



Collaboration Groups in VDMA

HOW TO...

Already registered at vdma.org?

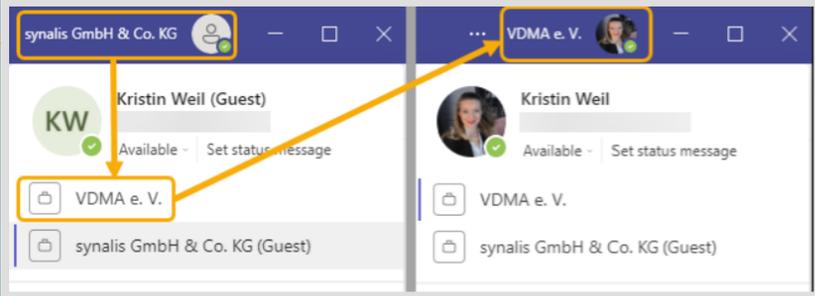
If no, please click here: <https://www.vdma.org/registration> (A login is required to access the group).

How do you join the group?

Please follow the instructions in the group invitation (this may also be in spam).

Group not visible in TEAMS?

1. Change environment: Click on your own profile picture in the top right-hand corner of the desktop app and click on "VDMA e.V.".
2. "VDMA e.V. is not displayed? Close the TEAMS app and open it again.
3. Even after restarting, "VDMA e.V." is still not visible? Please copy the group link: into the browser (IMPORTANT! Copy, do not open the link directly). Now the group is visible in the browser view of TEAMS. Afterwards, the new environment should be activated for the TEAMS app. If necessary, please close and open the app again. It should now be possible to switch to "VDMA e.V." as under 1.



Now you're ready to go!

Here you can see an example of how the group is displayed in TEAMS. In addition to the general main channel, it can also consist of sub-channels



Compliance

Please note the general information on the group home page - especially the information on compliance. For the VDMA, compliance with antitrust and competition law is also indispensable in digital form.

Notifications

Individual notification settings can be made for up to 3 channels.

In the channel:

Via the 3 points a menu opens, in which the settings for the channel notifications can be set.



In the general settings:

Alternatively, the notifications can be set in the top left-hand corner next to your own profile. Here it is also possible to activate e-mails for missed activities.

