Starting a collaboration session



Before logging in to any server, you must:

- · Have a user account on the server.
- Be sure the server is running.

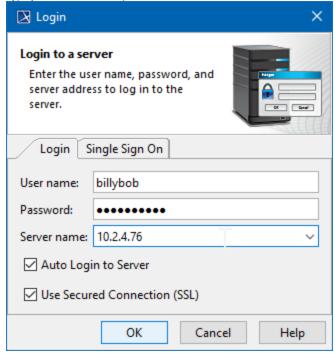
To log in to a server

- 1. From the Collaborate menu, select Login. The Login dialog opens.
- 2. Log in to a server.



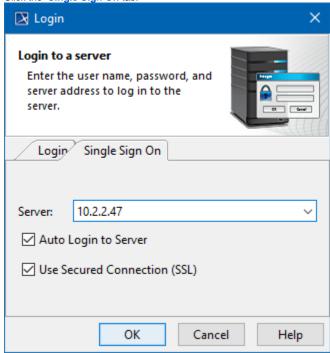
If you have set up an LDAP connection and imported users from LDAP using Teamwork Cloud Admin, you can use either internal or imported users to log in to Teamwork Cloud.

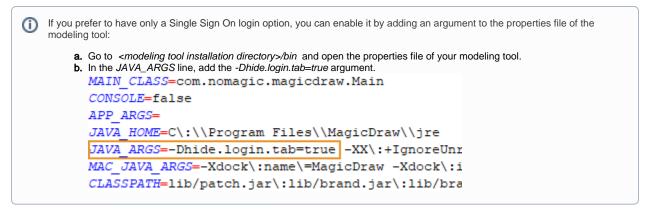
- To login using "username/password" authentication:
 - i. Click the Login tab.
 - ii. Type your user name and password.



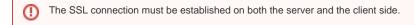
· For users having a single ID and password for multiple software systems (valid only for Teamwork Cloud Server):

i. Click the Single Sign On tab.





- 4. If you want the client application to remember your credentials and automatically log in to the server next time upon starting the client application, select the **Auto Login to Server** check box.
- 5. If you need to connect to the server using the SSL connection, select the Use Secured Connection (SSL) check box.



- 6. Click OK
- 7. Wait while you are connected to the server, and then you can start performing collaborative tasks.

To log out of the server

• From the Collaborate menu, select Logout.