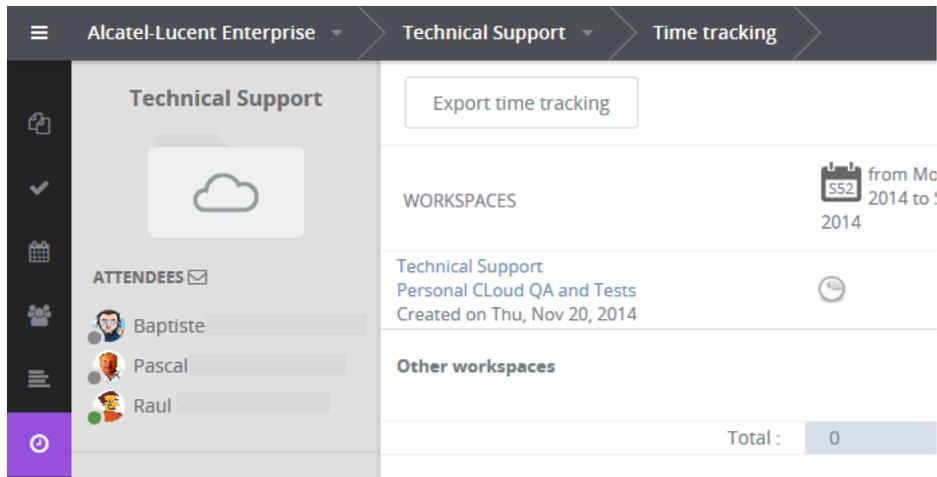
Export Time Tracking

The time spent can be exported to a CSV file. TeamShare supports ISO-8859-1 and UTF-8 character sets. Also, the file can be exported with a semicolon or comma separator. Finally, each field can be delimited by either double quotes or single quotes.

Select "Export time tracking" at the top of the Time Tracking page.

Then, select your options and select "Download file" to export the data. You can then save or open the CSV file.
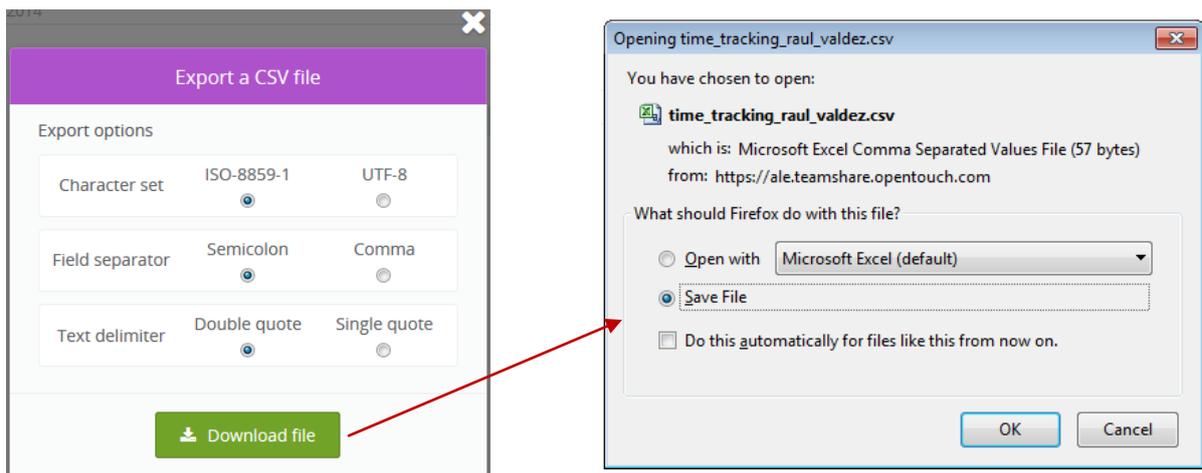
11.   Wall

The wall project page centralizes all the notifications concerning a project. It lists the events and the recent activities of a workspace. You can visualize (display) the history of the activities on each of your projects workspaces.

All the elements of the wall are clickable and allow you to reach the recently added elements. You can also post news about the project or start a new discussion for other members/attendees within the same workspace.

Post News or Start a New Discussion

At the top of the page, enter the topic of your news item or discussion. Then hit Enter on your keyboard or click on the submit arrow next to the form.

