Starting a collaboration session

A 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

- From the **Collaborate** menu, select **Login**. The **Login** dialog opens.
 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. 🔀 Login × Login to a server Enter the user name, password, and server address to log in to the server. Single Sign On Login User name: billybob Password: Server name: 10.2.4.76 \sim Auto Login to Server Use Secured Connection (SSL) OK Cancel Help
 - For users having a single ID and password for multiple software systems (valid only for Teamwork Cloud Server):

Click the Singl	e Sign On tab.	
🔀 Login		×
Login to a Enter the server ad server.	server : user name, password, ar dress to log in to the	nd
Login Single Sign On		
Server:	10.2.2.47	~
Auto Login to Server		
Use Secured Connection (SSL)		
	ОКС	ancel Help



- 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.

The SSL connection must be established on both the server and the client side.

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.

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