After the text is submitted, there is a new item on the project workspace wall. When you select the wall item, any attendee within the workspace can add comments to the post.
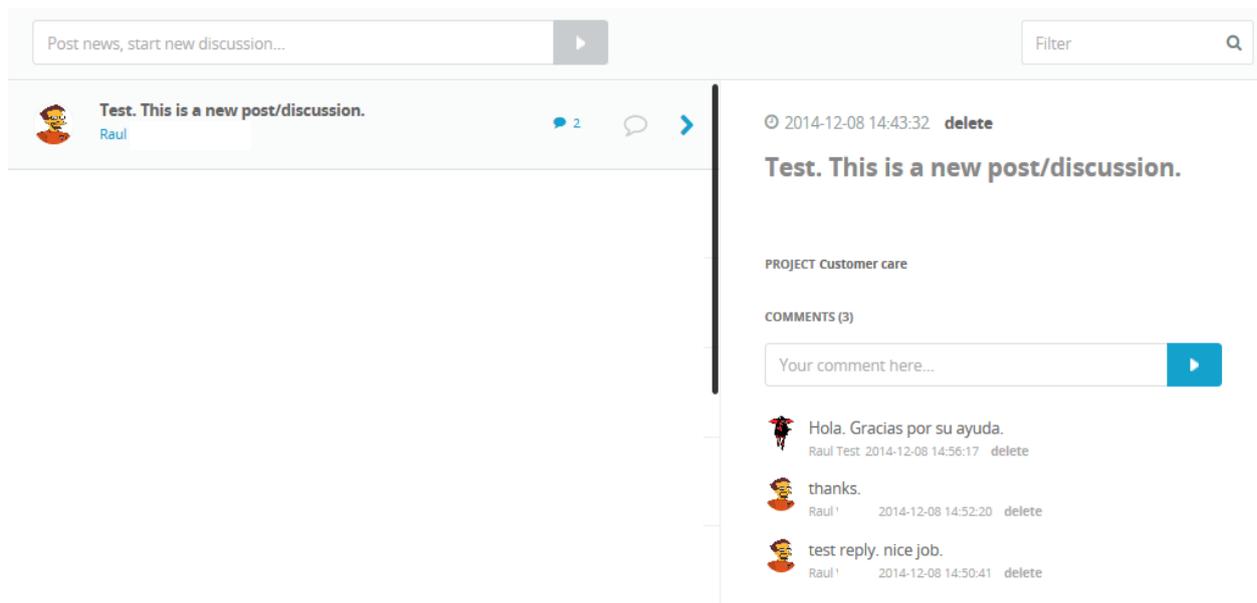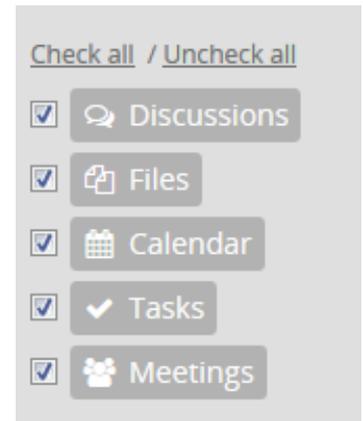

If you are an administrator, you can delete posts and comments. Regular users can only delete their own comments.

Visibility settings

Different types of messages can be viewed on your wall.   The wall can display various notifications, posts, or messages from your project such as:

> - Discussions
> - Files
> - Calendar
> - Tasks
> - Meetings

12.   Chat and Messages

OpenTouch® TeamShare provides a Chat feature to communicate immediately with other attendees on your project workspace or other workspaces. The Messages feature allows you to send messages to other users that can be read later. The features are available on every tab within your workspace (Files, Tasks, Calendar, Meetings, Wall, and Time Tracking) at the bottom of each project page.

When you click on the conversation icon , you will see a popup to select either Chat or Messages.
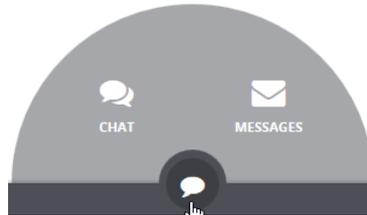

Chat

To begin a chat session, click on the Chat icon, then a popup window will appear. When the window appears, you can join an existing conversation or create a new chat conversation with other users.

Chat can also begin by selecting the conversation icon next each attendee. The availability status of each attendee is shown next to their avatar.
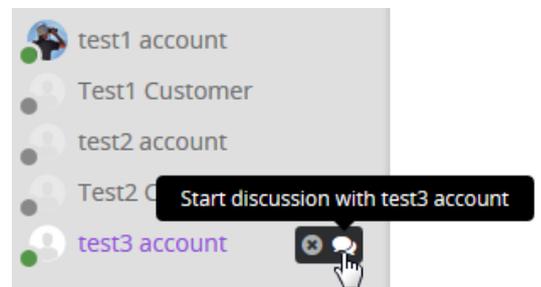
A chat discussion can also be started with several users.   After selecting a single user to start a discussion, select the plus (+) icon, then select each user to join the discussion, and finally click on "Start discussion" to begin a multiple user chat.


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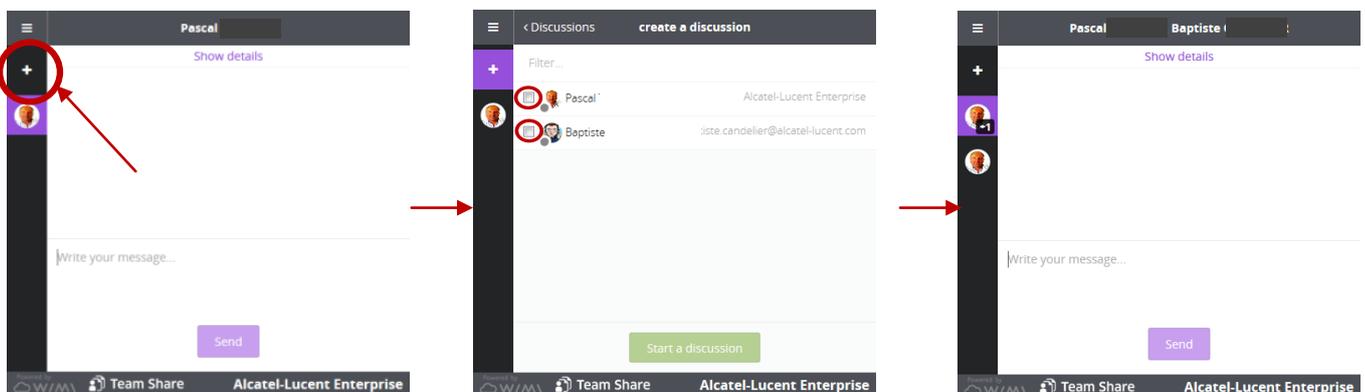
13. Mobile Apps

OpenTouch® TeamShare applications for smartphones take the cloud to a new step. Browse through your files and tasks directly from your mobiles devices from anywhere. You can download and preview your files on your smartphone or tablet. Keep your tasks up-to-date and add new tasks in seconds. Every modification on your smartphone or tablet is instantly synced with your TeamShare.

iPhone/iPad

To install OpenTouch® TeamShare apps for iPhone/iPad, go to

https://appsto.re/us/C6MY6.i

or search for " OpenTouch TeamShare " in the Apple App Store.
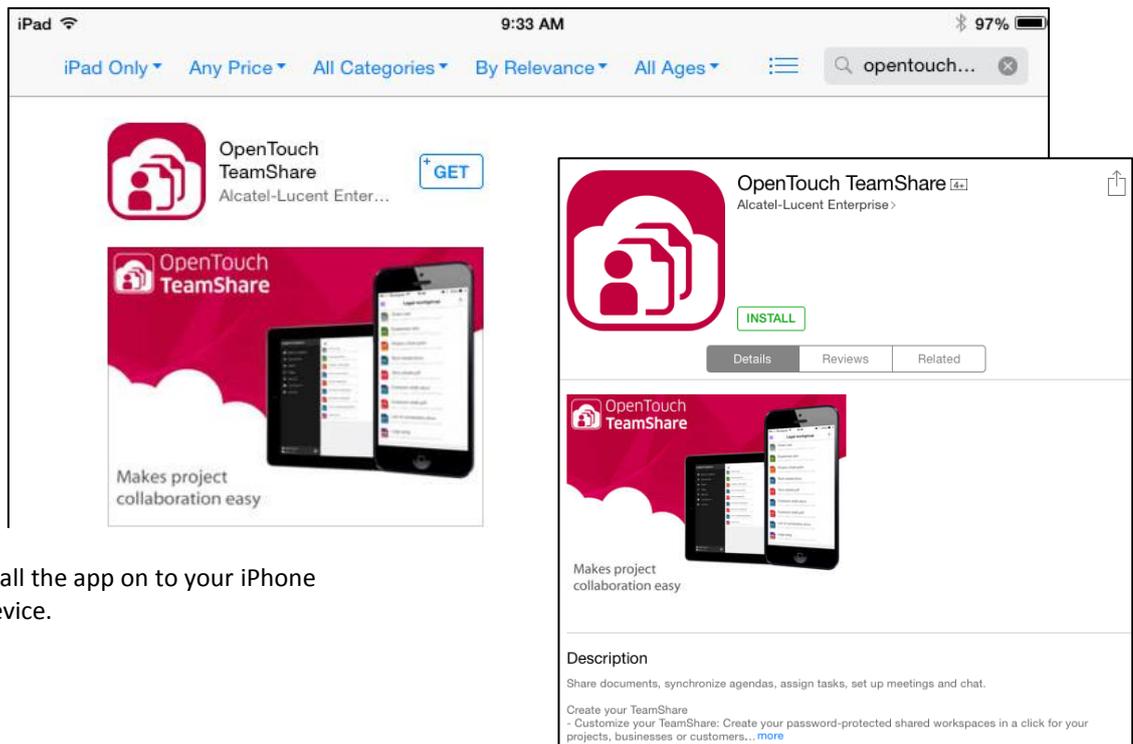
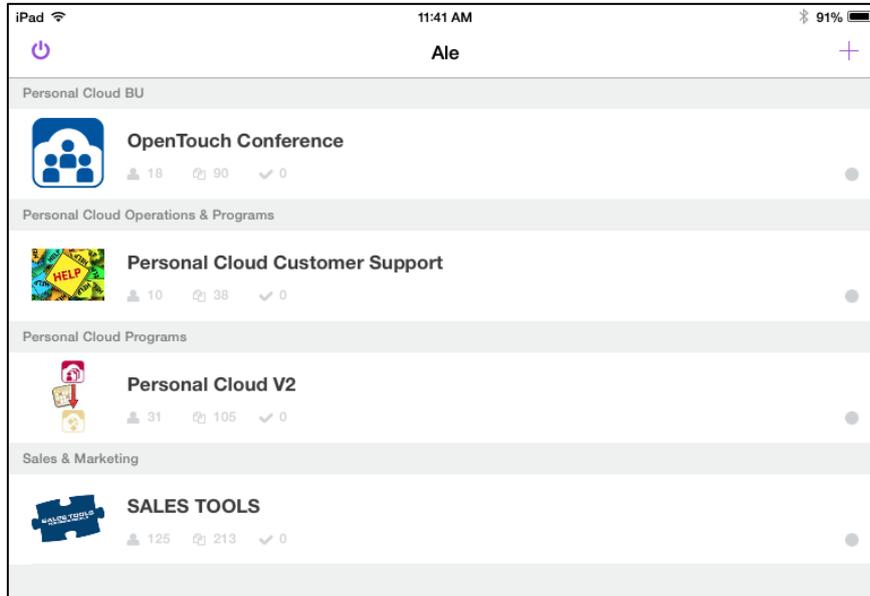Then, install the app on to your iPhone
or iPad device.

Once the app has been installed, launch the program. You will be prompted to enter your "TeamShare name", Email, and Password.   For the TeamShare name, you only need to enter the server name (host name).   There is no need to enter the domain name.   For example, for the teamshare server "ale.teamshare.opentouch.com", you only need to enter the name "ale". Then, you will enter your email address associated with your account and the password associated with your account.

Your account is now setup and you can begin collaborating on your project from your iPhone or iPad.

Android

To install OpenTouch® TeamShare apps for Android, go to

**https://play.google.com/store/apps/details?id=com.opentouch.teamshare**
or browse the Play Store or Android Store.
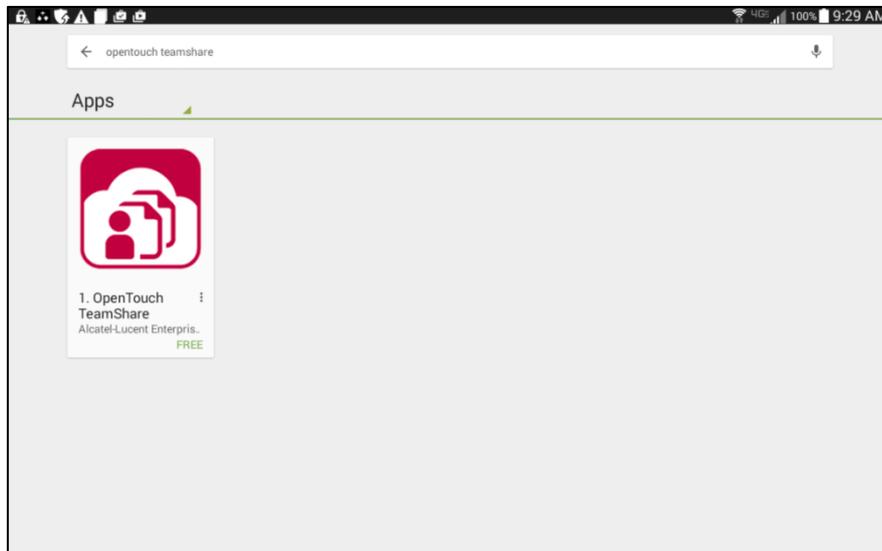
Next, install the app on to your Android device by selecting the Install button from inside of the Android or Google Play store.

You will be prompted to allow OpenTouch® TeamShare access to your Identity, Contacts, and Photos/Media/Files. The Identity access is necessary for allow multiple profiles on the device to be accessible. The Contacts access is needed for using relevant contact or email address information. And the Photos/Media/Files access is needed to access files such as images, videos, or audio content. Click on "Accept" to give TeamShare access.
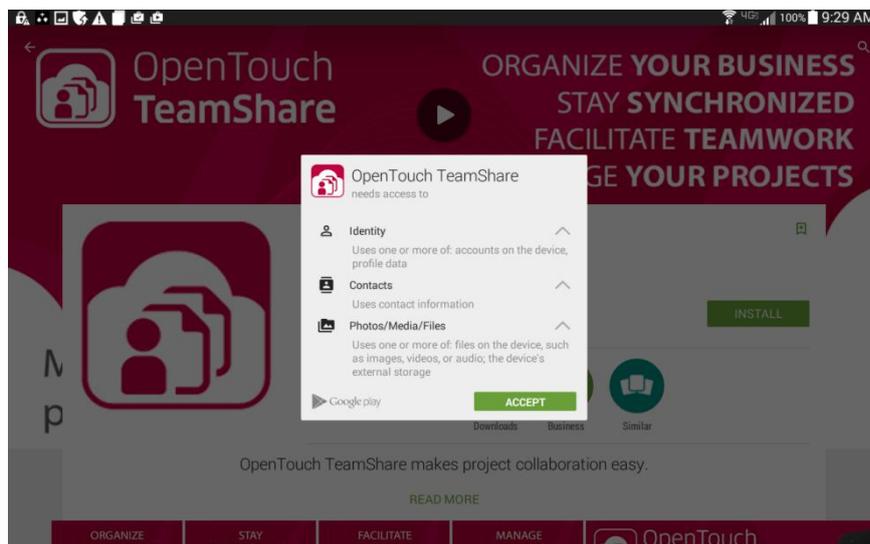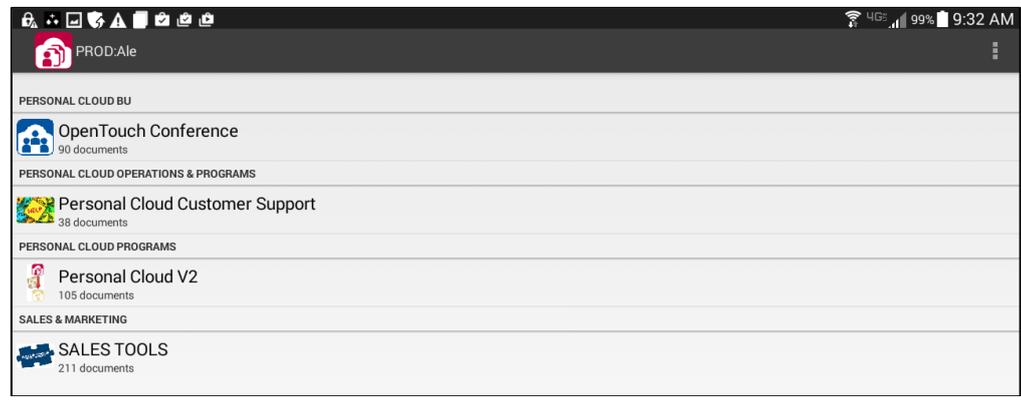

Once the app has been installed, launch the program by selecting the TeamShare icon. You will be prompted to enter "Your Account", Email, and Password. For the TeamShare name, you only need to enter the server name (host name). The domain is automatically added to the end of the TeamShare name. For example, for the teamshare server "ale.teamshare.opentouch.com", you only need to enter the name "ale". Then, you will enter your Email address associated with your account and the password associated with your account.
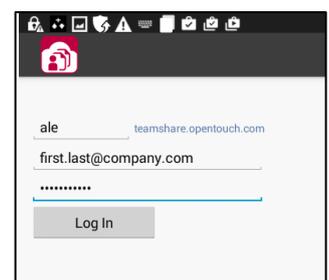
	Here, you must fill the exact Teamshare name, you cannot use the generic name my.teamshare.opentouch.com

Your account is now setup and you can begin collaborating on your project from Android device.

END OF DOCUMENT